

<b>DATE:</b>	<b>Sunday November 22, 2020 Annual Board Meeting</b>
<b>TIME:</b>	5:00 PM
<b>LOCATION:</b>	BGA and live FB stream
<b>CALL TO ORDER:</b>	5:31 PM Informational Meeting

## Attendance

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

**BGA Employees:** Jamie Kessler, Jo Vroman

**Guests:** No guests were in physical attendance due to COVID concerns but the meeting was live streamed and those on the feed were:

- Al & Kay Hager, Vanessa DeCoteau, Katrina Hanenberg, Becky Kern, Michelle Hintz, Steph Barth

## Welcome and Opening Remarks

- Chair Germain Krueger welcomed the members to the 2020 annual meeting and stated that we did not have anyone in attendance for the meeting so the voting on financials and the open board seats would take place via an online link that would be made available after the meeting and be posted on the website
  - After each of the reports given by the board members there would be a two minute pause to allow those on the live stream to ask questions

## BGA Updates and Information

- COVID-19
  - With the mandatory shut down of BGA in March, the entire staff worked tirelessly to quickly and effectively respond to the fiscal, physical and emotional toll this would have on the gym and more importantly the gymnasts
  - We responded by creating online classes, holding online meetings with the team programs, giving remote work-out plans, disinfecting and reconfiguring the entire gym and creating procedures to reopen
  - We created a phased a phased reopen strategy and have remained in compliance with all executive orders and recommendations
- Full Time Staff Update
  - The position of Business and Community Coordinator was created in November 2019.
  - In May, the BOD made the decision to reorganize the staff structure of the academy and removed the Executive Director position.
  - The Business and Community Coordinator and Administrative Coordinator assumed much of the business, human resources, and outreach responsibilities.
  - Our Compulsory Head Coach was appointed the USAG Program Coordinator/Compulsory Program Head Coach.
  - We acquired a new Recreational Program Coordinator who also serves as the USAG Optional Program Head Coach.

- This model leads to cooperation between roles and programs and has been a successful transition for BGA.
- Facility Updates
  - Through the Economic Resiliency Grant (ERG), we have been deemed a “COVID Safe Workplace” and have installed a UV filtration system, new flooring, touchless hand dryers and sinks and temperature monitoring stations to assist with this process
- Gymnast Safety
  - In addition to the benefit of having staff maintain a higher level of training, we have implemented a concussion management program for our team gymnasts ages 12 and older.
- Staff Training
  - We have developed a new training manual and expectations for incoming staff.
    - In this model new staff must complete both “Safe Sport” for coaches ages 17 and older and “Fundamentals of Gymnastics” for all staff through USAG and a CPR certification alongside our mandatory shadow hours.
  - Staff are also required to attend staff meetings/ training sessions at least once per session.
- Grants
  - We partnered with BPRD in their match grant program and were approved.
  - We applied for and were approved for an Economic Resiliency Grant (ERG) through the ND Department of Commerce.
    - With this grant we were able to make much needed improvements and upgrades related to COVID-19 safety.
- Fundraising
  - In tandem, we have provided fundraisers throughout the year and began to diversify our fundraising platform.
    - We have offered year-long giving campaigns, product sales, in person community events, text to donate, and a car wash.
  - We have consistently met or exceeded our benchmarks and have revamped the communication with membership regarding our fundraising efforts at BGA.
    - For details on specific fundraisers, please reference the financial section of the annual report.
  - We have purchased equipment for the gym to be utilized in both the recreational and competitive programs, provided banquet celebrations for the competitive team, and have maintained low tuition rates during a pandemic.
- Sponsorships
  - We have received two platinum sponsorships along with one gold and one silver sponsor.
  - We continue to build positive community relationships and will seek out new donor relationships throughout the next year.
- PARC 365
  - This committee was formed to address the possibility of providing a new indoor recreation facility in the city of Bismarck
  - When completed, it would allow for 75% more gymnastics space.
  - BGA had both staff and board representation on this committee and were strong advocates of the project.

- At this point in time, the committee has not received community support for the project but remain on the committee to continue to advocate for the project.
- High School Updates
  - The HS program was able to complete the NDHSAA competitive season prior to the mandated closure of BPRD facilities
  - They were welcomed back into the facility as a part of the BGA program outside of season alongside our team gymnasts
  - HS athletes and coaches continue to work with the Optional Head Coach to allow for proper spacing and scheduling to provide the best possible options for gymnast's growth and safety

### **Competitive Program Update and Information**

- The competitive teams began meet season in November and were able to compete from November 2019 to March 6<sup>th</sup>, 2020
- Due to COVID-19 mandates from multiple states, USAG canceled the final qualifying meet, State and Regional competitions ending the season early
- Our teams have worked very hard to regain skills lost during our mandated shut down period and were welcomed back into the facility in June
- The USAG Program Coordinator/Compulsory Head Coach and Optional Program Head Coach are working together to provide the necessary modifications to spacing and group planning to allow the gymnasts to practice this meet season during the mandate

### **Recreation Program Update and Information**

- We continue to offer a diverse program to our community with classes available from parent tot/ pre-school through advanced girls and tumbling
- BGA began the year with a bustling program offering opportunities to local day cares, open gym times, birthday parties, and HIT open gym
- Recreation classes were closed March through June per governor mandates
- Since our reopen, we have had to modify the number of classes and programs offered to accommodate for COVID-19 restrictions
- BGA has remained full to almost complete capacity with registration filling rapidly as soon as it is made available to the public

