



# BOARD MEETING MINUTES

**DATE:** Tuesday, July 20, 2021

**TIME:** 6:30 PM

**LOCATION:** VFW Arena Meeting Room

**CALL TO ORDER:** 6:33 PM

## Attendance

- **Board Members:**  
Germain Krueger, Jen Klesalek , Gina Sondeland, Tracy DeForest, Jade DeSchmidt,
- **Staff:**  
Jo Vroman
- **Guests:** Katrina Hanenberg

## Approval of June Minutes

- **Motion:** DeSchmidt, 2<sup>nd</sup>- Sondeland

## Officer Reports

### Secretary

- Next meeting to be held on Tuesday August 17 at 6:30
  - Same location

### Treasurer

- **June Financials**
  - After income and expenses were calculated for the month of June 2021, we ended the month as follows:
    - Total Income = \$18,253.03
    - Total Expenses = \$29,157.75
    - Net Deficit = \$10,904.72
  - April Expenses Recap:
    - Wages & Payroll Taxes - \$16,183
    - User Fees - \$4,227
    - Other (\$4,230- Office Expense, Travel, Program Expenses)
    -
- **PPP Loan**
  - Loan was completely forgiven as of July 20, 2021- applied to beginning of July.
- **CD Renewal**
  - Multiple CD's totaling \$97,364.79 are expired. BGA has a 10-day grace period to cash out or renew.
    - Board voted unanimously to renew all at 12 months.
      - **Klesalek motioned, 2<sup>nd</sup> by DeSchmidt**



# BOARD MEETING MINUTES

## Vice Chair

- No Report

## Chair

- No Report

## Business/Program Reports

### **Competitive Program Report**

#### Optional Levels:

- On June 21<sup>st</sup>, Gabby Stillwell began her new position of Compulsory Head Coach. She has been working collaboratively with Torrea to create more streamlined lesson plans than have been in place in the past. Gabby has taken over the lesson planning for the Compulsory levels while Torrea has continued lesson planning for the Optional levels as well as Pre-Comp.
- Twelve gymnasts from the Training Level 6+ group took a “field trip” to American Gold Gymnastics on July 6-8 to practice with their Competitive Team. It was a fantastic opportunity not only for the girls to step outside of their comfort zones and try new things, but it also helped Torrea in learning and growing within her role in the Competitive Program.
- Since returning from our Fargo trip, lesson plans have been more circuit-based which has led to more work being accomplished at practice. The athletes have been training more upgrades over the past few weeks in preparation for level placement testing in early August.
- The Training Level 6+ group have noticed physical changes from their new conditioning regimen that was introduced at the beginning of the summer. Phase 2 of their Strength Training a la Geoff West was introduced during the second week of July.
- Jade and Torrea worked together to create a practice schedule for the fall. That information will be relayed to parents of Team athletes within the next few weeks.

#### Compulsory Levels:

- The training level 3-6's were working on drilling and upgrades. They internally focused on transitioning to new coaching and building up their discipline. We added dance into the weekly work outs to promote presentation and flowing movement. In the month of June the girls definitely have improved in their determination, attitude, and willingness to try. My goal is for



# BOARD MEETING MINUTES

July to be the time to try new things and become confident in their skills before testing for their level placement.

## **Recreational Program Report**

- Torrea has continued scheduling, lesson planning and putting out weekly rotation schedules while Jo has assisted with staff management. We held registration for our Summer II Session on July 6-8. Jo manned the fort for registration as Torrea was out of town with the Competitive team.

### **Current numbers for the Summer II Session are as follows:**

Parent-Tot: 22/24 (4 class offerings)

Tumbling Tots: 84/84 (14 class offerings)

Daycares: 55/55 (6 class offerings)

Hot Shots: 12/16 (2 class offerings)

BIO: 8/8 (1 class offering)

Beginner Girls: 80/80 (10 class offerings)

Beginner Tumbling: 55/56 (7 class offerings)

Intermediate Girls: 27/40 (5 class offerings)

Intermediate Tumbling: 20/24 (3 class offerings)

Advanced Girls: 14/24 (3 class offerings)

Advanced Tumbling: 8/16 (2 class offerings)

Total Recreational Numbers: 385/427= 90% capacity (61 class offerings)

### **Show Team:**

- Show team was able to start preparing for their shows at the end of July. The teams have been heavily focusing on partner tumbling and learning to do their skills in unison with their new partners. We also have been doing lots of endurance and muscle building to help the gymnasts feel confident in their ability to make it through a show.

### **High School:**

- Jo sent out registration information specific to high school classes in addition to Torrea's general rec / high school registration emails. This seemed to help with the confusion experienced in previous sessions regarding High School class registration.

### **Current numbers for the Summer II Session are as follows:**

Monday: 20/20

Tuesday: 17/20

Wednesday: 20/20

Thursday: 12/20

High School Numbers: 69/80 = 86% capacity (4 class offerings)



# BOARD MEETING MINUTES

- Rachel made a request for a second coach to be staffed on Thursdays when High School has 12 athletes enrolled. We were not financially able to add Gina on as a secondary coach, but Zoe Prince had availability in her schedule, so she has been added to Thursday's practice time.
- Jade, Germain, and Torrea sat down for a meeting with Dave Zittleman, Kevin Klipfel, and Rachel to discuss scheduling / gym space. With Jade's help, a rotation schedule for high school season was put in place. High school and USAG will both have access to 2 events at a time. BPS volunteered to split the cost of three sets of space savers and an additional single bar that will provide more equipment for both programs. An estimate of costs will be submitted to BPS this week.

