Board of Directors Meeting Minutes  
Thursday April 20, 2017 - 12:00 noon; Student Center Reading Room

Directors Present were:
- Richard Bentley, Administration
- Meg O’Sullivan, Administration
- Lorraine Terracina, Administration (proxy to M. O’Sullivan)
- Joanne Katz, CHRP Faculty
- Shirley Eisner, COM Faculty (proxy to M. O’Sullivan)
- Maria Rosario-Sims, CON Faculty
- Julie Rushbrook, GS Faculty
- Tziporah Kay, CHRP Student (proxy to Meg O’Sullivan)
- Julie Parato, GS Student
- Peggy Chen, CON Student (proxy to Meg O’Sullivan)
- Caroline Dolce, PH Student (proxy to Meg O’Sullivan)

Directors Absent Were:
- William Gerdes, Administration
- Zachary Feuer, COM Student
- Krystal Ealy, COM Student
- Vacant
- Vacant

Invited Guests Present Were:
- Timothy Stockmar, Bookstore Manager
- Bob Jahelka, FSA Interim Controller
- Schuyler Hooke, Recording Secretary

1) CALL TO ORDER: With quorum being present, Mr. Bentley called the meeting to order at 12:07 p.m. after some computer issues and a roundtable introduction, as this is Ms. Weisbeck and Ms. Parato’s first meeting.

2) SECRETARY’S REPORT:
   a) The draft minutes from the prior meeting held April 20th, 2017 had been emailed, and after review the following motion was introduced by Dr. Katz, and seconded by Dr. Rosario-Sim:

   MOTION: To approve the January 18, 2016 minutes as presented. Motion carried unanimously.

   b) Mr. Bentley noted the FSA Board continues with two current administrative vacancies, one of which serves as Treasurer Mr. Bentley has made recommendation to Campus Interim CFO Thomas Grey and awaits appointments by Campus President. He reminded all that the FSA BOD Handbook (link) is on the FSA Forms and Documents webpage. All Board members, especially new members are urged to read it to familiarize themselves with FSA and the role and responsibilities of a being a not-for-profit corporation board member.

3) PRESIDENT’S REPORT Richard Bentley
   a) Gift Shop Contract Amendment: Contractor Lori’s Hallmark issued a 90 notice of intent to terminate due to losses sustained. After FSA negotiations, it was proposed that FSA amend the contract to expire 5/31/2019 and effective 6/1/2017, to reduce commission to $500 monthly plus 10% of sales over $20,000. Consensus was that commission reduction is preferred as there have been only positive feedback from customers regarding the shop and its Manager, Margaret Lewis. After discussion, Ms. O’Sullivan moved and Dr. Rushbrook seconded:

   MOTION: To approve commission reduction as presented. Motion carried unanimously.

   b) Laundry Service RFP: In final stage to be released shortly. While 440Lenox will remain a coin-op laundry format, the Residence Halls are looking to make the service part of the rent, (ie: no per use charge) subject to the outcome of the bod process.

   c) Bookstore Update: See Attachment 1 that was reviewed by Mr. Stockmar, noting many positive points regarding store operations and the re-activation of online sales utilizing the new Point of Sale (POS) System by end of July. We have come a long way, and the building blocks to move forward are in place.

Faculty Student Association of Downstate Medical Center, Inc.
Mail Stop 1219; 450 Clarkson Avenue; Brooklyn, NY 11203-2098 Telephone: 718-270-3187
www.downstate.edu/fsa
New merchandise is trending much better sales, at a higher margin. It was requested that logos and designs that represent the campus need to be consistent with campus branding, and should be reviewed for approval prior to ordering. Other suggested improvements included adding background music for the story, and that there need to be more items that are not designated as “Medical” and adequately service all DMC colleges. Mr. Stockmar welcomes all student programs and clubs to contact the bookstore for designing and ordering custom merchandise. Store follow-up is ongoing with college textbook coordinators to get course textbook lists. NYS law requires such list to be posted 60 days in advance of the start of classes. Consider selling ice cream or coffee in the store. Suggestions are always encouraged can be eMailed or phoned to Mr. Stockmar and Mr. Bentley as they arise; No need to wait for the next Board meeting.

d) Operations Report: See Attachment 2. Mr. Jahelka highlighted activities since last Board meeting as noted in report. Business Office is working hard to becoming a “paper-light” organization, (paperless being impossible.) 2018 FSA Budget is not fully completed, and will have to be approved via eMail. Unaudited year end values suggest an $89K shortfall this year; $11K more than the projected summary in the annual budget. Contracted operations did meet projections. It was noted that the Student Councils pay only a small fraction of the annual Business Office expenses which are in essence subsidized by FSA income and HSCBF Foundation.

4) TREASURER’S REPORT: Bob Jahelka (in vacancy of FSA Treasurer)
   a) Year to Date 5/31/2017 Status: See Attachment 3 The bookstore showed an $89,000 loss after the budgetted $104K subsidy from the HSCBF that was received. Factors included staffing expenditures, including higher pay of new Manager and old manager retirement pay-out of vacation accruals, changes in health plan enrollments and the purchase of new POS system, and bargain sale of dead inventory. FSA
   b) Down two voting members: There are two fewer members following the resignation of Astra Bain-Dowell and Tailin Brecher from the board, and we are waiting for the new administration to appoint new members to take their place., but this also needs the approval of the administration.

5) ADJOURNMENT: With all business before the board concluded and no new business items, Ms.O’Sullivan moved and Dr. Rushbrook seconded that:

   MOTION: The meeting be adjourned at 12:50 p.m. Motion carried unanimously.

