



# BOARD MEETING MINUTES

**DATE:** Sunday, November 21, 2021

**TIME:** 4:15 PM

**LOCATION:** Bismarck Gymnastics Academy

**CALL TO ORDER:** 4:15 PM

## Attendance

- **Board Members:**  
Jen Klesalek, Gina Sondeland, Tracy DeForest, Germain Krueger, Tina Frisinger, Justine Movchan
- **Staff:**  
Jo Vroman

## Approval of October Minutes

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

## Officer Reports

### Secretary

- Next meeting to be held on Tuesday, December 21 at 6:30
  - High Prairie Arts & Science Community Room

### Vice Chair

- No Report

### Chair

- No Report

### Treasurer

- **October Financials** - After income and expenses were calculated for the month of October 2021, we ended the month as follows: Total Income = \$34,088.54 Total Expenses = \$35,100.92 Net Deficit = (\$1,012.38). Year-to-Date Net Surplus = \$32,577.20
- **October Income Recap:**
  - \$17,246 in Fundraising Income- \$17,210 Cookie Dough \$36-Scrip
  - \$14,469 in Program Income
  - \$1,663 in Grant Income (BPRD Matching Bar Rail Grant)
  - \$710 in Other Income (Interest \$1,028, Pro-Shop, Ziegler Expenses)
- **October Expenses Recap:**
  - Wages & Payroll Taxes - \$24,319



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- Program Expenses- \$6,247 (includes comp uniforms to be reimbursed)
- Workers Comp & Health Insurance- \$1,286
- Credit Card & Professional Fees- \$1,695
- Office Expenses- \$871
- Other Expenses- \$683 (Pro Shop, General, & Staff Expenses)

In addition, during the month, old outstanding checks were reviewed. It was determined that duplicate checks were written for meet fees (\$1,130) and visa payment (\$156.73). Additional outstanding checks are being reviewed. They include ND USAG meet fees, and coach expense reimbursement. Corrections will be made during November.

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

## **Business/Program Reports**

### *Competitive Program Report*

Competition Leotards are scheduled to be shipped on November 23. Team pictures will be scheduled upon receipt of leotards.

Signatures from parents of all competitive-level gymnasts were collected ensuring that BGA is compliant with USAG's mandatory Safe-Sport Consent forms.

Starting next week (Monday, November 15) USAG practice times will be adjusted to accommodate the High School team practices. The following schedule will be followed:

- Level 6+: Monday-Thursday 3:45-6:15pm – 13 athletes (access to two events Monday, Tuesday, Thursday / access to one event Wednesday)
- Level 3-5: Monday-Thursday 5:45-8:15pm – 25 athletes (access to three events Monday-Thursday)
- Pre-Comp: Tuesday/Thursday 6:15-7:45pm – 14 athletes (access to two events Tuesday/Thursday)

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

### **Optional Levels:**

The Optional level athletes have continued pre-season workouts using their accountability binders. Full routines were started the first week of November. We will travel to Fargo, ND on December 10-12 for our first meet of the year.

### **Compulsory Levels:**



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For the month of October, the girls finished up learning routines and started doing some upgrade work. We also are spot fixing different shaping issues by going back to certain drills we used at the beginning of the school year. The girls have been switching between pressure routines (whole group watching) as well as being worked with individually with a coach. We have continually increased our time increments for conditioning and started phasing in sprints for endurance work.

## Recreational Program Report

### **High School:**

High School practices will begin Monday, November 15. Their practice schedule will be as follows:

· 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)

· I have reached out for an update on our bars system with no luck in solidifying a ship date. Updates will be provided as they are received.

