

DATE:	Sunday November 21, 2021 Annual Board Meeting
TIME:	5:00 PM
LOCATION:	Bismarck Gymnastics Academy
CALL TO ORDER:	5:08 PM Informational Meeting

Attendance

Board Members: Justine Movchan, Germain Krueger, Tina Frisinger, Jen Klesalek, Gina Sondeland, Tracy DeForest

BGA Employees: Jo Vroman

Guests: Steph Barth, Kerry Klesalek, Kay Hager, Krista Heil, Nick Thueson, Katrina Hanenberg

Welcome and Opening Remarks

- Chair Germain Krueger welcomed the members to the 2021 annual meeting

BGA Updates and Information

- **COVID- 19:**
 - BGA has continued to monitor and comply with all mandates set forth by the ND Department of Health throughout the pandemic.
 - Our sanitation expectations have remained exceptional, and our part time and full-time staff review cleaning schedules regularly.
 - The gym remains open at a level 6 welcoming pre- school/ day care classes, Hit open gym, birthday parties, and homeschool classes.
 - For a complete list of our COVID- 19 phases and guidelines please reference the BGA website.
- **Full-Time Staff Update:**
 - With the departure of the Administrative Coordinator and the USAG Coordinator/ Compulsory Head coach, The BGA board worked in tandem with the Business and Community Coordinator and the Recreational Program Coordinator/ Optional Head Coach to streamline the In- office staffing structure.
 - The role of Recreational Sports Program/ Facility Manager was created as well as a part time Administrative Assistant.
 - Our USAG Coordinator/ Optional Head coach position was also implemented.
 - The team works both collaboratively and independently to optimize the workflow and enhance the protection of a positive and supportive culture throughout the gym.
- **Staff Training:**
 - Full and part-time staff complete current “SafeSport” training for all teammates 18 and older, Fundamentals of Gymnastics, CPR certification, Concussion Management, and mandatory shadow hours.

- Staff meetings/ trainings are held at least once per session. These meetings include staff education and policy/ procedure review.
- Combined with surveys, and increased staff engagement and appreciation, BGA has implemented methods in line with our strategic plan to increase transparency between leadership and all part time and full-time staff.
- **Gymnast Safety:**
 - With USAG’s updated SafeSport policy and the creation of “Safety Champion”, BGA has increased safety awareness throughout membership and staff.
 - We have aligned our concussion management program to follow USAG’s requirements and have successfully completed baseline testing for all competitive/ show team gymnasts ages 12 and older.
- **Grants:**
 - We partnered with Bismarck Parks and Recreation District in their Matching grant program and were approved for a new Single Rail Pit Bar.
 - We actively seek out grant options for BGA.
- **Fundraising:**
 - BGA has furthered the diversity and expansion of our fundraising portfolio over the past year. In addition to continuing our product-based campaigns, we introduced a golf scramble.
 - We continued with year-long giving campaigns, summer car washes, community events, and participated in a text to donate event benefitting the competitive program.
 - We consistently met or exceeded financial goals set out for fundraisers and have maintained positive communication with membership.
 - Through these efforts, we have worked toward new equipment purchases and general operations funding at BGA.
 - We have been able to maintain low tuition over the past year.
- **Sponsorships/ Community Partnerships:**
 - We have broadened our community partnerships over the past year at BGA.
 - Through the golf scramble, we received over 20 sponsorships, both in cash and in kind.
 - We continued to maintain past monetary sponsorships and retained our partnership to sponsor our scholarship program.
 - We have joined the Bismarck/ Mandan Chamber EDC and continue to build positive community relationships and business partnerships.
- **High School:**
 - The High School program Head Coach has worked with the USAG Program Coordinator and the BGA Board of Directors to prepare for optimized practice times and spacing in the gym in preparation for the beginning of the High School competitive season.
 - With the increase of gymnasts participating in the program, new equipment has been purchased to ensure all gymnasts at BGA can thrive and progress skills with our current space availability.
- **Competitive Program:**

