



BOARD MEETING MINUTES

DATE: Tuesday, August 17, 2021

TIME: 6:30 PM

LOCATION: VFW Arena Meeting Room

CALL TO ORDER: 6:36 PM

Attendance

- **Board Members:**
Germain Krueger, Jen Klesalek, Gina Sondeland, Tracy DeForest, Jade DeSchmidt, Tina Frisinger, Justine Movchan
- **Staff:**
Jo Vroman, Brady Dutchak
- **Guests:** Katrina Hanenberg, Amy Johnson, Joey Vrooman, Nick Thueson, Rachel Krug, Diann Goldade, Krista Heil

Approval of July Minutes

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

Officer Reports

Secretary

- Next meeting to be held on Tuesday September 21st at 6:30
 - Same location
 - We will move into the High Plains Building in October

Treasurer

- **July Financials**
 - After income and expenses were calculated for the month of June 2021, we ended the month as follows:
 - Total Income = \$42, 863.76
 - Total Expenses = \$35, 051.93
 - Net Surplus = \$7,811.83
 - Year-to-Date Net Deficit = (\$3,092.89)
 - July Expense Recap:
 - Wages & Payroll Taxes = \$31, 460
 - Health Insurance & Office Expenses = \$1,260
 - Credit Card & Professional Fees = \$2, 285
 - Other Expenses = \$47
 - July Income Recap:
 - \$1,500 in Sponsorship Income
 - \$41,000 from Program Income



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- \$364 from Other Income
- Sondeland mentioned that adjustments can only be made for the next month.
- **Motion: Frisinger, 2nd-DeForest**

Padgett

- Joey Vrooman with Padgett talked about some adjustments that he had to make with the financials. There was income that was in the wrong category so he did a re-classification, but noted that this would not affect the fiscal year budget.
 - About \$4,000 in wages were moved from the Rec category to the Comp category

Vice Chair

- No Report

Chair

- No Report

Business/Program Reports

Competitive Program Report

Optional Levels:

- The optional group was able to add in some Olympic year team bonding as we held early morning watch parties for Team Finals and All-Around Finals for Women's Gymnastics
- Skills testing for all USAG levels was held August 9-12. The end of the summer is the ideal time to test as it's the end of "upgrade season" and the beginning of pre-season workouts where the girls will start training skills more specific to their routines. A large majority of the skills tested were skills required for each perspective level, while some skill progressions were included to prepare the girls for skills that come in the next levels.
- The final schedule for the school year has been released
 - Level 6-9 group will practice from 3:45-6:15 Monday-Thursday



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- Level 3-5 group will practice from 5:15-7:45 Monday-Thursday
- Pre-Comp group will practice from 5:45-7:15 Tuesday and Thursday
- A USAG parent meeting was held on August 12 to discuss some concerns about the program that came up. During the meeting Torrea went over the competitive leotards for the upcoming season, the tentative meet schedule and the Team Handbook.
 - The leotards are projected to cost around \$250 a piece.
 - Torrea has been working with Jo to brainstorm some fundraising ideas that could help parents with the cost of the leotards
- The tentative meet schedule has been released. One additional meet will be added for the level 6/7 group so that each level has the opportunity to attend at least 6 meets this coming season.
- We are hoping the University of Minnesota Gymnastics Team hosts a home meet while we are in Minneapolis so that we can offer the girls a team bonding experience.

Compulsory Levels:

- Going into July, the training compulsory levels were able to work on upgrades and learn new skills above their levels.
- Torrea has started to build a permanent cardio program that is incorporated into the practices on Tuesdays and Thursdays to help improve endurance during competitions and overall performance for safe skill building.

Recreational Program Report

- A job offer was extended to Brady Dutchak as BGA's Recreational Sports Program and Facilities Manager at the end of July, with a starting date early in August.
- As Brady transitions in to his new role, Torrea has continued scheduling, lesson planning and putting out weekly rotation schedules while Jo has assisted with staff management.
- We are still working together to come up with a tentative schedule for our upcoming 2021-2022 Session 1.

Tentative Class offerings are as follows:

Parent-Tot: 8

Tumbling Tots: 18

Hot Shots: 2

Beginner Girls: 11

Beginner Tumbling: 10

Intermediate Girls: 6

Intermediate Tumbling: 5

Advanced Girls: 2

Advanced Tumbling: 2



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Total Recreational Class Offerings is 64

We also plan to offer 1 homeschool open gym, 1 regular open gym, and 1 birthday party for the upcoming session.

Show Team:

- Show team had two performances, Riverwalk and the Larks game.
- The kids worked hard in the month of July to create a show they were happy with and got to add some upgraded skills.
- At the Riverwalk, the kids got to do demonstrations during the day and help out with the course for the younger kids.
- At the Larks game the kids had the opportunity to fundraise and came home with almost \$450 and were excited to sell tickets to the audience.

