



BOARD MEETING MINUTES

DATE: Tuesday, May 18, 2021

TIME: 6:30 PM

LOCATION: Great River Energy
Cannonball Meeting Room

CALL TO ORDER: 6:33 PM

Attendance

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

Approval of April Minutes

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

Officer Reports

Secretary

- Next meeting to be held on Tuesday June 15th at 6:30
 - Same location

Treasurer

- **April Financials**
 - After income and expenses were calculated for the month of April 2021, we ended the month as follows:
 - Total Income = \$13,070.50
 - Total Expenses = \$27,838.41
 - Net Deficit = \$14,767.91.
 - Year to date Net Surplus \$30,997.47. It is anticipated the fiscal year will end in a surplus around \$15,000.
 - April Income Recap:
 - Nearly 100% of April's Income came from Program Income
 - April Expenses Recap:
 - Wages & Payroll Taxes - \$20,813
 - User Fees - \$5,865 (from Spring Session Registration)
 - Credit Card Fees- \$1,496
 - Competitive Travel - \$1,631
 - Other Expenses (Meet Fees Reimbursement, Office Expense, Professional Fees) - \$1,192
- **Draft Budget for 2021-2022**
 - The budget submitted for board approval for the 2021-2022 fiscal year includes income of \$521,450 and expenses of \$495,875 for Net Surplus of \$35,575.



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- The following are the main changes to note from the draft budget reviewed at the April meeting:
 - \$20,000 Increase in Recreation Tuition
 - \$21,000 Increase in Wages (\$10,000 to Competitive, \$3,000 General/Office, \$8,000 Recreation.
 - This split of wage increases can be modified between programs or can be reduced if needed.
 - \$2,000 Increase in Small Equipment (under \$750)
 - \$3,000 Increase in Credit Card Fees
 - The first budget proposal did not adequately reflect the cost of credit card fees. This category was underestimated and now reflects fees paid in 2019-2020.
 - \$5,000 Increase in Comp Travel
 - This was requested to give the ability to have more than one coach at a meet and to account for more meets.
- If we are looking for a larger surplus closer to \$50,000, I would recommend adjustments in the following areas:
 - Decrease Wages. I would not recommend decreasing wages below \$300,000 in total. The proposed budget currently has wages at \$312,500
 - Decrease Small Equipment back to original budget proposal of \$3,000
 - Additional Program Income Increases

- **Motion: Deforest, 2nd-DeSchmidt**

Vice Chair

- No Report

Chair

- No Report

Business/Program Reports

- **Competitive Program Report**
 - Since McKenzie's departure, responsibilities of the program including lesson planning, scheduling, and staff management have been overseen by Torrea. All of the teams have been working on basics drilling and upgrades at practice.
 - We held team tryouts on Saturday, May 15. A total of 46 athletes participate at the tryouts. We plan to offer invitations to athletes who scored above a 75%. A



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few of the participants will likely skip the pre-comp level completely as they scored very well at tryouts. To make room for new invitees, a handful of the Compulsory athletes were invited to join the

- Optional practice time this summer with the understanding that practice time placement does not equate to level placement. Additionally, another handful will be invited to the Compulsory practice time this summer with the same understanding.
- The team banquet was held on Sunday, May 16 at Sertoma Park. Jo played a huge role in helping organize and facilitate the banquet. Team awards were voted on by winners' teammates. We were able to celebrate the team athletes' successes.

- **Recreational Program Report**

- Torrea has continued scheduling, lesson planning and putting out weekly rotation schedules while Jo has assisted with staff management. We are entering Week 7 of our 8 week session for BGA's April-May Session. Week 7 = TESTING WEEK. Jo and I have continued navigating staffing changes and learning what to do / what not to do in the future regarding staffing.
- The schedule for the Summer I Session was released on Monday, May 17. We will be offering 60 (ish) classes. Registration for that session will open on Tuesday, May 25 at 5:30PM.

Business and Community Report

- **Fundraising:**

- **Poppin Popcorn:** The event has wrapped with the final totals being 2269 products sold at a retail value of \$ 16,347.00. Profit to BGA was \$8,173.50 (Our goal for this fundraiser was \$7,100.00). We did have a few hiccups while establishing a partnership but remained in communication with our fundraising representative. We are confident in a much smoother experience moving forward. A more detailed breakdown of the fundraiser is available on Teams.
- **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.
- **Throwback** Fundraising options are being offered until supplies are depleted.
- **Prep for Summer fundraising and Community Outreach Opportunities:** Preparations are underway for community-based fundraisers this summer. Possible options are volunteering at the Bismarck Marathon (we have been in



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contact to confirm interest and are waiting for the planning committee to reach out with more details closer to the event held in September). An event weekend with the Cowboy Mounted Shooting Organization is also a possibility.

