



# BOARD MEETING MINUTES

**DATE:** Tuesday, December 21, 2021

**TIME:** 7:00 PM

**LOCATION:** High Prairie Arts & Science Community Room

**CALL TO ORDER:** 7:03 PM

## Attendance

- **Board Members:**  
Jen Klesalek , Gina Sondeland, Germain Krueger, Jade DeSmidt, Tina Frisinger, Justine Movchan
- **Staff:**  
Jo Vroman; Brady Dutchak

## Approval of November Minutes

- **Motion: Frisinger, 2<sup>nd</sup>- DeSmidt**

## Officer Reports

### Secretary

- Next meeting to be held on Tuesday, January 18, 2022
  - High Prairie Arts & Science Community Room

### Vice Chair

- No Report

### Chair

- No Report

### Treasurer

- **November Financials** - After income and expenses were calculated for the month of November 2021, we ended the month as follows:
  - Total Income = \$97,640.22
  - Total Expenses = \$42,917.78
  - Net Surplus = \$54,722.44
  - Year-to-Date Net Surplus = \$87,299.64
- **November Income Recap:**
  - \$95,682 in Program Income
  - \$1,845 in Fundraising Income
  - \$113 in Other Income



# BOARD MEETING MINUTES

- **November Expenses Recap:**
  - Wages & Payroll Taxes - \$25,770
  - Program Expenses- \$13,046 (includes comp uniforms & meet fees to be reimbursed)
  - Credit Card & Professional Fees- \$3,416
  - Office Expenses- \$699
  - Other Expenses- (\$13)
- **Motion: Movchan, 2<sup>nd</sup>- Frisinger**
- **Employee Retention Credit-Padgett**
  - ERTC is a credit that is paid through payroll taxes with eligibility through government mandates
  - Eligible wages up to \$10,000 for each employee in 2020 with 50% of these wages equaling the credit.
  - BGA is non-profit so we should be eligible with our wages
  - Amount varies depending on eligible employees, eligible quarters, and PPP Loans.
  - Based on preliminaries, BGA would receive at least \$75,000 for this credit

**Based on this information provided by Padgett, A Motion was made to have a proposal prepared for the Employee Retention Credit  
Motion- DeSmidt, 2<sup>nd</sup>-Frisinger**

## Business/Program Reports

### Competitive Program Report

· Competition leotards were delivered and distributed to athletes on December 1. There were some sizing issues associated with the Size 10 leotards that were delivered. A new order for Size 12s was placed on December 8 with the intention of swapping out sizes for some of the athletes.

· Starting on Monday, November 15, USAG practice times were adjusted to accommodate the High School teams practices. The following schedule has been implemented:

o Level 6+: Monday-Thursday 3:45-6:15pm – 13 athletes (access to two events Monday, Tuesday, Thursday / access to one event Wednesday)

o Level 3-5: Monday-Thursday 5:45-8:15pm – 25 athletes (access to three events Monday-Thursday)

o Pre-Comp: Tuesday/Thursday 6:15-7:45pm – 14 athletes (access to two events Tuesday/Thursday)



# BOARD MEETING MINUTES

o This schedule will be followed throughout the High School Gymnastics season which ends February 25, 2022.

· The Level 3-9 gymnasts competed at their first meet of the 2021-2022 season on December 11-12 in Fargo, ND. The girls performed well and have come back to practice ready to build and to make corrections.

· Registration for our Ziegler meet has now closed and scheduling for the competition has been started.

## **Optional Levels:**

The Optional level gymnasts have continued with their accountability binders. At the Crystal Classic in Fargo, we had 3 Level 6s, 2 Level 7s, 3 Level 8s, and 2 Level 9s compete. Our next meet will be the Julie Ziegler Memorial on January 15-16.

## **Compulsory Levels:**

As the girls wrapped up the month of November, they were in full swing of pressure routines, new skill building, and perfecting their presentation. For each level our goal is to get them doing skills at least one to two levels above what they compete in order to ensure easy mobility throughout USAG. The level threes have started working on (and achieving) kips, round off back handspring back tucks, as well as cartwheels and back walkovers on the high beam. The level fours are working on fly-aways and clear hips on bars, back walkovers and handsprings on beam, as well as back tucks and standing aerials on floor. The fives are progressing towards back handsprings on beam and upgraded dismounts, level six tumbling passes, and continuing with cast handstands and layout flyaways on bars. The girls are continuing meet prep into December in hopes of mobility to the level above before Ziegler.

## Recreational Program Report

### **High School:**

High School athletes finished up the first of their 5-week sessions and rolled into their "part 2" session on October 11. Registration was again held on October 5-7. Parents were welcome to sign their athletes up for each class individually.

Their scheduled offerings through November 13 are as follows:

- 3:45-6:15 Monday (20 athletes)
- 6:30-8:30 Monday (7 athletes)
- 3:45-6:15 Tuesday (17 athletes)
- 3:45-6:15 Wednesday (17 athletes)
- 3:45-6:15 Thursday (14 athletes)
- 10:00-12:00 Saturday (5 athletes)

During High School Gymnastics season, the High School schedule will be as follows:



# BOARD MEETING MINUTES

Monday/Tuesday/Thursday 4:15-6:45 – 33 athletes (access to two events + conditioning rotation / three events)

Wednesday 3:45-6:15 – 33 athletes (access to three events)

We received a shipment with 3 sets of space savers with pads on October 12. We still haven't been provided with firm dates for the single rail and mat system, however the last communication with Gym Supply on October 7 indicated that ship dates are expected to be around November 11.