### **Recreation:**

- We have hired 5 new coaches in preparation for our 2021-2022 Session 2. They are shadowing and completing all necessary training and are in compliance with USAG requirements.
- A pre-requisite is now required in order to register for classes. Families will no longer be able to enroll their athlete in a class they have not passed into. This should diminish confusion and frustration for families during open registration.
- Email communication has gone out to membership to further clarify information regarding the evaluation process.
- One on one meetings have been held with recreation staff to touch base on how things are going in the gym and discuss areas of improvement regarding efficiency, appreciation, education, overall job satisfaction.
- The parent survey was sent out in October to families actively enrolled in 2021-2022 Session 1. We received 70 responses with overall positive feedback.
- Open registration for the 2021-2022 Session 2 goes live Tuesday November 16th @ 9am. Communication has been passed along to families via email, Facebook, BGA's website, Instagram, and Twitter.
- We have initiated the "Rookie" class and sent out communication via email and the BGA website to our membership and the public.

### **Show Team:**

We held tryouts at the end of October and have upped our numbers to 14 on gold gems and 15 on black gems. The kids had their first practice after the tryout. The kids are starting a new work out regiment to



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increase lean muscle and speed in order to tumble higher. We continue to work through upgrades and plan to start our next show planning in November.

## Office:

**Staffing:** BGA continues to recruit recreational coaching staff. We have posted to all area high schools, Facebook, the BGA website, BSC and University of Mary.

**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:** Jo will attend an online educational webinar on the 16th of this month. She will update as USAG continues to develop this role and assist with implementing any changes necessary. The competitive families have signed all necessary consent forms and BGA remains in compliance with new SafeSport guidelines.

**Annual Meeting:** With the annual meeting approaching on the 21st of this month, the office staff has completed the annual report and has it submitted for approval as of today.

**Social Media:** We have increased our presence to the public by adding and or updating our Instagram and twitter accounts. The office staff have divided the monitoring of each social media account to ensure they are accurate and up to date.

## 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 and email.
- **Throwback** Fundraising options are being offered until supplies are depleted.
- **Fundraising University/ Simply Goodness Cookie Dough:** The parent company of Simply Goodness has suspended accepting any new orders through the end of the year due to supply shortages. BGA's order was able to be processed and will be delivered as soon as it is complete. We have received confirmation of a delivery date of November 9th. Membership has been notified via social media and email.
- **Community Outreach:** Jo and Brady attended the Bismarck/ Mandan Chamber EDC Workforce Summit on October 21st. The themes were centered on recruitment and retention of staff.
- **Ziegler:** The in-person meeting schedule had been distributed via the Teams App. Decorations and shout outs have been ordered and a list for concessions has been made.
- **Grants:** We will be seeking a Partner Event Grant made possible by the Bismarck-Mandan Convention and Visitors Bureau this year to offset costs from our Ziegler meet in January.



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Applications are due in November/ December. Jo is working with our contact from BMCVB on the details of the program and will update the board as necessary.

## Old Business

- Annual Meeting
  - Members will be checked in and the proxy votes will be taken at that time.
  - Notice of meeting and proxy process had been sent out to the active members in advance according to the By-laws
  - Proxy votes need to be dated no earlier than November 11

## New Business

- Record Boards
  - Boards that we put in the gym with the records of the athletes, most of them are from HS teams
  - Krueger talked with the booster board and they said it would need to go through the schools to get them updated and up on the wall in the gym
    - Brady will be in contact with the district
- PPP Funding Plan
  - With the PPP funding we received a total of \$106,000
    - Without these funds, BGA would have had a loss of \$17,594 during the shut down and all the operating expenses
  - There is excess funds that did not get used, discussion on how we would like to utilize the remainder of the funds.
    - Sondeland talked with the staff and the feedback received was as follows:
      - Purchasing new equipment, repairing our current equipment, reserving the funds for future expansion or wages
      - There is concern with utilizing the funds for wages as those numbers would have to be sustainable in the future years.
      - Utilizing the funds to purchase Ninja equipment to get a boys program started up would open up income for Rec in the future, but discussion about space also came up as we struggle now with the space we have.
      - Board suggested that the staff bring forward the equipment that they would like to see get replaced in level priority, along with the cost by the December board meeting



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**Member Presentation- None**

**Adjourn      4:52 PM**

**Executive Session**