- **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 104pm. 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.

- **Sponsorships**

- **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-** We will be seeking a match for a new pit bar to replace our existing damaged/ outdated one. There is a line item for it in the proposed budget and the request has been cleared with BPRD. The application will be submitted on Wednesday the 19th of May for the June 1st deadline.

- **Golf Scramble**

- We are offering:**

- 9 Hole sponsorships: \$500.00 each
 - 6 have been committed with either payment or signed sponsorship agreements.
- Price per player: \$125.00 (\$500.00 per team) with room for 18 teams of 4 or 72 players
 - We currently have --- teams registered for the scramble.

- Time Frame:**

- 1pm check in
- 2pm Shotgun start.
- 4-5pm Social hour and completion of contests (hole-in-one, putting contest)
- 5pm Dinner (announcements/ prizes)
- 6pm: Silent auction close and wrap up.

- Donations:**

- Multiple silent auction items. We will seek items until the date of the event.
- Bar: All wine liquor, staff, and supplies (a percentage of the profit will go to BGA. Permit will be held by donor)



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- Beer: All beer to be poured by bar staff
- Promotional and physical signage for the event
- Golfer gift bags to be distributed at registration.
- Dinner including preparation and serving will be donated and will be grilled hot dogs and hamburgers. Tables will be set up inside the dome for people to eat, socialize, and view/ bet on the silent auction.
- Plasticware/side dishes/ plates napkins/ chips/ nonalcoholic beverages etc... (all things to accompany dinner)

Sponsorships:

- Hole in one contest (donor holds the insurance policy)
- Putting contest (donor holds the insurance policy)
- Hole sponsors (sponsors to provide games)

Staffing:

- Staffing/ volunteer requirements have been created and reviewed as of 5/10/21. This is available on Teams.

Advertisement and registration:

- We have received materials from University of Mary and have distributed the event flyer to community contacts. Our website has been updated to allow for team/dinner and silent auction only registration and access to promotional materials. This link has been sent to membership and other community area user groups.
 - Fundraising U has set up an online option for golfers to sign up for the hole-in-one and putting contest. They will monitor and track registration. It has been added to our golf scramble page on the website.

● **Community Outreach**

- We have reserved the same placement at the Family Day Riverwalk to be held at Sertoma Park from 10am-8pm on July 12st, 2021.
- Car Wash Fundraising events will also serve to showcase BGA to the community and strengthen our relationship with Tires Plus.

● **Continuing Education**

- Staff continues to complete Safe Sport, background checks, and fundamentals of gymnastics as a part of new training requirements.
- Jo attended the free online summit "Power of Positive". All recommended speaker resources have been entered into a Teams document for anyone to access at their convenience.



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- An Active Intruder Procedure has been created and is available on Teams. It has been uploaded to our Crew App for staff to familiarize themselves with and will be reviewed in detail at the next staff meeting.
- **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: Brandon and Katrina walked through the gym with staff to determine projects for BGA beautification in the next few months. Projects have begun and will continue throughout the gym.

Old Business

- Personnel Policy Manual review/restructure
 - Tabled until next month's meeting
- 2021-22 FY Draft Budget Review
 - The Board is requesting clarification on proposed budget line items that have increase by \$500 or more.
 - **Frisinger made a motion to suspend approval of the 2021-22 budget pending clarification of items. DeSchmidt 2nd- motion passed.**
 - **The Board will call a special meeting to approve the budget.**

New Business

- **Floor Exercise Carpet**
 - Minnesota gym is selling their floor carpet for \$1000. They would like it picked up by the end of the month.
 - Jade will talk to Torrea about getting more information, and to see if purchasing the floor would be a good value for BGA.



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Member Presentation

Adjourn 7:39 PM

Executive Session

During an Executive Session held on 5/26/21 a motion was made by Movchan to approve the 2021-2022 FY Budget as presented to the board and Frisinger-2nd with a unanimous vote for approval.