## Recreation:

- We initiated the "Rookie" class this session. Early feedback from coaches has been positive.
- The pre-requisite implemented during registration was a step in the right direction. Families were no longer able to enroll their child in a class they had not passed into. Rather, it showed up as a "request" to join the class. Office staff was able to manually check all requests for proper placement. Requesting to join a class did not charge the credit card. This helped reduce refunds/adjustments for incorrect enrollment which was common in previous sessions.
- Registration opened at 9am on 11/16 with the classes below offered:
- Parent-Tot: 11 classes. 61/66 enrollments
- Tumbling Tot: 17 classes. 100/102 enrollments
- Rookie: 6 classes. 48/48 enrollments
- Hot Shots: 3 classes. 19/24 enrollments
- Beginner Girls: 14 classes. 110/112 enrollments
- Intermediate Girls: 9 classes. 73/73 enrollments
- Advanced Girls: 3 classes. 23/24 enrollments
- Beginner Tumbling: 12 classes. 80/96 enrollments
- Intermediate Tumbling: 4 classes. 19/32 enrollments
- Advanced Tumbling: 1 class. 6/8 enrollments
- Total rec classes offered: 80
- Total rec enrollments: 539/584 or 92% full
- We are also offering 1 homeschool open gym, 1 regular open gym, 1 HIT open gym, 2 birthday parties/week, and 4 daycares this session.

## Show Team:

The month of November has brought an established show team and full practices. The kids have been meeting on Friday's and our new team members are learning how to run and tumble with partners for the first time (for some of them). They are working towards upgraded skills and in the month of November the majority of the Gold Gems team now have back handsprings. Our continued goal is to get them to have a high skill set on both teams so that our regular shows can be back to the challenging level it was two years ago before COVID. The kids will continue to upgrade and start learning their show in December.



# BOARD MEETING MINUTES

## **Office:**

**Staffing:** BGA continues to recruit recreational coaching staff. We have hired 6 new coaches in the past 2 months 2 of which are over 21 and are able to assist with supervisory roles in the gym.

We will hold an all-staff holiday party on the 29th of December as part of our staff appreciation/retention program.

**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.

**Safety Champion:** The competitive families have signed all necessary consent forms and BGA remains in compliance with new SafeSport guidelines. Jo is continuing to review USAG requirements and implement new SafeSport requirements into the planning of this year's Ziegler meet.

**Annual Meeting:** The Annual meeting was held at the gym on Sunday the 21st of November. Germain Krueger and Justine Movchan were voted to remain on the Board of Directors for another term. There was a membership presence, and many members chose to vote by proxy.

**Social Media:** The office staff have divided the monitoring of each social media account to ensure they are accurate and up to date. This increases our exposure to our membership and the public.

## **Fundraising/ Business and Community:**

**Pro-Shop:** The pro-shop has reopened for in person vending of leos, drinks, snacks, and BGA car/ water bottle stickers. The year round online pro-shop is live and available to membership. This has been promoted through Facebook, Instagram, Twitter, our website, and email.

**Throwback:** Fundraising options are being offered until supplies are depleted.

**Fundraising University/Gourmet Popcorn:** We have partnered with Fundraising University for a Gourmet Popcorn product-based fundraiser During this session. Packets were distributed to families the week of November 29th and are due to the office on Thursday the 16th of December. Jo and Chad, our Fundraising University Rep. will count orders and have the order submitted the week of December 20th. Jo will have a summary prepared to present at the January Board Meeting.

**Giving Tree:** The Giving Tree was set up the week of November 29th and will remain in the Lobby until after New Year's Day. It has been promoted through email, our website, and social media.

**Grants:** We have submitted our application for the Bismarck-Mandan Convention and visitors Bureau Partner Event Grant Program to supplement this year's Ziegler meet. The deadline is December 31st. We will know shortly before the meet if we will be awarded the grant.



# BOARD MEETING MINUTES

**Ziegler:** Planning for the meet continues with both in-person meetings and discussions over the Team App chat groups. All decorations, shout outs, gymnasts' gifts, concession paper items, and other items not seeking donation have been ordered and continue to arrive at the gym. Donation request forms have been dropped off at Sam's Club, All 3 Wal-Mart locations and all Dan's locations in Bismarck/Mandan. Items for donation which require phone calls have begun as well. Jo will update appropriate groups as needed to continue these efforts.

## Old Business

- Record Boards
  - Brady has reached out to School Pride about updating our record boards but hasn't received a response
  - Discussion about how far back to go, where to place them and if both HS and USAG should be included
- PPP Funding Plan

## New Business

- Equipment Wish List
  - The staff presented the board with a list that was discussed in detail during the board meeting, with a majority of the funds going towards the development of a Ninja Program and the other portion being used towards the competitive/USAG/HS equipment
  - As a board we gave staff recommendations of what we would like to see as far as equipment wishes and asked that we are provided with an updated quote that includes shipping and tax at next months board meeting.

**Member Presentation- None**

**Adjourn 8:45 PM**

**Executive Session**