



BOARD MEETING MINUTES

DATE: Tuesday, September 21, 2021

TIME: 6:30 PM

LOCATION: High Prairie Arts & Science Community Room

CALL TO ORDER: 6:32 PM

Attendance

- **Board Members:**
Germain Krueger, Jen Klesalek, Gina Sondeland, Tina Frisinger, Justine Movchan
- **Staff:**
Jo Vroman, Brady Dutchak, Torrea West
- **Guests:** Amy Johnson, Rachel Krug, Krista Heil, Dave Zittleman

Approval of August Minutes

- **Motion:** Frisinger, 2nd-Sondeland

Officer Reports

Secretary

- Next meeting to be held on Tuesday October 19th at 6:30
 - Same location

Treasurer

- **August Financials**
 - After income and expenses were calculated for the month of August 2021, we ended the month as follows:
 - Total Income = \$86, 320.34
 - Total Expenses = \$32, 725.73
 - Net Surplus = \$53, 594.61
 - Year-to-Date Net Surplus = \$50, 501.72
 - August Income Recap:
 - Program Income = \$85, 164
 - Notes: Show Team is tracking under budget while high school tuition is tracking above budget
 - Fundraising Income = \$800
 - Other Income = \$356 (Donations & Pro-Shop, Ziegler Expenses)
 - August Expense Recap:
 - Wages & Payroll Taxes = \$23, 391
 - Notes: In total all wages are tracking under budget



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- User Fees = \$4, 153
- Credit Card & Professional Fees = \$3, 238
- Office Expenses = \$800
- Staff Expenses = \$498 (Education & USAG Memberships)
- Other Expenses = \$655 (Pro Shop & Program Expenses)

- Sondeland made note of few items that were in this months financials
 - Badlands paid late so she wasn't sure where to put that income
 - Same fiscal year, put in under fundraisers, otherwise it should be put under donations
 - The Golf Scramble Event was off by \$4200 as it was in the wrong fiscal year

- **PPP Summary**
 - We are still waiting on the approval of our 2nd PPP loan for full forgiveness
 - If we would have not received these loans, BGA would have been at a loss of \$17, 594

- **Motion: Frisinger, 2nd-Movchan**

Vice Chair

- No Report

Chair

- No Report

Business/Program Reports

Competitive Program Report

Optional Levels:

- Starting September 1, each of the Level 6-9 gymnasts were given accountability binders to help them/me (Torrea) track their progress through each practice.
- Daily assignments are given and the girls were instructed to highlight which of their assignments they complete each day. My hope is the accountability binders will keep the girls on track and give them something to work toward each day.



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- On September 13th a new piece was added to each of their binders: a “happy thoughts” page for the girls to document one thing that they were happy with/proud of at each practice.
- We will continue utilizing these binders as we work through the “skill combinations” section of our training schedule and into half routines in October and full routines in November.

Compulsory Levels:

- The compulsory group finished out their summer with further upgrades and drills to feel solid into the new competitive season.
- After the level testing, we welcomed a handful of girls from the pre comp team and had girls rejoin our team as well.
- Testing was done in an open and positive way to encourage the gymnasts that leveling up does not determine the worth of an athlete, but rather, we are looking for the girls to have fun and try their hardest.
- As we move into September, I will be doing 2 weeks of basics only to reinforce important shaping and from there we will introduce one event routines at a time.

Recreational Program Report

- Brady has taken over the scheduling, lesson planning, and rotation schedules with guidance from Torrea
- Since early August, Brady and Jo teamed up to hire 7 new Rec coaches
- A staff meeting was held on August 23 to cover education and training up to date.
- We opened registration at 9 AM on the 24th with the classes below offered:
 - Parent-Tot: 7 classes: 41/42 enrollments
 - Tumbling Tots: 18 classes: 108/108 enrollments
 - Hot Shots: 2 classes: 15/16 enrollments
 - Beginner Girls: 13 classes: 104/104 enrollments
 - Beginner Tumbling: 12 classes: 94/96 enrollments
 - Intermediate Girls: 7 classes: 55/56 enrollments
 - Intermediate Tumbling: 5 classes: 24/40 enrollments
 - Advanced Girls: 2 classes: 16/16 enrollments
 - Advanced Tumbling: 2 classes: 8/16 enrollments

Total Rec classes offered: 68 with 465/494 total enrollments or 94% full



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We are also offering 1 homeschool open gym, 1 regular open gym, 1 HIT open gym, and 2 birthday parties, and 2 daycares this session.