## Office:

- Torrea and Jo have completed part time staff reviews and have applied necessary wage increases.
- Gina, Jo and Torrea have interviewed selected candidates and have selected our Part Time Administrative Assistant. BGA welcomes Angie Webb to the BGA family! She began training with Jo on the 5<sup>th</sup> of July.
- Jen and Jade have interviewed selected candidates for the full time Recreational Sports Manager and Facility Manager position with Torrea and Jo in attendance to observe and provide feedback. They have submitted feedback to the Board.
- Gina and Jo have begun working with our Padgett Business Services contact Joey Vrooman to develop systems to ensure financials remain timely and efficient. Angie and Jo have also met with Joey to train on system implementation.

## Fundraising:

- **Car Washes:** We are confirmed for two car wash events this summer in the Dan's parking lot located at 3101 N. 11<sup>th</sup>. St. for Friday July 16<sup>th</sup> and Friday August 13<sup>th</sup> from 1-4pm. The car washes will be competitive fundraisers. Promotion for these events has been sent to membership and on Facebook. We are partnering with Tires Plus and will have on site vehicle inspections for a suggested donation as part of the event. Gymnasts will be in attendance washing cars and demonstrating skills.
- **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.
- **Throwback** Fundraising options are being offered until supplies are depleted.
- **Amazon Prime Day:** We promoted Prime day and will follow the information to determine how it affected BGA's Amazon Smile donations.

## Golf Scramble Summary 6.24.21

- We completed the scramble with 34 golfers, 11 silent auction items, and all goods and services donated. We paid \$29 per golfer and the winning team prize a total of \$200. Feedback from the



# BOARD MEETING MINUTES

participants and sponsors was very positive. This should set us up well for next year's scramble. We have compiled a social media promotional thank you to our sponsors during and following the event including a video of golfers on their way out to the course, a live video with Torrea commentating the finale of the putting contest, and a post event video with music and photo compilation. Analytics show well over 1,500k views in 3days between them. The video compilation has been added to the BGA website on the golf scramble page and will remain there until planning begins in 2022 as a portion of our agreed-on sponsor exposure for partnering with us.

The final numbers for the 1<sup>st</sup> annual golf scramble are:

- **Total intake= \$ 7,268.00**
- **Total expenses= \$ 1,186.00**
- **Total profit (in cash) = \$6082.00**
- **Total profit (in cash and in Kind) = \$11,422.00**

#### **Breakdown:**

##### **Profit:**

- 9 holes sponsored @\$500.00 each= \$4,500.00
- 1 good will Sponsor @\$250.00.
- 2 team registrations @\$500.00 each= \$1,000
- 2 single golfer registrations @ \$75.00 each= \$150.00
- 3 team registrations @ \$300.00 each= \$900.00
- Silent Auction and cash donations day of= \$468.00

##### **Expenses:**

- \$29.00 per golfer paid to Pebble Creek= \$986.00
- Winning Team Prize money= \$200.00

##### **In Kind donation values and estimates: 6.24.21 = \$5,340.00**

- Dakota community bank **\$400.00**  
Elbow Room/ Roundhouse, Sysco North Dakota Wholesale  
(Bar and food accompaniments) **\$800.00**  
Nutrition on 43<sup>rd</sup> **\$250.00**  
Bismarck Sign Company **\$1,000.00**  
Black Leg Brewery (beer)**\$500.00**  
Basin Electric **\$170.00**  
Phantom Advertising **\$1,000**  
Ace Hardware **\$80.00**  
Elbow Room/ Roundhouse (silent Auction) **\$250.00**  
Black Leg Brewery (silent Auction) **\$ 300.00**  
Karmin's Kitchen Table \$50.00 x2= **\$100.00**  
Fundraising University **\$140.00**  
Medicine Shoppe **\$100.00**  
Golf Etc. **\$100.00**  
Blink Eyewear **\$150.00**



# BOARD MEETING MINUTES

## **Future Planning:**

- Tina and Jo have met and are in process of planning the 2021-2022 fundraising calendar for BGA. We are seeking partnerships and have determined some best practices moving forward. Jo will update the board as necessary and will place planning documents and summaries on the Teams Business and Community files.

## **Sponsorships:**

- We have received approval for the donation request form to American Bank Center to sponsor our scholarship program again this fiscal year and have invoiced the bank. We have received payment.

## **Wall Advertising:**

- We will begin having 4x8 sponsor signage designed and hung in the gym by Bismarck Sign Company. We have contacted BRPD and have received permission on banner size and payment to BRPD for in cash sponsor banners placed in BGA space. BRPD has been paid 10% of the sponsorship monetary value per our user agreement.

## **Grants:**

- Our match grant request for the single rail pit bar has been approved by BRPD and the grant award contract has been signed. The Pit Bar is being ordered and BRPD will invoice BGA for the remaining amount.

## **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.

## **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 are scheduled to participate in the Larks game on Tuesday July 27<sup>th</sup> and the Family Day River walk on Wednesday July 21<sup>st</sup>. The Larks game will also serve as a summer fundraising event for BGA. We will also be attending an automotive safety basics class with Tires Plus on Tuesday the



# BOARD MEETING MINUTES

13<sup>th</sup> of July. We have been given priority in registration and Jo will attend representing BGA. Promotion for these events has begun and will continue throughout the month.

## New Business

- **Recreation Program Tuition**
  - BGA board had voted to increase the Rec program tuition and included the increase in the 2021-2022 budget, but the increase was not included in Summer Session II registration.
    - A slight increase to \$11.25 per hour for Fall Session 1, and moving forward, will put BGA above budget
    - **Motion: Sondeland , 2<sup>nd</sup> by DeForest, motion passed unanimously.**

**Member Presentation- None**

**Adjourn      7:39 PM**

**Executive Session**