



# BOARD MEETING MINUTES

**DATE:** Monday September 18, 2023  
**TIME:** 6:30pm  
**LOCATION:** Realty ONE Group Encore  
Office – 202 E Greenfield Lane Suite 170  
Bismarck  
**CALL TO ORDER:** 6:30pm

**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, Dave Spickler
- **Absent:** None
- **Staff:** Brenna M and Shirley M **and Membership:** None

## **Approval of August Meeting Minutes**

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

## **Officer Reports:**

### **Secretary**

- Next meeting to be held on **Monday October 16th at 6:30pm**
- Location: **Realty ONE Group Encore (NEW LOCATION) 1401 Skyline Blvd #210 Bismarck, ND 58503 (above Dunn Brothers Coffee)**
- Vacant Board Seat is posted on BGA website, membership notified via email as well by office staff
  - No nominations to date

### **Treasurer**

September 2023 Treasurer's Report:

August Financials – After Income and expenses were calculated for the month of August 2023, we ended the month as follows: Total Income = \$111,151.10 Total Expenses = \$52,833.49, Net Surplus = \$58,317.61, Year-to-date Net Surplus = \$28,965.79

August Income Recap:

- \$14,195 in Charitable Gaming & Donations
- \$96,498 in Program Income
- \$458– Fundraising, Pro Shop & Interest, Events

August Expenses Recap:

- Wages & Payroll Taxes - \$38,442



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- Program Expenses \$1,636
- Office, Insurance, Staff & Professional Fees - \$4,876
- Charitable Gaming Expenses - \$532
- General Expenses \$5,809
- Travel \$1,538

Year-to-Date Net Charitable Gaming \$31,749.98

Error in uploading categorizing for tuition income, this will be looked into and corrected.

Accounts have been set up at First Western as discussed in August so Gina and Brenna are working on moving accounts from Bravera to First Western.

## Approval of August Financials

- **Motion: Trisha Morrell, 2<sup>nd</sup> David Spickler**

## Vice Chair

- No Report

## Chair

- Katrina H is no longer in her position at Capital Racquet. Ryan is now taken over in an interim basis until her position is filled.

## Business/Program Reports:

### September Board report 2023:

#### Office

BGA participated in the autumn fest parade on the 16<sup>th</sup> and will be participating in Apple fest on the 23<sup>rd</sup>. We will have a booth and a small performance by our Diamond level show team.

We have started a newsletter that will be released at the beginning of October, this will go out to all of membership, be visible on our website and we plan to mail out copies to our sponsors.

We have updated our sponsorship menu and have been meeting with Businesses.

#### Fundraising, Business, and Community

**Pro Shop:** no updates for the month of September.

**Charitable Gaming:** BGA is continuing with our charitable gaming effort with Buffalo Wild wings South. We have met with BWWS to discuss additional machines as well as actively seeking new relationships with other establishments to increase our site opportunities.

**Community Outreach:** BGA will continue to be present Bismarck Mandan Chamber EDC events and maintain current relationships. We will also continue with our BNI group to gain exposure and build relationships to potentially gain sponsorships. We are actively seeking additional annual sponsors along with making new relationships within the community.

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



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**Gourmet Cookie dough:** Our fall fundraiser has started, we have switched from paper form to an online platform, which has been going very well. In just 1 week we have sold roughly \$6000.00 in cookie dough!

**Golf Scramble:** Our 3<sup>rd</sup> annual golf scramble went very well. We raised over \$4,000. The winning team also donated the winning prize back to BGA. We had a total of 10 teams participating.

**Softball Tournament:** Our first annual softball tournament is underway. We are looking at the dates of June 15-16 or the 22-23. We are continuing to work with BPRD for fields and umpires.

**Volleyball tournament:** Our first annual Volleyball tournament is also in the planning stages. We are working with BPRD and BPS for gym space and refs. We do not currently have a date pinned down.

**Cartwheel-a-thon:** We have started to plan a cartwheel-a-thon for April of 2024.

**Ziegler:** We are also in full planning for the Julie Ziegler meet that will be held in December.

## Competitive Program Report

The competitive bars stations have been revamped with a third set being added in place of the single rail. The third set can be used for skills and routine work in addition to strap bar. This will be greatly beneficial with increased numbers in groups. The plan is to switch back to the single rail during the off-season months.

A 2023-2024 season calendar was sent out to parents to help with planning throughout the meet season. Included on the calendar are all meets, practice time adjustments, and special events for the USAG Program.

We will be hosting the Monster Mash Mini Meet for the Level 3 & Xcel Silver + Gold gymnasts as a practice meet on October 29. Immediately following the Mini Meet will be our USAG Parent Meeting. A revised USAG Team Parent Handbook will be presented at that time.

Competitive team leotards and BGA spirit leotards have been ordered and should be delivered by the end of October. The Level 5+ girls have started using their accountability binders with daily assignments at practice to track productivity and progress at practice.