Show Team:

- The kids wrapped up a successful couple of summer events and moved into skill building season
- We have been working to improve our higher skills so we can transition new students onto our team later this fall
- They will continue to upgrade for a couple months before we start our shows.

High School:

- High School athletes started the first of their 5-week sessions on September 7. They can sign up for each class individually, with class offerings as follows:
 - 3:45-6:15 Monday (20 athletes)
 - 6:30-8:30 Monday (7 athletes)
 - 3:45-6:15 Tuesday (21 athletes)
 - 3:45-6:15 Wednesday (14 athletes)
 - 3:45-6:15 Thursday (16 athletes)
 - 10:00-12:00 Saturday (9 athletes)
- Their second 5-week session will be held from October 11-November 13 with registration being held from October 5-7.
- Jade's communication with Dave Zittleman proved to be successful as Bismarck Public Schools has agreed to contribute \$3000 towards a new bars station set-up.
 - The new equipment purchase total was \$10806 and was made on August 24. The following items were purchased:
 - 3 sets of space savers with pads
 - 1 single rail
 - 1 men's single rail (to interchange with women's bar to make a "strap bar" station)
 - 1 new mat system

Office:

Concussion Management: Baseline testing has been Coordinated through Sanford Orthopedics & Sports Medicine. The families have been notified and testing will take place on the 23rd of September.

CPR First Aid: BGA staff needing certification or renewal have been certified on September 12th at the gym.

Building maintenance: Building beautification has continued throughout the gym.



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Parking Lot management: We have met with Capital Racquet regarding painting the curb yellow at the main entrance in addition to the traffic cones placed out front. We have also requested arrows to be painted to assist with traffic flow. Katrina arranged for a quote to move forward with this project.

Covid- 19: The gym remains open at a level 6 welcoming pre- school/ day care classes, Hit open gym, homeschool classes. All guidelines and phases continue to follow Dept. of Health recommendations.

Universal employee Apparel: We have placed our full-time staff apparel order as well as a replenishment order for part time staff. We are expecting delivery by Friday September 24th

Desks/ chairs: Century 21 Morrison Realty has donated two new desks and office chairs to BGA.

Safety Champion: Per USAG Guidelines and new Safe Sport policy updates, BGA has assigned Jo as our designated "Safety Champion". She will remain up to date in training and communication to staff and membership for safe sport related engagements at BGA.

Board Insurance: BGA Board Insurance has been renewed and paid for the year.

BPRD User Agreement: We have reviewed the agreement and made corrections for the upcoming year. The finalized document will be signed and placed into effect for the upcoming year.

Fundraising:

- **Scripts** We have families ordering cards and will continue to promote this throughout the year.
- **Pro-Shop:** The pro-shop has reopened for in person vending of leos, drinks, snacks, and BGA car/ water bottle stickers. We are considering offering BGA t-shirts to the in-person pro-shop after membership feedback. The year round online pro-shop is live and available to membership. This has been promoted through Facebook and email.
- **Throwback** Fundraising options are being offered until supplies are depleted.
- **Fund U Now:** we are partnering with Fundraising University to hold a "text to donate" competitive fundraiser to offset the cost of the 2021-2023 competitive leotards. All information regarding the fundraiser has been sent out to families as well as an option to opt-out of the fundraising portion of the event. Families who choose to opt-out, agree to pay the full price of the leotard on their own.
- **Fundraising University/ Simply Goodness Cookie Dough:** Our 2021-2022 Session 1 fundraiser will be partnered with Fundraising University and will be Simply Goodness frozen cookie dough. Sales dates will be Monday September 13th – Thursday, September 30th.
- **Car Wash #2 summary:**
 - **Financial Goal** \$500.00
 - **Actual amount Raised** \$711.40
 - **Expenses** \$9.97
 - **Total Profit** \$701.43



