



2022 ANNUAL MEETING MINUTES

DATE: Sunday, November 20, 2022
TIME: 6:30 PM
LOCATION: BGA
3200 N 10th St.
CALL TO ORDER: 6:32 PM

Attendance

- **Board Members:**
Germain Kruger, Dave Spickler, Gina Sondeland, Justine Movchan, Tracy DeForest
- **Staff:** Jo Vroman, Torrea West, Maddy Kellogg

Meeting called to order at 5:36 PM

Determination of quorum (Germain Krueger)

Office Report- Jo Vromann

Full-Time Staff Update: With the departure of the Recreational Sports Programming and Facilities Manager, The BGA board worked in tandem with the Business and Community Coordinator and the Recreational Program Coordinator and to provide support to the In- office staffing structure. The role of General Manager- Sports program and Facilities has been defined as well as a part time Administrative Assistant. Our USAG Coordinator/ Optional Head coach position has been continued and is preparing for the competitive season. The team works both collaboratively and independently to optimize the workflow and enhance 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 continued development of the "Safety Champion", BGA continues to broaden safety awareness throughout membership and staff. We continue to align 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. We have worked in partnership with BPRD to increase lighting in the parking lot at night and have implemented internal procedures regarding gymnasts and coaches exiting the building after dark.

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 very 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 maintained our offerings of day care classes, home school, and HIT open gyms. We continue to seek out opportunities for expansion and/or modification in programming and space to extend our ability to adequately serve the youth in our community.



2022 ANNUAL MEETING MINUTES

Competitive Program: The competitive team has been hard at work developing skills and routines to prepare for an active meet season. Consent forms and "SafeSport" policy awareness have been distributed and signed by competitive families. Compulsory Level leads have 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.

Show team: With the departure of their Head Coach, BGA's Show teams have welcomed a new head coach and assistant coaches. They have expanded the number of participants in both Gold and Black Gems and have implemented a new group of Mini Gems! Scheduling of shows is well underway with a focus to increase community shows beyond the basketball season. They are preparing routines and are excited to get back into the community.

High School: The High School program Head Coach has worked with the USAG Program Coordinator and the BGA Board of Directors to prepare for practice times and spacing in the gym in preparation for the beginning of the High School competitive season.

Officer Reports

Secretary- Tracy DeForest

2022 MOTIONS CARRIED

- **Feb 7th** executive session, approval of Family leave policy, motion to approve by Tina, 2nd by Justine, approved by all present (Germain, Justine, Tina, Gina, Jade)
- **Feb 9th** Infant at work policy approved via TEAMS vote. Also approved Revisions to Personnel Policy Manual approved via TEAMS vote
- **March- 22** Board approved moving forward with charitable gaming application, which was eventually approved.
- **April 26** Board approved request to purchase equipment with PPP funds- list of equipment was provided by staff.
- **May 25** 2022-2023 budget was approved via TEAMS, effective June 1st. Some changes included:
 - Increased membership fee from \$30 to \$35.
 - \$4 hourly fee for athletes (including bio, pre-comp & show team.
 - Increased Recreation hourly rate to \$12.25/ hr.
 - Also approved salary increases for employees.
- **September 20** Suggested revision to bylaws .
 - By-law Revision to the current by-laws require a call for Board nominations 45 days prior to the Annual Meeting, and nominations must be received 30 days prior to the Annual Meeting.
 - Verbiage pertaining to call for Board nominations prior to the annual meeting was changed to:
 - Notification to members 15 days prior to meeting.
 - Applications for Board Nominees must be received 7 days prior to meeting.



2022 ANNUAL MEETING MINUTES

- Revision will be voted on tonight (Annual Meeting)
- Board appointed Dave Spickler to fill Jen Klesalek's vacated Board Seat.
- **November 6** Brady Dutchak to fill Tina Frisinger's vacated Board seat via TEAMS vote.

Treasurer- Gina Sondeland

BGA Annual Financial Report

For the fiscal year ending May 31, 2022 we ended the year as follows: **Total Income \$534,634.16 and Total Expenses \$436,604.06 for a net surplus of \$98,030.10.** This was a larger surplus for BGA than in previous years. Nearly \$80,000 in new equipment was ordered to best make use of the surplus, however due to shipping delays the equipment will be paid for in this current fiscal year.

Income for the fiscal year is broke down as follows:

Fundraising Income was \$40,116 or 8% of Income. Cookie Dough was our most profitable fundraiser.