- The competitive team has been hard at work developing skills and routines to prepare for an active meet season.
- New consent forms and “SafeSport” policy awareness have been distributed and signed by competitive families. “SafeSport” links and resources have been posted on the BGA website in alignment with USAG’s updated policies.
- The Compulsory Head Coach has been working closely with the USAG Program Coordinator/ Optional Head Coach to ensure gymnasts have consistency in coaching methodology and technique to ensure proper growth of skill and safety goals are met with each athlete.
- **Recreational program:**
 - Our recreational program has remained a very popular local community option for youth sports, health, and wellness.
 - We continue to offer diverse options ranging from parent tot/ tumbling tot preschool classes through advanced girls and tumbling programs.
 - Our classes fill quickly with every open registration to almost complete capacity, as do our birthday party registrations.
 - Open gym times are a welcomed weekend option for the public.
 - BGA has continued offering day care classes, home school, and HIT open gyms.
- **Show team:**
 - With the departure of their Head Coach, BGA’s Show teams have welcomed the advancement of the previous Asst. coach and have continued to prepare for what looks to be an active performance season.
 - With no spectators allowed in last year’s basketball games, the show teams became creative in outreach efforts and performance opportunities. They were able to perform at 2 events during the summer months.
 - Try outs were held in October adding 10 gymnasts to the Gold Gems team and 7 gymnasts to our Black Gem team.
 - They are preparing half time routines and are excited to get back into the community.

Business Meeting

Call to Order

- The meeting was called to order by Chair German Krueger at 5:12PM

Quorum Determination

- With 6 Board members and 5 Members in attendance, it was determined that there was a Quorum and the meeting will take place.

Officer Reports

Secretary (Justine Movchan)

- **Motion to approve the 2020 Annual Meeting Minutes**
 - **Kay Hager, 2nd-Krista Heil- Minutes Approved and will be reflected on the website**

- Justine Movchan provided a summary of the motions and discussions held at each of the monthly board meetings
 - Changes were made to the Conflict of Interest Policy to include “self-dealing, or consideration of nepotism”
 - A motion was made that BGA shares the cost with BPS to repair damages that were made to a beam during the Julie Ziegler Meet
 - During Executive Session held on 5/26/21 a motion was made to approve the 2021-2022 FY Budget as presented to the board
 - In July, the board voted to increase the Rec program tuition to \$11.25 per hour for the Fall Session and moving forward, putting BGA above budget
 - The Private Lesson Policy was revised and approved in April

Treasurer (Gina Sondeland)

- Gina Sondeland presented the 2020-2021 Financial Report
 - For the fiscal 19 Restatement
 - Net Deficit originally reported (\$5,074)
 - Adjustment for: 1st Draw PPP & Depreciation \$39,680
 - Restated Net Surplus \$34,606
 - For this current fiscal year ending May 31, 2021
 - Total Income- \$447,610.48
 - Total Expenses-\$382,808.18
 - Net Surplus-\$64,802.30
 - Cash & Investments-\$427,030
 - Fixed Asset Additions- \$6,936
 - Net Value of Fixed Assets- \$54,703.90
 - BGA as of May 31, 2021 and currently does not have any outstanding long-term debt
 - The Net Assets as of May 31, 2021 is \$487,305.78
- Sondeland provided a pie chart with the breakdown of Income and Expenses as a percent throughout the Fiscal Year
 - Income:
 - Program Income: 69%
 - Grants & Donations/Sponsors: 18%
 - Fundraising: 11%
 - Ziegler Meet: 2%
 - Expenses:
 - Staff: 70%
 - General: 15%
 - Insurance: 7%
 - Professional: 4%
 - Office: 3%
 - Program: 1%
- **Motion to Approve Treasurer Report**
 - **Kay Hager, 2nd-Krista Heil-Treasurer Report Passed**

Vice Chair (Jen Klesalek)

- No Report

Chair (Germain Krueger)