High School:

- Torrea worked with Jade throughout the month of July in preparation for our school year scheduling. Jade's recommendations made the process go much smoother than in the past and both programs will have ample use of the equipment during the "prime time" gym time.
- Rachel requested gym time for some high school athletes who participate in additional sports through the fall. The high school program will be offered gym time from 3:45-6:15 Monday-Thursday in addition to a 6:30-8:30 Monday night practice and a 10:00-12:00 practice on Saturday morning.
- Jade has been in communication with Dave Zittleman with BPS to further discuss the bars station set up. We are hoping to have the wheels in motion in the coming weeks to have some new equipment purchased soon.

Office:

- We are excited to welcome Brady Dutchak to the BGA family as the Recreational Sports Program and Facility Manager.
- Concussion base line testing management for team gymnasts has been initiated for the 2021-2022 season. Jo is coordinating with Torrea to ensure concussion management follows new USAG Guidelines.
- CPR and First Aid training for all staff is being updated and implemented for the next session.
- Brady and Jo are in the process of renewing all employee memberships and ensuring education requirements are up to date.
- BGA has chosen to move to Universal as our representative company in staff apparel and online pro shop/holiday fan store
- BPRD has been completing various projects around the gym this month, including painting and installing kick plates on high traffic area doors.



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- Board of Directors Insurance application and supplemental materials have been turned into the underwriter and is in the process of renewal.
- We have been recruiting and interviewing rec coaches for our upcoming session, with incentive programs for referrals from current staff.

Fundraising:

- **Car Washes:** BGA held its initial summer car wash partnering with Tires Plus on July 16th. Our 2nd car wash will be held Friday August 13th and we will again partner with Tires Plus in the North Dan's parking lot.
 - **Car Wash #1 Summary**
 - Financial Goal- **\$500.00**
 - Actual Amount Raised- **\$847.25**
 - Expenses- **\$87.98** (car soap, water, posterboard and markers for signs)
 - Total Profit- **\$759.27**
 - Purpose in the Gym- Undetermined Competitive Team Benefit
- **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.
- **Throwback** Fundraising options are being offered until supplies are depleted.
- **Gymnastics Night with the Larks:** BGA partnered with the Bismarck Larks along with BGA Black and Gold gems in a fundraising/community outreach event. The gems had their second performance since the Covid-19 shut down and then participated in the 50/50 raffle and the Miracle Minute. It was a great evening for the community to see our energetic and polite gymnasts.
 - **Larks Summary:**
 - Financial Goal- Undetermined (New event for current staff and post COVID)
 - Amount Raised- **\$442.56**
 - Expenses- **\$25.00** (50/50 raffle permit), **\$2.13** (Ice for Cooler)
 - Total Profit- **\$415.43**
 - Purpose in the Gym- Undetermined Show Team Benefit

Grants:

- Our match grant request for the single rail pit bar has been approved by BPRD. We are currently waiting on invoicing and delivery of equipment. It was ordered on 7-8-21 and will take 6-8 weeks to arrive.

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.



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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.

Community Outreach:

- We participated in the Larks game on Tuesday, July 27th and the Family Day River Walk on Wednesday July 21st. BGA had staff and Board representation at the automotive safety basics class with Tires Plus on Tuesday July 13th. Jo and Brady will be appearing on KX News "Studio 701" on August 23rd for the 5 minute time slot and will show pre-recorded coaching as well.

Future Planning:

- Tina and Jo have met and are planning the 2021-2022 fundraising calendar for BGA. We have a tentative schedule outlined and will maximize partnerships in determining the best profit margins for BGA in product-based fundraisers while seeking out new opportunities in event based fundraising efforts.

Old Business

- **Recreation Program Tuition**
 - The tuition update that was approved by the board has been updated on the website

New Business

- **Concussion Management Policy**
 - The concussion policy has been updated to follow compliance with USAG requirements.
 - All 4 office staff have had USAG concussion training
 - Klesalek will have our Healthcare Provider (Sanford) look over the policy and send back to the board for a final approval
- **Coaching Contracts**
 - The coaching contracts for Torrea and Gabby are in need of renewal
 - Both coaches will have a contract from September through May to ensure the training season is covered as well as the meet season
 - The renewal would take place in August



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- The penalty for Gabby since she is only employed part time would be less than the full time contract penalty to reflect the number of hours in a %
- Jade will work on getting the contracts finalized and sent back to the board for review.
- **Insurance Update**
 - Tracy signed the policy renewal but declined the terrorism insurance
 - The premium is changing slightly for the year from \$2, 168 to \$2, 281
- **HS Handbook**
 - This needs to be updated as the current handbook reflects the time before we had the off season with BGA

Member Presentation- None

Adjourn 7:40 PM

Executive Session