Grants, Donations & Sponsorships were \$6,937 or 1% of income.

Other Income, which includes interest income and Pro-Shop income was \$6,710 or 1% of income

Ziegler Meet Income was \$8,243 or 2% of income

Program Income was \$472,629 or 88% of income. Our programs saw an increase in income by 54% this fiscal year. Our most popular programs financially in order are: Recreation, Competitive, Private Lessons, Membership Fees, High School, Birthday Parties, Show Team, and Open Gym.

Expenses for the fiscal year were as follows:

Staffing Expenses (which includes wages and payroll taxes, training, attire, and memberships) were \$307,732 or 70% of expenses

General Expenses were \$28,433 or 7% of expenses. \$24,413 of General Expenses were for User Fees to BPRD.

Insurance was \$17,301 or 4% of expenses. BGA pays for insurance for Accident & Liability, Health & Dental for qualifying employees, Board, and Worker's Comp Insurance.

Professional Fees were \$29,544 or 7% of expenses. The majority of professional fees are for accounting and payroll processing, as well as credit card processing fees. Professional fees also include legal fees, bank charges, and required business licenses.

Program expenses, including travel were \$36,191 or 8% of expenses.

Office expenses were \$12,970 or 3% of expenses.

As of May 31, 2022 BGA had \$496,526 in cash & investments. There were \$14,856 in fixed asset additions bringing the Net Value of all fixed assets of BGA to \$79,580. BGA as of May 31, 2022 and currently does not have any outstanding long-term debt.

The Net Assets as of May 31, 2022 are \$587,869



2022 ANNUAL MEETING MINUTES

As we enter a new fiscal year BGA's financial outlook looks promising. **Current Year-to-Date Income through October 31, 2022 is \$200,023. Year-to-Date Expenses are \$167,446 for a Net Surplus of \$32,577.20.** We received an employee retention credit this year of \$59,206 for retaining our employees during the pandemic. BGA also began receiving charitable gaming funds this fiscal year. Through the 3rd quarter of 2022 our charitable gaming surplus(or profit) was \$60,662. After we cover the costs for our equipment order last fiscal year BGA is on track to end this fiscal year ending May 31, 2023 with a net surplus estimated surpassing \$20,000.

Fundraising Report

Fundraising: BGA has had a bustling fundraising year. We have continued to provide product-based fundraising options four times per year. The 2nd annual golf scramble exceeded our inaugural year in all aspects including sponsorships, golfer participation, silent auction and other in-kind donations. Our annual Julie Ziegler Memorial Gymnastics Meet was once again a success bringing in gymnasts and families from around the region to enjoy our facility and the Bismarck Mandan community. We broaden our fundraising portfolio throughout the calendar year to ensure viability and engagement. BGA participated in a baseball game with the Bismarck Larks and a give back night with Big Boy.

Sponsorships/ Community Partnerships: We have continued to develop our community partnerships. We maintained past monetary sponsorships and retained our partnership to sponsor our scholarship program. We have expanded our relationship with the Bismarck/ Mandan Chamber EDC and continue to build community relationships and business partnerships.

Grants: We partnered with Bismarck Parks and Recreation District in their Matching grant program and were approved for a new competitive foam and floor! We have obtained an event grant from the Bismarck-Mandan Convention and Visitors Bureau for expenses pertaining to our Ziegler meet. This has been added to their annual budget and will recur every year without the need to reapply. We actively seek out grant options for BGA.

Charitable Gaming: We have expanded our fundraising efforts by adding charitable gaming to our portfolio. We currently have 2 sites who's electronic and paper pull tab proceeds benefit BGA. These funds have remained in a gaming and trust accounts. A full description of eligible uses and certifications are available in the BGA office and on Teams.

Vice Chair- Dave Spickler

- Focusing on Board goals for the coming year.
 - Filling the General Manager Position
 - Finding short-term and long term-solutions to lack of space.
 - Long term goals to accommodate growing programs.

Chair- Germain Kruger

Your 2022 board of directors has had a challenging year in regard to providing for the needs of all gymnasts in our program. The limitations that our facility has placed on our enrollment for the recreation program has been frustrating for members and staff. We have had continuous conversations of how we can rectify the situation and are currently



2022 ANNUAL MEETING MINUTES

researching multiple options. The board is in great need of advisory from the membership and community members in the upcoming months so they can choose a path that will be to the advantage of the programs and community. The same space utilization obstacles have plagued the team programs of the academy. The numbers are strong on all teams however they share the same small space and are staffed to occupy it during the same times.