- Your 2021 board of directors has had an incredibly productive and gratifying year with continued to focus on what is important for the gymnasts and our staff members.
- I would like to start by talking about our staff. It has taken some time and continued planning to end up where we are with our full time staff, but we feel that we are now in a position as a board where we are able to step back from the regular operations of the academy with confidence that we have staff members who are vested in the best interest of our gymnasts. In August we welcomed Brady Dutchak to BGA as the Recreational Sports Program and Facility Manager. Brady comes to us with extensive education in sports management and experience in the coaching role. He has jumped in feet first and learned all things BGA, is continuing to work on hiring a solid staff of recreation program coaches, and is our go-to-guy for all things related to the facility. Brady reports directly to the board of directors and oversees the business area of BGA and the recreation program. With the departure of McKenzie Swallow, Torrea West assumed the position of USAG Program Coordinator and retained the Optional Level Head Coach position. She too has been working to build her staff of USAG coaches and is continuing to reform the program. Jo Vroman is at the helm of the Business and Community Coordinator work. She has continued to find grant and fundraising opportunities that have helped solidify BGA financially and has shown Brady the ropes. With the departure of Jamie Kessler, Jo also stepped up to ensure business continuity in the administrative areas. The board of directors is very proud of our staff and the things they continue to accomplish. Without a solid staff, our academy is in dire straits.
- Over the past year our board has been solid and consistent. The team work that is generated from the group while we are all living the family life, having successful careers, and other areas of involvement is nothing short of amazing. Throughout the year we have fostered productive conversation that has been beneficial not only to the business of the organization but more importantly to the gymnasts and their families who make up our membership. We all have our “specialized” areas as defined in our portfolios and those areas of passion have continued to make BGA better than it was the day before.
- This year two board members who make up just a part of this wonder team are up for re-election. Justine Movchan began her time on the board by filling a vacancy due to a resignation. After the vacancy term was up, she ran for election and has served as Secretary on the board for the past four years. Justine has two girls in the USAG optional level program. Germain Krueger also began her time on the board by filling a vacancy due to a resignation. After the vacancy term was up, I also ran for election and have served on the board as President for the past four years. I have a daughter who was in the USAG program and is just beginning her season as a Century Patriot gymnast on the high school program.
- It has been a pleasure to serve on the board of directors for me. I thank the membership for continuing to put their trust in this board to ensure the fiscal and physical security of their children. Please know that your feedback and presence at our monthly meetings is not only welcome, but invited. We are here to represent our membership.

Fundraising (Tina Frisinger)

- BGA has furthered the diversity and expansion of our fundraising portfolio over the past year. In addition to continuing our product-based campaigns, we introduced a golf scramble.
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Member Participation

- Steph Barth
 - If the gymnasts are at a higher level and are interested in more gym time, who makes the decision?
 - Krueger replied with the option of open gym time or private lessons and to have a talk with Torrea as she is the head coach and makes those decisions and also noted that the insurance ratios need to be met
 - How is the time allocated for HS and USAG with the different events and getting the most use of the practice time
 - Based on the number of gymnasts in the facility at one time, to provide space for the HS program and the number of coaches for each program, they have to divide it out to 3 events for HS and 1 event for optional.
 - Krueger suggested having a discussion with Torrea about adding coaching hours or allowing the gymnasts to come in early if they are able
- Kay Hager
 - Is there any discussion about adding additional coaches to the optional group
 - Torrea has the ability to hire more coaches without board approval
- Nick Thueson
 - Thanked the board for doing a great job to continue to work with BPS and the HS program with the scheduling and to continue to grow the relationship between the two programs
- Steph Barth
 - Is there funding from BPS annually for equipment
 - We have new bars and space savers coming
- Kay Hager
 - Is there an option to have an athletic trainer on staff for the higher level gymnasts
 - This is something that Brady can look into

- Katrina Hanenberg
 - Frustrations about the Rec Registration and how fast the classes fill up
 - Discussion about different options to help with this problem
 - Relocating Rec to another facility
 - Hiring more staff to fill more classes, but then there is the lack of space
 - Not enough equipment in the gym to accommodate more classes at the same time
 - Discussion about the Hillside Community Room for space for the Rec Program
 - With all of this discussion the topic of insurance, staffing and the logistics of it all were discussed as well
 - Another option is the Pier One building that is vacant and using that to accommodate more Rec programs
 - Brady will look into what options we may have at this current time

Election of New Board of Directors

- 2 board seats are currently open
 - We received 3 nominations
 - One of the nominations was submitted by a member and the other 2 were submitted by current board members.
 - The nomination portfolios were posted on the website for review by the membership
 - We had some votes come in by Proxy and the other votes were from the members present at the meeting
 - Votes were counted by Tina Frisinger and Tracy DeForest
 - Germain Krueger-22 Votes
 - Justine Movchan-25 Votes
 - Mike Kennedy-3 Votes
- New board seats were filled by Justine Movchan and Germain Krueger for a 3 year term

Adjourn: 6:03 PM

