



BOARD MEETING MINUTES

DATE: Tuesday, June 15, 2021

TIME: 6:30 PM

LOCATION: VFW Sports Center
Upper Curling Room

CALL TO ORDER: 6:32 PM

Attendance

- **Board Members:**
Jen Klesalek , Gina Sondeland, Tina Frisinger,
Tracy DeForest, Jade DeSchmidt, Justine Movchan, Germain Krueger
- **Staff:**
Jo Vroman, Torrea West
- **Guests:** Rachel Krug, Diann Goldade, Nick Thueson, Krista Heil, Alison, Lubbers

Approval of May Minutes

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

Officer Reports

Secretary

- Next meeting to be held on Tuesday July 19th
 - Location TBD

Treasurer

- **May Financials**
 - After income and expenses were calculated for the month of May 2021, we ended the month as follows:
 - Total Income = \$46,837.71
 - Total Expenses = \$57,619.74
 - Net Deficit = \$10,782.03
 - We ended the fiscal year as follows:
 - Total Income = \$393,003.60 (approximately \$58,000 more than budgeted)
 - Total Expenses = \$372,788.18 (approximately \$38,000 over budget)
 - Fiscal Year Net Surplus = \$20,215.142 (approximately \$20,000 under the fiscal year budget)
 - Please note the Fiscal Year Surplus does not include the forgiveness portion of the 1st and 2nd PPP funds we received. The 1st PPP loan (portion for FY 20) and 2nd PPP loan totals
\$85, 683.86
 - May Income Recap:



BOARD MEETING MINUTES

- \$13, 508 from Fundraising (biggest fundraisers: Poppin' Popcorn & Golf Scramble)
- \$32, 425 from Program Income
- \$904.45 from Other Income (Pro Shop, CD Interest)
- May Expenses Recap:
 - Wages & Payroll Taxes = \$20,294
 - Professional Fees = \$2,035
 - Credit Card Fees = \$840
 - Office Expenses = \$1,273
 - PPP Reclassification = \$31,077
 - Other Expenses (\$2,101- Program Expenses, Comp Travel, Insurance)

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

Vice Chair

- No Report

Chair

- No Report

Business/Program Reports

- **Competitive Program Report**
 - Summer practices started on June 1
 - The Training Level 6+ group (19 athletes) is practicing from 8:00am-11:00am Monday-Thursday
 - The Training Level 3-6 group (24 athletes) is practicing from 10:00am-12:30pm Monday-Thursday
 - The Pre-Comp group (13 athletes) is practicing from 12:00pm-2:00pm on Mondays and Wednesdays
 - Lesson plans have been very focused on relearning proper shaping in basic skills to help with the development of bigger skills in the coming weeks.
 - Additionally, Torrea's husband assisted in the development of a strength training program that the Training Level 6+ group has been excelling in.
 - Torrea has been shopping around for new competition leotards for the 2021-2022/2022-2023 competition seasons



BOARD MEETING MINUTES

- The frontrunner is a little black and gold number designed by Sylvia P.

● Recreational Program Report

- Torrea has continued scheduling, lesson planning and putting out weekly rotation schedules while Jo has assisted with staff management.
- Registration was held May 25-27 for the Summer I Session with 90% of the recreational classes filling within an hour.
- Jo and Torrea worked tirelessly to ease the scheduling transition for BGA's High School program offerings that was introduced during the Spring Session with registration being reopened June 1-June 3 to aide those members in getting enrolled in the appropriate classes.
- Current numbers for the Summer I Session are as follows:
 - Parent Tot: 29/30 (5 class offerings)
 - Tumbling Tots: 78/78 (13 class offerings)
 - Daycares: 56/56 (6 class offerings)
 - Hot Shots: 12/16 (2 class offerings)
 - BIO: 8/8 (1 class offering)
 - Beginner Girls: 69/72 (9 class offerings)
 - Beginner Tumbling: 56/56 (7 class offerings)
 - Intermediate Girls: 39/40 (5 class offerings)
 - Intermediate Tumbling: 15/16 (2 class offerings)
 - Advanced Girls: 19/32 (4 class offerings)
 - Advanced Tumbling: 12/16 (2 class offerings)
 - **Total Recreational Numbers: 393/420 = 93.5% capacity (60 class offerings)**
 - **High School: 66/80 = 82.5% capacity (4 class offerings)**
- Staff availability requests for the Summer II Session were sent out yesterday with the anticipation of releasing a tentative schedule to membership by June 24. Session dates are July 12-August 19. Registration for the Summer II Session will go live on July 6 and will be available for enrollments until July 8.

Business and Community Report

● Office:

- Torrea and Jo have worked closely over the last two months to divide and conquer recreation and competitive staffing needs and continue to do so. We have increased staff appreciation with donated coupons and have ramped up



BOARD MEETING MINUTES

information presented at staff meetings with added coach to coach modeling throughout programs.