I would like to take a minute to speak about our staff. As the Recreational Sports Program and Facility Manager, Brady Dutchak made great strides in staffing up the recreation program and the administrative aspects of the organization. Unfortunately for the organization, Brady moved on to a different career however he has joined the Board of Directors recently by filling a vacancy. Jo Vroman is the Business and Community Coordinator. She has continued to find grant and fundraising opportunities that have helped solidify BGA financially. Even larger than those financial contributions, Jo has gotten BGA started up in the world of charitable gaming and has secured and setup two locations with electronic pull tab machines to benefit BGA. Those machines can be found at the South Buffalo Wild Wings location and in The Loft, Downton Bismarck. Torrea West is the current USAG program coordinator and Head Coach of the Optional team. With the departure of the Head Coach of the Compulsory team, Torrea has staffed the Compulsory team with level leads. These level leads are paramount to ensuring the growth and continuation of the athletes in the USAG program. They are former gymnasts who are continuing their passion for the sport by solidifying its future. Most recently we have hired Maddy Kellogg as the Recreation Program Coordinator. She has been with BGA on a part time basis since September 2021 and came highly recommend for this position by many members of the BGA staff. Welcome Maddy!

There have been two vacancies over the past year on the board of directors. We thank Jennifer Klesalek and Tina Frisinger for their dedication and enormous contributions to BGA over many years. With two new board members joining us, Dave Spickler and Brady Dutchak there is a steep learning curve ahead of the board, especially in light of all of the major issues in front of us such as cohesive staffing, space availability, and becoming fiscally and organizationally sound enough to plan for a new space.

This year two board seats are open for election. One of the nominees for a seat is Gina Sondeland. She has been the board treasurer since she joined the board three years ago. She has taken us through all of the COVID pitfalls as well as qualifying us for the federal funding provided to organizations who were open during that time in the World. Gina's daughter has been a member of the USAG team until recently joining the high school program to represent Century High School.

Tracy DeForest's board seat is open for election, however Tracy is not running for the board again. We thank Tracy for her dedication to the board over the past three years. She has fulfilled the portfolio that involved insurance and such and this year filled the role of board secretary. Tracy's daughter Ellie is a member of the USAG optional team and made it all the way to the national level of competition last season. Thank you for your commitment and contributions to BGA, Tracy.

As outgoing President of the board of directors, please know that I have worked very hard over the past five years to make BGA a better place for our children. This unpaid job has taken a lot of my personal time and attention but I have always worked from a place of passion to provide all athletes, no matter the level or team, with a safe place that they can call home and love to be part of. With all things being cyclical, I fear for the progression of the culture of BGA and encourage our membership to get involved. Please know that your feedback and presence at the monthly meetings is not only welcome, but invited. As a board of directors, we are here to represent the best interest of the membership, not ourselves.



2022 ANNUAL MEETING MINUTES

Member Presentations

Krista Heil

- Krista had concerns about voting, thought there would be 4 nominees.
 - Dave explained that the recent review of the bylaws resulted in the board appointing Brady to the vacated seat, and that removing him from the list of nominees was an oversight by the Board.
- Krista also questioned a conflict of interest in allowing Mike Kennedy to run for the Board seat.
 - Conflict stemming from being married to a member of the coaching staff and having ownership in a competing gym.
 - Mike's wife, Brittany, was in attendance and happy to clarify some information.]
 - They are not technically owners in business (the gym) and pointed out that the gym is not necessarily competing for business with BGA, but rather, filling a need within the community for more recreation opportunities for very young gymnasts, while feeding BGA programs.
 - Germain pointed out that if elected, he is allowed to vote, but there would be instances that he would need to reclude himself from voting.
 - Dave agreed that he is qualified to be a Board member, an advised members to not put too much weight on these issues. Members should vote on who would best serve the membership.

Revisions to Bylaws- membership vote

- Article IV BOD, Section IV, Nominations , verbiage to change as follows:.
 - Notification to members 15 days prior to meeting.
 - Applications for Board Nominees must be received 7 days prior to meeting.

Motion to approve revisions as presented: Movchan/ 2nd : Spickler

Board Nominations

- **Nominees:**
 - Gina Sondeland
 - Trisha Morrell
 - Mike Kennedy

The two elected Board members are: Gina Sondeland and Trisha Morrell

Adjourn

6:33