



# BOARD MEETING MINUTES

**DATE:** Tuesday, October 19, 2021

**TIME:** 6:30 PM

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

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

## Attendance

- **Board Members:**  
Jen Klesalek , Gina Sondeland, Tracy DeForest, Jade DeSchmidt,
- **Staff:**  
Jo Vroman; Brady Dutchak

## Approval of September Minutes

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

## Officer Reports

### Secretary

- Next meeting to be held on Tuesday, November 16 at 6:30
  - High Prairie Arts & Science Community Room
- Annual Meeting will be held on Sunday, November 21 at 5:00 PM at BGA.

### Vice Chair

- No Report

### Chair

- No Report

### Treasurer

- **September Financials** - After income and expenses were calculated for the month of September 2021, we ended the month as follows: Total Income = \$18,497.54 Total Expenses = \$35,409.68 Net Deficit = (\$16,912.14). Year-to-Date Net Surplus = \$33,589.58
- **September Income Recap:**
  - \$12,190 in Program Income
  - \$5,969 in Fundraising Income
  - \$339 in Other Income (Donations & Pro-Shop)
- **September Expenses Recap:**
  - Wages & Payroll Taxes - \$21,785



# BOARD MEETING MINUTES

- User Fees - \$4,736
- Board Insurance \$2281
- Credit Card & Professional Fees- \$1,701
- Office Expenses - \$1,785
- Staff Expenses - \$3,041 (Mostly Attire, Education)
- Other Expenses - \$81 (Pro Shop)
  
- **PPP Loan- 2<sup>nd</sup> Update**
  - Our 2<sup>nd</sup> Draw PPP Loan was forgiven. Our Fiscal Year 5/31/21 are therefore restated to a net surplus of \$74,822.30. (Surplus originally reported at \$20,215.42, PPP forgiveness \$54,606.88)
  
- **Comp wages Budget**
  - After a few months into the fiscal year it appears we have budgeted too much for Comp wages and not enough into Recreational wages. It was motioned to increase the recreational wages budget by \$2,000 a month for 7 months (\$14,000) and reduce the comp wages by the same amount.

## Business/Program Reports

### Competitive Program Report

Competition leotards were ordered on September 24 with an estimated ship date of November 23. A USAG Parent Meeting was held on September 27. The finalized meet schedule and team handbook were distributed to all parents in addition to our concussion safety protocol and an updated 2021-2022 Season Calendar. Additionally, the USAG parents were introduced to Brady.

With help from our Safety Champion (Jo), USAG-mandated SafeSport Consent forms were sent out to all USAG parents. Signatures on these forms are required by USAG for competition-level gymnasts.

On October 11, communication was sent out to USAG parents of the upcoming changes to scheduling due to the large number of athletes participating in High School Gymnastics. After much conversation among Rachel, Torrea, and three members of the BoD, there was a decision made to alter USAG practice times.

Starting on Monday, November 15, 2021, the USAG practice schedule will be as follows:

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)



# BOARD MEETING MINUTES

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

## **Optional Levels:**

We have continued utilizing our accountability binders throughout practice. These have proven to be beneficial for both athletes and coaches as we track goals. We have started working on half routines and the girls have been given more “in-a-row” assignments to prep them for the pressure that competition season brings. We will start doing full routines in November as we prep for our first meet on December 10-12.

## **Compulsory Levels:**

The compulsory group opened the month with an intense shaping and basic refresher and transitioned into routines. They started with their bars routines, followed by beam routines, and now are rounding out with floor routines. The girls have been working towards increasing body strength and endurance through general cardio circuits, new mile time goals, and side stations for events to increase their productivity.

## **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:

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.



# BOARD MEETING MINUTES

## **Recreation:**

- Continuing to get all coach education and training up to date
- Added 1 daycare class (7 weeks) this session
- Looking at adding a "Rookie" level class for next session.
  - This class would be for ages 5+ and in kindergarten. It would be an introductory level downstairs class. Enrollment and completion of "Rookie" class would be required to enroll in any student's initial Beginner class (not required for those enrolled in a prior downstairs class). This class will be designed to focus on proper shaping, safety, terminology, strength/conditioning, and fundamental gymnastics skills to prepare gymnasts for success in higher level classes.
- A parent survey will be sent out the end of October to families currently enrolled in rec classes. This will help us gather feedback and pinpoint potential growth opportunities within the program
- To minimize parent confusion during the registration process, we have enabled a system to allow parents to register their gymnasts for an upper-level class (Intermediate/Advanced) only after they receive a passing score from the previous level. This should assist with confusion families may have on which class to register their child.
- Registration for next session will open Tuesday, November 16<sup>th</sup> at 9am
- Show Team tuition should be all caught up now after falling behind in August/September
- Show Team tryouts will be held from 5-8pm on October 29<sup>th</sup>. Communication went out via email and Facebook

## **Show Team:**

We opened our school year practices working on upgrades. The kids are working on new skills and at the end of the month we decided to make goals. The kids got to make a poster (one for gold gems and one for black gems), that had a list of some mini tramp skills and some floor skills that they would like to have as a team. During practices the kids will refer to that list and if they are successful at being consistent with the skills, they get to put a sticker in that box.

