



# BOARD MEETING MINUTES

**DATE:** Wednesday August 16, 2023  
**TIME:** 6:30pm  
**LOCATION:** Realty ONE Group Encore  
Office – 202 E Greenfield Lane Suite 170  
Bismarck  
**CALL TO ORDER:** 6:38pm

**Vision:** To be a first-class gymnastics academy that fosters a stable yet dynamic program through dedicated coaches, parents, and passionate gymnasts.

**Mission:** To provide a progressive gymnastics training program which enhances the strength, agility, flexibility, balance, coordination, and self-esteem of the participants.

## **Attendance**

- **Board Members:** Gina Sondeland, Jade DeSmidt, Trisha Morrell, Germain Krueger, Justine Movchan
- **Absent:** Dave Spickler
- **Staff:** Brenna M, **and Membership:** Katrina H

## **Approval of July Meeting Minutes**

- **Motion:** Germain Krueger, 2<sup>nd</sup>: Gina Sondeland

## **Officer Reports:**

### **Secretary**

- Next meeting to be held on **Monday September 18th at 6:30pm**
- Realty One Group Encore Office – 202 E Greenfield Lane, Suite 170 Bismarck
- Vacant Board Seat is posted on BGA website, membership notified via email as well by office staff
  - No nominations to date
  - Suggestion to post more on social media regarding current and upcoming vacancies
  - Giving specific asks to identify possible parents looking to get involved
  - Targeted email notices
  - Different poster locations within the gym

### **Treasurer**

August 2023 Treasurer's Report:

July Financials – After Income and expenses were calculated for the month of July 2023, we ended the month as follows:

Total Income = \$59,225.61 Total Expenses = \$50,624.32, Net Surplus = \$8,740.10, Year-to-date Net Deficit = \$29,351.82

July Income Recap:

- \$19,288 in Charitable Gaming & Donations
- \$39,025 in Program Income
- \$190 in Fundraising
- \$723– Pro Shop & Interest



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## July Expenses Recap:

- Wages & Payroll Taxes - \$39,024
- Program Expenses (\$1,573) - Includes adjustment to correct prior fiscal expenses included in current year
- Office, Insurance, Staff & Professional Fees - \$2,492
- Charitable Gaming Expenses - \$8,114
- General Expenses \$2,567

Year-to-Date Net Charitable Gaming \$17,604.48

Checked into First Western for possible DDM accounts, discussion had with them regarding additional options on how they can support our gym in other ways.

## **Motion to move checking, savings, and clearing payroll accounts from Bravera to First Western Bank & Trust.**

- **Motion: Germain Krueger, 2<sup>nd</sup> Trisha Morrell; Unanimous vote of approval**

## **Approval of July Financials**

- **Motion: Trisha Morrell, 2<sup>nd</sup> Germain Krueger**

## **Vice Chair**

- Absent

## **Chair**

- Updated gym organization structure made available
- Updated Executive Director job description
- Updated personnel manual from the travel policy update made in July

## **Business/Program Reports:**

### **August Board Report 2023:**

**Office:** Brenna has been hired as the new Executive Director and has been in full swing with her new duties. Shirley, our admin is moving to a full-time equivalent employee and will be our logistics coordinator. She will continue to do her administrative duties along with assisting the rec program. We have also implemented a retirement plan for all BGA employees.

## **Fundraising/ Business and Community:**

**Pro Shop:** No new updates for the month of August.

**Charitable Gaming:** BGA is continuing with our charitable gaming efforts with Buffalo wild wings south. We continue to seek out new relationships with other establishments to increase out site opportunities.



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**Community Outreach:** BGA will continue to be present at Bismarck Mandan Chamber EDC events and maintain current relationships.

**Safety Champion:** Brenna continues to monitor Safety Champion information and will update staff and membership on any changes or best practices.

**Golf Scramble:** Planning is well underway for the 3<sup>rd</sup> Annual Golf Scramble. Sponsors are being secured and registration for teams is open! We will update the BOD and membership as planning progresses. The scramble will be held at Pebble Creek again this year and will be held August 28<sup>th</sup>.

**Birthday Parties:** We are now offering upstairs birthday parties for ages under 5 in addition to being able to book downstairs in the main gym as previous as well.

**Recreational:** Summer part 2 is coming to an end and fall registration will be August 22<sup>nd</sup>-24<sup>th</sup>. We will be doing staggered registration by day. We will be offering a total of classes this fall including a new "baby-tot" class that is designed for kiddos learning to walk-18 months, to help them develop gross motor skills, enhance balance, coordination, strength, and self-esteem. This class also promotes parent participation, so the child feels safe and comfortable while learning these new skills.

We have a total of 66 classes which are currently on the website for membership to view and plan for the classes they are wanting.