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- **Grants:** We are currently waiting on invoicing and delivery of equipment for the Single Rail Pit Bar from our BPRD Match grant. It is in route and should be here by September 17th.
- We will be seeking a Partner Event Grant made possible by the Bismarck-Mandan Convention and Visitors Bureau this year to offset costs from our Ziegler meet in January. Applications are due in November. Jo is working with our contact from BMCVB on the details of the program and will update the board as necessary.
- **Ziegler:** BGA will hold its first Ziegler Kick off meeting on Monday September 27th following the parent meeting in the gym.
- **Community Outreach:**
- We appeared on KX News “Studio 701” on August 23rd. Jo and Brady were interviewed and promoted registration and all other aspects of BGA programming. Jo has purchased a Bismarck/ Mandan Chamber EDC membership at a non-profit discounted rate and will be attending mixers and other appropriate functions moving forward.
- **Charitable Gaming:** We have completed documentation listed by the checklist provided to BGA by AGS and have it available on Teams. We should now be able to submit all documentation for contract negotiation and application processes. We have met with Justin from AGS and discussed next steps in the application process and continue to strengthen contacts in possible contract negotiations for next year.
- **Future Planning:** The fundraising planning calendar is complete and on Teams.

Old Business

- **Concussion Management Policy**
 - The policy will be distributed with the handbook at the parent meeting on the 27th
 - The policy was approved by the board on August 30th
- **Coaching Contracts**
 - Contracts are finished, but have not been given to Torrea or Gabby as of today
- **Insurance Updates**
 - The BOD insurance policy has been approved and renewed
 - The liability insurance for the facility was received in the office today (Sept 21) and will be reviewed by Brady and Tracy
- **Equipment Additions (Collaboration with BPS)**
 - The equipment has been ordered but there has not been a shipping update as of yet as to when it will arrive in the gym

New Business

- **Parent Meeting/ Ziegler Planning Schedule**



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- Movchan expressed a concern with the time of the meeting as it is right at 5:15 and may not work out for those parents who don't get off of work until 5.
 - Torrea explained that her reasoning was the session times and this is the time parents are dropping for the next session so they would be more apt to stay and attend the meeting
- Movchan also asked if they had planned to talk with the parents during the meeting about the Ziegler meet coming up since they were already there and to get more families involved this year
- **HS Handbook**
 - Klesalek questioned the reasoning for 2 handbooks and why they have not been combined into 1 handbook with different sections for each of the programs
 - A lot of repetition between the 2 handbooks that can be combined into 1, making it easier with all the overlapping segments
 - Torrea agreed that that would make more sense and seem more logical and have the parents sign off on the program their child is enrolled in
- **USAG Handbook**
 - Same as the HS Handbook
 - Klesalek will work with Torrea and get a revised version sent to the board for approval prior to the parent meeting on the 27th
- **BPRD Facility Agreement**
 - The current fees will increase from \$9.25 to \$9.50 per athlete per session.
- **Annual Meeting**
 - The annual meeting will be held on November 21st at 5:00 at BGA
 - During the meeting, the new board seats up for election will be voted on by the membership
 - Talk about holding electronic voting as an option in the future as per the By-Laws voting can be held by Proxy
 - Communication about the Proxy voting process will go out to the membership prior to the meeting
- **Board Nominations**
 - Nominations will close on September 26th
 - There are currently 2, 3-year terms that are up at the end of the year
 - The terms are the positions being filled, not the officer position



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Member Presentation

- Rachel Krug discussed finalizing the HS schedule for practice times
 - Currently our numbers for the programs are as follows:
 - Optional Program- 13 athletes
 - HS Season Program- 33 athletes
 - Pre-Comp Program- 14 athletes
 - Compulsory Program- 25 athletes
 - With these numbers, there are 46 athletes in the gym with 4 events
 - USAG has 52 athletes split in 3 groups
- Dave Zittleman talked about how the program is definitely growing and how happy he is to see it is at today. He also stated how well he can see the 2 programs are working together and is happy to see the cohesiveness between the HS and USAG programs.

Adjourn 8:03 PM

Executive Session