   Respectfully submitted by:

   Meg O’Sullivan, Secretary

Reminder: Next Quarterly Board meeting will be on Wednesday October 18th, 2017 (noon; Student Center Reading Room)
Campus Store Update for  
FSA BOD Meeting July 12th, 2017

1. **POS System** – System Purchased and received on 5/25/2017. David Lowey from DMC Info Services installed hardware and software by week of June 12, 2017. Computer consultant payment from FSA just received, so can now work on data transfer from old system to new system which then enables integration with new online store via “Lightspeed”.

2. **New Store Merchandise** – New clothing items are selling three times better than previous items, with an improved sale margin (from near 30% to 50%). There are various new items such as pennants, buttons, towels, shirts and tank tops with new designs for sweaters and shirts in process. Program relating shirt designs for CHRP and Nursing are in process.

3. **Merchandizing**: Older shelving units needed for past textbooks are being removed; bringing more sunlight into store. Once POS system is completed, will focus on planned new merchandising fixtures and more décor enhancements.

4. **Cap and Gowns**: Thanks to much help from Student Life and Student Affairs, the commencement cap and gowns sales went smoothly which added near $11,000 in gross profit. Future years’ event planning expected to be smoother now having this experience.

5. **COM White Coat Ceremony**: Coat sizing and name pins for all eligible students are completed. Embroidery on collar will now acknowledge Alumni Association contribution. All on track for 8/10/17 event at Grand Prospect Hall. Additional name embroidery (optional student purchase) on coats becomes available after the event.

6. **Inventory**: Inventory was conducted on 5/29/17 with auditors verifying results. Current POS inventory values all up to date and read as of June. Beginning of new fiscal year.

7. **Employees**: One employee will be dropping to two days a week until August then phased out completely.

**Summary**: A new POS system in place, planned personnel reductions, introduction of new appealing stock items with improved sale margins, a more inviting atmosphere, will all aid in advancing the goal towards self – sustainable financials of the store. Work continues with Business Office to finalize the proposed Bookstore budget within next week.

Sincerely,
Tim Stockmar, Manager

Faculty Student Association of Downstate Medical Center, Inc
Mail Stop 109; 450 Clarkson Avenue; Brooklyn, NY 11203-2098 Telephone: 718-270-2486
www.downstate.edu/fsa/bookstore
FSA Board of Directors  
Operations Report for July 12, 2017

1. **Business Office Activities** – Since last BOD meeting on April 20, 2017:
   a. **Blackbaud Financial Edge:** While the office continues to use and become fully acclimated to the new software, the HSCBF funded Blackbaud training has not been scheduled. We again hope to coordinate complete training on this new software very soon.
   b. **SAF & TA Monthly Reports:** Have been issued through May 31, 2017, fiscal year end. FSA Account holders can continue to obtain balances or specific transaction inquiries by contacting Deshawn Hilliard in the FSA Business Office.
   c. **SAF – Bursar SAF income FYE 5/31/17 reconciliation recently received; SAF Council’s 2018 Budget certification process underway; expected to be completed/issued by end of July.
   d. **FSA Office File Clean-up:** FSA Staff continues to do a great job in going through the file cabinets in the office to box up old documentation and move them to storage. Badly needed new A/C Units, paid for by campus, have been replaced.
   e. **Yearly Audit of FSA Financial Statements:** The Audit Committee meeting is set for today with PKFOD our outside auditors. Our required annual audit of our financial activity, for the fiscal year June 2016 through May 2017, will commence this month.
   f. **FSA 2018 Budget:** The budget is in the process of being finalized and to include very recent proposed HSCBFoundation-funded Business Office staffing adjustments; Will circulate proposed budget later this month for Board approval.
   g. **FSA Financial Statement Budget to Actual:** We been issuing year to date Budget to Actual Financial Statements for the FSA Office and the Bookstore separately, starting with the month ended January 2017, utilizing the new Blackbaud Financial Edge software to produce these reports. 

   ![YTD Financial Statements as of May 2017... (link)](link) Discussion regarding the highlights.

2. **FSA Controller position:** DSJ continues to perform this role. We again recommend that recruitment be initiated as soon as possible for a full time on site Controller.

   Respectfully submitted by,
   Bob Jahelka CPA, Partner of DSJCPA
   as Co-Interim Controller
## FSA
### 2016/2017 Approved Budget to Actual

(unaudited actuals)

<table>
<thead>
<tr>
<th>Profit / (Loss)</th>
<th>Budget Annual Summary</th>
<th>5/31/2017 Actual 12 Mths</th>
<th>Difference Favorable (Unfavorable)</th>
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<td>FSA Net Operations</td>
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<tr>
<td>FSA Net Vending etc</td>
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<td>Total FSA Operations</td>
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<td>Bookstore Net Operations</td>
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<td>HSCBF Requested Subsidy</td>
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<tr>
<td>Total Net</td>
<td>$ -</td>
<td>$ (89,000)</td>
<td>$ (89,000)</td>
</tr>
</tbody>
</table>

Figures rounded to the nearest thousand

### Notes:

1. Salaries & Professional fees higher this year as a result of the computer conversion

2. Gross Sales Down $20,000  
   Cost of Goods Sold up $22,000  -- Write off dead inventory etc  
   Operating Expenses up $36,000  -- Relating to payroll and payroll related expenses  
   Unfavorable difference $78,000  * K Carlton payout  
   * Employee added to Health Ins