**Competitive Program Report:** The end of July and the beginning of June were spent continuing to work drills and upgrades. The girls continue to work hard at practice and are progressing through training well. We held skills testing for all USAG levels during the week of July 31. The end of the summer is the ideal time to test as it's the end of "upgrade season" and the beginning of pre-season workouts where the girls will start training skills more specific to their routines. Testing week is not meant to be a negative thing. It's meant to be sort of a benchmark and is a great opportunity for the girls to check in on their goals they set for themselves at the beginning of the summer. A large majority of the skills tested were skills required for each perspective level. Some skill progressions were included to prepare the girls for skills that come in the next levels.

With over 80 athletes within the USAG Program, there was quite a bit of Tetris involved in creating the schedule. The final schedule for the school year has been released and it is as follows:

The Level 5+ group will practice from 3:45-6:15 Monday-Thursday with a small group practicing 2:45-5:15.

The Level 4 group will practice from 5:15-7:45 Monday-Thursday while the Level 3 group will practice from 5:15-7:15 Monday-Thursday with Wednesdays being optional for both groups as some athletes have church commitments.

Xcel has a mandatory practice on Tuesdays from 6:00-8:15. Athletes are required to practice at least twice per week with their second and third options being Wednesday from 6:00-8:00 and Friday from 4:00-6:00.

Pre-comp will practice on Mondays from 5:45-7:15 and/or Friday from 3:45-5:15.

BIO will practice from 5:15-6:15 on Tuesdays.

The meet schedule has also been released with almost all of the USAG Parents RSVPing their athletes for meets at their respective level. Xcel has the opportunity to compete at 9 meets, the Compulsory levels: 10 meets, and the Optional levels: 10 meets.

**Show Team:** Show Team summer season has ended with our last performance being Riverwalk. Riverwalk was a great hit, and we recruited a lot of families to join our BGA family. Currently, the kids are taking some well-deserved time off while I gear things up for our regular season. I currently am working on placing coaches in practice times and building the seasons lesson plans for the whole school year. I have the music mixed for 3/4 teams and will be starting choreography in the coming weeks before I start my doctorate program. Each team will not only be practicing routines



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but will be practicing skills and building their strength, conditioning, flexibility, and more importantly confidence! I am also currently working on implementing a mentorship program into the teams where the older athletes will mentor the younger athletes. More on that to come. We were scheduled to have Jacob from Unbound Physical Therapy come in to talk about injury prevention and care. However, we decided to reschedule until after tryouts to catch all the new families as well. This will be held on August 25th. Speaking of Tryouts, we will be holding tryouts on August 11th. We are currently capping them as such: Mini Gems -10, Gold & Black - 30, and Diamond -10. So, there will only be a certain number of spots available for tryouts on each team. I am also excited to say that I have recruited several of my fellow physical therapy students who are overjoyed to help coach our show teams to help take some of the load from me while we still search for a new head coach. Another exciting announcement is Jacob from Unbound will be collaborating with me on building a strength, conditioning, and flexibility training program individualized for all 4 teams. He has also discussed doing bi-weekly check ins with the kids to track their progress as well as provide injury screenings for those that may need them on the teams. A huge thank you goes to Jacob!

Current numbers:

Mini Gems - 2

Gold Gems - 21

Black Gems - 22

Diamonds – 7

**High School:** No Report- It was requested by Krueger that a High School program be included in future program reports along with Rec, USAG, and Show Team.

## **Committee Reports**

### **• Expansion Committee**

- Meeting held with Hockey Booster President, a portion of the expansion committee they have land secured by donation for use of their project and have come leaps and bounds with plans and drawings in place and options. They will get back to us with dollars and options for possible leases after discussion on their end. Further meetings to be had.
- Capital Campaign conversation
- Additional gaming sites noted for consideration and exploration for additional fundraising

## **Old Business**

### **• 2023-2025 Strategic Plan**

- Draft plan completed by ED and to be reviewed by board

### **• Coaching Contracts**

- Drafted contract completed and being reviewed by ED
- Brenna brought questions to the board about the coaching contract for clarification including 1) Is the coaching contract only for the Optional Level Head Coach and not the USAG Coordinator portion of the position? How does that work? Answer: the duties are separate in the job description and the position could be separated into two part time positions if someone were to leave on of the areas of responsibility. 2) What is the basis of the 15 hour coaching requirement? Answer: it reflects the job description of the USAG Program Coordinator and Optionals Head Coach. It is a documented expectation in that job description as of more than one year ago. Those are dedicated coaching hours, not intended to be mentoring hours of coaches.



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## **New Business**

- **Rec Equipment Redesign**
  - Brenna had redrawn some options regarding restructuring the rec equipment area to have more class offerings.
  - This would entail ordering some new equipment and adding to the current equipment budget
    - Eligible gaming funds will be used for expansion of the rec program

## **Member Presentations**

- None

**Adjourn**

**Executive Session**