- **Fundraising:**

- **Car Washes:** We are confirmed for two car wash events this summer in the Dan's parking lot located at 3101 N 11th St for Friday July 16th and Friday August 13th from 1-4pm. Promotion for these events will begin after the golf scramble. We are partnering with Tires Plus and will have on site vehicle inspections for a suggested donation as part of the event.
- **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, and snacks, and BGA car/water bottle stickers
- **Throwback** Fundraising options are being offered until supplies are depleted.
- **Amazon Prime Day:** We will be promoting Amazon Prime Day during the week prior. Prime day is June 21.

- **Sponsorships**

- We have submitted the donation request form to American Bank Center to sponsor our scholarship program again this fiscal year and are awaiting approval.
- **Wall Advertising:** We will begin having 4x8 sponsor signage designed and hung in the gym by Bismarck Sign Company throughout the next month. We have contacted BRPD and have received permission on banner size and payment to BRPD for in cash sponsor banners placed in BGA space.

- **Grants**

- **BPRD Match Grant-** Jo met with representatives from BPRD on Tues June 8th and presented our match grant request for the single rail pit bar. She will update the board of approval or denial at the July board meeting.

- **Golf Scramble**

- We are continuing to seek out gold teams and silent auction items and will do so up until the day of the event
- All other aspects of the tournament have been sponsored by local businesses including:
 - All hole sponsors
 - All food and drink items
 - Silent auction items
 - Hole in one/putting contests
 - \$250.00 good will sponsor
 - Signage for the event



BOARD MEETING MINUTES

Expenses:

- \$29.00 per golfer paid to Pebble Creek (up to 13 teams)
- \$36.00 per golfer paid to Pebble Creek (14-18 teams) they would need to rent carts at that point, and we would absorb the \$50.00 per cart rental fee. It would slide up from \$29.00 to \$36.00 if we filled.
- We have no costs other than this and whatever decorations we need/want. Everything else is sponsored.

● **Community Outreach**

- We are scheduled to participate in the Larks game and the Family Day River walk both in the month of July.
- The Larks game will also serve as a summer fundraising event for BGA

● **Continuing Education**

- Torrea and Jo held the per session staff meeting and educated staff regarding the active intruder procedure and other housekeeping items.

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

● **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 reached out to Justin with AGS to meet and discuss next steps in the application process.
 - Both staff and Board members are actively seeking out possible gaming sites and will continue to do so.

● **Capital Racquet:**

- Building beautification projects have begun and will continue throughout the gym.

● **Part Time Staff Reviews:**

- Torrea and Jo have completed staff reviews this week and will discuss possible hourly increases.

Old Business

- Updates on Unemployment Claim Status



BOARD MEETING MINUTES

- This has been denied and has been closed
- Updates on Contract Pay Off
 - PTO has been used for the remainder of the pay back contract
- Job Openings
 - We have received 22 applications for the part time Administrative Position and 12 applicants for the Facility Manager position
 - We will hold an Executive Session after the meeting adjourns to go through them as a board
 - Compulsory Coach Update
 - Gabby is currently employed with BGA and through conversations with Torrea, has expressed an interest in the position.
 - Torrea and Jade DeSmidt will sit down and write up an offer for the position and also the show team coaching position and then will present the offer to Gabby
- Floor Carpet
 - This is a no go on the floor carpet. We will ask for the carpet in the January matching grant application. The total cost is \$10,000.

New Business

- High School Issues
 - Krueger opened up the floor to the High School members present
 - Rachel Krug has concerns with the scheduling changes and registration
 - Krueger explained that the reason for the scheduling is lack of space for all the athletes to be in the gym at the same time and the ratios of coach to gymnast per insurance
 - Krug also expressed a discrepancy with the board meeting minutes
 - She felt that the communication noted in the high school report was not accurate and that she was not contacted about the schedule
 - Krueger suggested that those concerns be brought to Torrea because she is the representation during practice time with BGA
 - Nick Thueson also has frustrations with the registration classes filling up so quickly for the recreational program



BOARD MEETING MINUTES

- He also feels that some of the gymnasts may be getting held back as they are not moved up to the next level during/after testing
- The HS banner was also a concern, as they had an agreement with Parks & Rec for the size and payment of the banner
 - Krueger recommended a meeting with Jo, Katrina and Kevin to sort out the details so everyone has an understanding
- Krista Heil has a concern with why there is a cap on the number of gymnasts allowed to practice per day
 - Krueger explained the ratios that we have to follow per our insurance agreement and that the HS coaches get paid more per hour than the BGA coaches
- Krueger has asked that Torrea follow up with the parent concerns about the programming and scheduling
- Klesalek recommended having a single source of communication (parent representative) for the High School Program
- Frisinger offered to attend High School Booster meetings to act as liaison between the BGA Board and the High School parents.

Member Presentation

Adjourn 7:43 PM

Executive Session