

MINUTES

BEACH SHOPS

BOARD OF DIRECTORS MEETING

Friday, November 8, 2024 – Corporate Conference Room

Members Present:

Scott Apel	Milton Ordoñez	James Ahumada	Dr. Virginia Gray
John Barcelona	Nikki Majidi	Matt Melendrez	Andre Achacon

Absent: Dr. Beth Lesen Dr. Nancy Dayne

Staff Present:

Dr. Miles Nevin, Executive Director	Rosa Hernandez, Assoc Exec Dir, Admin Srvcs
Andrew Kerr, Chief Financial Officer	Alfredo Macias, Dir of Res Dining Services
Marianne Russo, Board Administrator	Kristin Bonetati, Dir of Retail Services & Licensing
Clint Campbell, Assoc Exec Dir, Retail Srvcs	Patrick Joyce, Director of Operation
Sylvana Cicero, Associate Exec Dir, ASI	Arnecia Bryant, Dir of Facilities & Sustainability
Tom Collier, Accounting Manager	Rico Ovalles, Assoc Dir, Academic Resources
Idris Aydin, Director of Finance, ASI	

A. Call to Order:

The meeting was called to order at 10:00 a.m. by Mr. Scott Apel, Chair.

B. Approval of the Agenda: November 8, 2024

Motion to accept the Agenda as presented.

M/S Mr. Ordoñez / Mr. Achacon

By acclamation the Agenda for the meeting of November 8, 2024, was approved as presented.

C. Approval of Minutes: September 13, 2024

Motion to accept the Minutes as presented

M/S Mr. Ordoñez / Mr. Melendrez

By acclamation the minutes of September 13, 2024, were approved as presented.

D. Public Comment:

- There was no public comment given.

E. Board Chair's Report:

- Campus Updates
 - Mr. Apel discussed that the campus had recently received news that the current budget would be cut by \$11 million with the possibility of \$30 million cut for next year's budget so they are addressing what that will mean for the campus moving forward.

F. F&I Committee Chair's Report

- Dr. Nevin introduced the new Beach Shops and ASI's Chief Financial Officer, Mr. Andrew Kerr, to the Board members.
- Mr. Kerr presented and reviewed the 1st Quarter financials for this 2024-2025 fiscal year.
 - Results came in significantly favorable to budget overall both operationally and in sales.
 - Reported sales were up 13% primarily due to better than anticipated Bookstore results along with Beach Convenience Stores.
 - Operating and Administrative expenses along with other operating income all came in favorable to budget as well.
 - Capital Expenditures were lower for the quarter, however, there are larger projects in the works for the rest of the year like the Bookstore ADA elevator update and the upcoming Bookstore retail space remodel which would be discussed later in the meeting.
 - Investments results also were positive this quarter for both BIG and Morgan Stanley.
- Additionally, he reported that the Tax Return 990 and 990T documents had recently been filed and submitted to the campus and government agencies.

Motion to accept the 1st Quarter 2024-2025 Financial Review

M/S Mr. Achacon / Mr. Ordoñez

By acclamation the 1st Quarter 2024-2025 Financial Review was hereby approved

G. Risk Management Review:

- Risk Management Review:
 - Ms. Hernandez discussed that as part of CSU Audit requirements, we need to annually provide a Risk Management review to the Board of our current efforts and guidelines.
 - Risk management is a critical part of our organization due to our unique work environment including retail and food services, cash handling, alcohol licenses and various satellite operations along with our equally unique employee pool of many times inexperienced student staff.
 - The Beach Shops takes a very “hands on” approach that encompasses a companywide commitment from our leadership team for safety, our Risk Management department's ownership of compliance and policies along with our Risk Management committee who actively help to mitigate risk by ensuring that we are conducting the necessary safety training, in compliance with regulatory requirements.
 - Highlights of these efforts over the last year included an updated process for location audits and corrective actions, revised Injury Illness Prevention Plan, and the introduction of a Workplace Violence Prevention Program.
 - When it comes to our risk management efforts, the organization strives to maximize resources available through the campus as well as in our Long Beach community.

Motion that the Board has reviewed and approved the current Beach Shops Risk Management program

M/S Mr. Achacon / Ms. Majidi

By acclamation the board approved the Risk Management program as presented

H. Executive Director's Report

- Dr. Nevin discussed that the Shops were currently in some Leadership transitions and that this would be Mr. Campbell's last meeting as he was retiring at the end of the calendar year.
- Operational Updates
 - Mr. Ovalles discussed how the first semester of the DITA program had been more successful than anticipated, and they were able to provide over \$2 million in savings for students on course materials through this program thus far.
 - Ms. Bonetati reviewed a presentation on how the Bookstore building would be undergoing a refresh starting at the end of this semester through Spring semester 2026.
 - The purpose of reimagining this interior space would be to help provide more student lounge area, since the University Student Union is set for large-scale construction next summer and lasting until summer 2028.
 - Ms. Cicero conducted a presentation providing the Board members more details on the progression of the Future U project including timelines, needed staff relocation spaces, interim temporary food services along with relocated seating and services options.

H. Adjournment

There being no further business, the meeting was adjourned at 10:51 a.m.