## High School

High school has started their September practices. Along with a Saturday open gym 10:00am-12:00pm for \$10.00.

Monday 4:15-6:15 – 15 active gymnasts

Tuesday 4:15-6:15 – 12 active gymnasts

Wednesday 4:15-6:15 – 14 active gymnasts

Thursday 4:15-6:15 – 10 active gymnasts

## Birthday Parties

We are continuing to offer Birthdays on Saturdays and Sundays through the school year.

## Recreational

Fall session is in full swing. We had a successful registration with a total of 71 classes, 642 active gymnasts. We have received our new rec equipment; we should have it all installed by the end of the week. Starting in the winter session we will be able to offer more classes at one time. We currently can offer 3 at one time and we will be able to offer 6.

Class Totals:

Baby tot - 2

Tumbling tot- 17

Parent tot- 4

Rookie – 11

Trampoline – 2

Beginner Girls – 9

Beginner Tumbling – 5

Intermediate girls – 6

Intermediate tumbling – 4



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Advanced Girls e 8  
Advanced Tumbling – 1  
AP girls- 1

## Show Team

Show Team fall season is in full swing. With the help of Brenna and Shirley, we have been working to get things going for the season since I have started my Doctorate of Physical Therapy program. Currently, all teams are working on routines. Diamonds will have their first mini show at Applefest next weekend. Since it is still early in the season this will be a much shorter routine than their actual routine. We are also in the process of scheduling shows for all teams.

Current numbers:

Mini - 10

Gold - 27

Black - 21

Diamond - 8

It was requested by Gina Sondeland that USAG/Competitive program numbers were added to the monthly report.

## Committee Reports

### • Expansion Committee

- Dave and Trisha met with Kyle Leftwich, Bismarck Hockey Boosters
- Grant letter submitted to BHB in support of and hopes to receive grant funds to assist in next steps of the project. If BHB receives the grant funding, it is likely that they will be continuing to move forward with the project. More will be known on this in November.
- The BHB project is a private entity that owns the site and future building. Hopes of having possibly BPD and BPS involved in the conversation in future if more youth services can be involved.
- Capital Campaign discussion, ED working on sponsorship opportunities
- Budget Assumption meeting in October for further review of potential options.

## Old Business

### • 2023-2025 Strategic Plan

- Draft plan completed by ED and to be reviewed by board
- Noted that the plan as a whole leaves no question of expectation and direction of our facility.
- Recommendation for quarterly or per session review and note how often to revisit the plan for areas of success or improvement

## **Approval of 2023-2025 Strategic Plan**

- **Motion: Germain Krueger, 2<sup>nd</sup> Gina Sondeland**
- **Coaching Contracts**
  - Drafted contract completed and being reviewed by ED
  - Question for clarification regarding coaching hours: Coaching hours for Optional Level (level 6+) vs USAG Program Coordinator Role. Recommendation for wording to state that “this position is expected to fill hours of work as defined in the job description.”
  - Removing verbiage under “Bonus Potential” from the contract because as an employee she is already qualified for this.



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## Approval of 2023-2024 Coaching contract with changes noted

- **Motion: Germain Krueger, 2<sup>nd</sup> Dave Spickler**

### New Business

#### • **HR Proposal**

- HR Proposal presented as an option for consultation for benefits, employment/employee documentation, handbook, job descriptions, performance management, and strategic planning
- Proposed HR services-pricing reviewed.
- Discussion on Personal Policy Handbook rationale
- Discussion that this is something that the board would certainly be open to discuss in future if the need is there.
- We have a board portfolio that is in charge of reviewing and initiating revision and board review of the Personal Policy Handbook

#### • **Bonus Structure Proposal**

- Employee Performance Bonus Plan proposed for full time employees.
- Discussion on building this program out for all classes of staff (Part time Rec and Team coaching staff) Part time proposal to be drafted and presented to the board.
- Discussion on when this is paid out. Effective date of program is to put the program into effect.
- Discussion on proposed additions including giving specific goals incentivizing employees to go above and beyond their job description
- Discussion on ways to track these items
- Continued discussion to be had in October.

#### • **Logo Update**

- Logo update presented with some options to change our overall BGA logo, continued discussion to happen on this in the office.

#### • **Record Boards**

- Historical culture to have record boards displayed supporting our previous record setters.
- Brady had previously worked on this and had a proposed a design with some financial partnership.
- Fixed display with addition of having a digital display with more recent stats.
- More discussion to be had as we look at what has been done previous

#### • **Cops and Kids**

- Cops and Kids approached BGA with a request to participate in their program. Support for BGA to share with membership to promote their program.

### Member Presentations

- None

Adjourn

### Approval to Adjourn

- **Motion: Dave Spickler, 2<sup>nd</sup> Justine Movchan**

Executive Session