## **Office:**

BGA has reissued job postings for recreational coaches for additional coverage and possible class offerings next session. Coaching positions have been posted on Facebook, University of Mary, and distributed to the Central office of Bismarck Public Schools and will be distributed to all three high schools.

**Administrative Assistant:** With the departure of Angela Webb as our Administrative Assistant, BGA has filled the position internally with Maddy Chai, an existing coach in the gym. Angie will remain employed as an "on call" supervisor.



# BOARD MEETING MINUTES

**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.

**Liability Insurance-** BGA has renewed its Liability Insurance through Markel Insurance Company.

**Universal employee Apparel:** Our employee apparel order has come in and been inventoried.

**Parking Lot management:** BPRD has had arrows painted in the parking lot to assist with traffic flow.

**Concussion Management:** All gymnasts requiring baseline testing for this season have been tested. \$25 will be charged to their accounts.

**Safety Champion:** Jo has completed all required training and drafted a USAG policy to be reviewed for approval. There are three new consent forms USAG will require to be signed annually. These have been distributed to the competitive families and are due back to the office on Thursday October 14<sup>th</sup>.

**Volunteer Coaches:** We had two competitive gymnasts volunteer to co-teach a beginner level recreational class. This was a great way for them to fulfill volunteer requirements and the younger gymnasts loved it! We have written a procedure for future volunteer opportunities which is available on Teams.

## Fundraising/ Business and Community:

- **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. The year round online pro-shop is live and available to membership. This has been promoted through Facebook and email. We have also hung signage in the gym.
- **Throwback** Fundraising options are being offered until supplies are depleted.
- **Fund U Now-** BGA partnered with Fundraising University to hold a "text to donate" competitive fundraiser to offset the cost of the 2021-2023 competitive leotards. Families had an option to opt-out of the fundraising portion of the event. Families who choose to opt-out, agreed to pay the full price of the leotard on their own. The remaining funds have been split evenly among the participants and will be added to their account. Cash prizes were awarded to the top seller and top selling team through Fundraising University.

## Summary:

**Financial Goal** \$9,000.00

**Total Amount Raised:** \$8005.00

**Expenses** (30% to Fundraising University) \$2401.50

**Profit: \$ 5603.50**

**Purpose in the Gym-** Offset off final cost for 2021-2023 Competitive leotards.

**# of participants: 23**

**# of gymnasts benefitting from event: 25**

**# of gymnasts choosing to opt-out of the fundraiser: 13**

**Cost of Competitive Leotard:** each (pre shipping) **\$232.64** (estimating approx. \$250 with shipping)

**Financial disbursement to each gymnast's account:** \$224.14

**Final cost of competitive leotard to each gymnast:** \$8.50 (plus shipping)

**Financial amount placed into the general/ supplemental fundraising account:** \$0.00



# BOARD MEETING MINUTES

- **Fundraising University/ Simply Goodness Cookie Dough:** Our 2021-2022 Session 1 fundraiser was partnered with Fundraising University and was Simply Goodness frozen cookie dough. Sales dates were Monday September 13<sup>th</sup> – Thursday, September 30<sup>th</sup>. The delivery date is being confirmed.

## Summary:

**Financial Goal** \$10,000.00

**Amount Raised** \$ 30,760.00

**Expenses** \$ (%60 to Fundraising University) \$ 16,938.00

**Total Sales Profit to BGA** \$ 13,842.00 (1,538 units @ \$9 each)

**Donation in Lieu of Participation** \$ 3,050.00

**Direct Donation** \$ 100.00

**Total Profit to BGA** \$ 16,992.00

**Purpose in the Gym** Purchase of a spotting blocks system, crayon beams for the preschool area and general operations funding for BGA.

- **Grants:** Our Single Rail Pit Bar has been installed. We are waiting for invoicing to pay our share of the Matching grant.
- 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. Applications are due in November. Jo is working with our contact from BMCVB on the details of the program and will update the board as necessary.
- **Community Outreach:** Jo attended the monthly Bismarck Mandan Chamber EDC mixer on the 30<sup>th</sup> of September and will attend the one scheduled for Thursday October 14<sup>th</sup>. Brady and Jo are registered to attend the Bismarck/ Mandan Chamber EDC Workforce Summit 2021 on Thursday, October 21<sup>st</sup> from 8-12pm. Topics this year include recruitment, culture, mental health, and HR do's and don'ts in the workplace.
- **Ziegler:** Jo has created a Ziegler team on the Teams App. and is working towards a finalized meeting schedule to coordinate the event. She will update the board as needed of progress throughout the planning process. We will be returning to the "Go for the Gold" theme this year.

**Member Presentation- None**

**Adjourn 7:08 PM**

**Executive Session**