### **Show Team Update and Information**

- Gold Gems had a successful start of the performance season in January and were able to hold normal scheduled half-time shows throughout area schools
- As of March, show teams also had their season cut short and were forced to wait until our reopen in June to resume practices
- Regular try outs scheduled for May were postponed until October to allow for gym time availability to rebuild and develop skills
- Tryouts for this season were held as individual evaluations
- The teams will be practicing together for the months of November and December to form a performance
- They will have performances based on Health recommendations and will seek out community performance possibilities to augment normal season

## **Business Meeting**

## Call to Order

- The meeting was called to order by Chair German Krueger at 5:31 PM

## Quorum Determination

- There were no members physically present at the meeting, but we did have members on the live stream
- We will continue with the presenting of the board reports and have a link posted to the website for the voting of the financials and open board seats

## Officer Reports

### Secretary

Justine Movchan provided a summary of the motions and discussions held at each of the monthly board meetings

- The HS tuition was reviewed in June and a motion was made to bring it to \$3.75/hr rate to match with the USAG tuition rate
- The CD's due to mature in July were rolled together into a 12 month CD at an interest rate of 1%
- A new choreography policy was adopted in September
- A motion was made to approve an Effective Communication Training opportunity with an investment of \$1500 for all the Full Time Staff to attend
- In November a proposal was made for a 1 on 1 paused activity practice at a rate of \$30/hr with a guaranteed offering of 2 hours per week per gymnasts for those families interested
  - Motion was carried
- During an Executive Session held on November 19 this proposal was rescinded in lieu of member concerns about the financial aspect of this proposal
  - A motion was made to charge the November tuition and allow the gymnasts to practice the 2 hours per week with no additional charges

### Treasurer

Gina Sondeland presented the 2019-2020 Financial Report

- For the fiscal year ending May 31, 2020 we reported \$369,672.74 in income and \$374,746.76 in expenses for a net deficit of \$5,074.02
- For this fiscal year fundraising accounted for 11% of our income, program income accounted for 82%, and the remaining 7% came from grants, Ziegler Meet, and the Pro-Shop.
- Our programming income this year was made up of 53% from recreational programming, 34% from teams programming, 6% from membership fees, and the remaining 7% coming from birthday parties, open gym, and private lessons.
- It is to be noted that year-end financials do not include the Paycheck Protection Program funds received in April 2020.
  - We received \$52,200 in funds to cover payroll costs for our employees during the spring 2020 shutdown due to Covid-19.
  - At the time of this meeting our forgiveness status remains unknown, although an application has been submitted.
  - There is a strong expectation all funds will be forgiven. If this is the result the net surplus for the year will be restated to a net surplus \$16,049.00
- The Net Assets as of May 31, 2020 are \$375,334.94 which puts the Academy in a strong position for the upcoming fiscal year, as we navigate changes due to Covid-19.

- **Note:** The electronic voting was completed and the financial report was approved by the membership. Electronic record of the election was provided to the Board of Directors.

### Vice Chair

- No Report

### Chair

- Your 2020 board of directors has once again had a challenging year with BGA but have come a long way in the face of multiple types of diversities and continued to focus on what is important for the gymnasts.
- When shutdown in March as COVID-19 reared its ugly head in our country, we focused on doing things that had been put aside in the hustle and bustle of daily programming.
  - Our full-time staff went to a work from home setup until mid-May, though both Jamie Kessler and McKenzie Swallow were occasionally in the building doing file cleanup/digitization and equipment inventory.
  - Upon full-time return to the building, staff focused on a deep clean to prepare for gymnasts to return to the facility in June. Nobody knew what the rules of this were to be, so the ability to work in an ebon flow has been a huge asset to the academy from our full-time staff.
  - Jo Vroman has translated the guidelines and requirements set forth by the State of North Dakota into COVID business practices for BGA, spelling them out for the other staff and member families.
- Right about the time that staff returned to the building, the board made the decision to reorganize the academy's staff and refocus efforts on our athletes and their programs.
  - At that time, we opened the position of USAG Optionals Level Head Coach and removed the position of Executive Director.
  - McKenzie was named the USAG Program Coordinator/Compulsory Head Coach
  - Torrea West was later hired as Recreational Program Manager/Optionals Head Coach.
  - Jamie's job title was changed to Administrative Coordinator/Show Team Head Coach.
    - Her duties are now focused on the financial aspects of the academy.
  - Jo continues as the Business and Community Coordinator for BGA
- Active programming has grown from just USAG to include recreational and show team programming since June.
- Most recently, BGA was abiding by 25% capacity guidelines up until we were once again shutdown this past week by the Governor.
- A plan has been put in place to provide Paused Period Practices on a 1:1 basis for the USAG athletes, as it is the start of meet season and the coaches want to keep them at their skill level until we are able to return to group instruction.
- We will focus on providing the maximum amount of programming possible within the given guidelines as we fight through this time of COVID-19, keeping in mind that we need to be fiscally responsible to our membership.
- Kudos go out to the staff of BGA, full and part time, for keeping our athletes active and engaged in their passion for the sport of gymnastics through a very trying time.
- They have all stepped up to do their absolute best and have become an unstoppable team. You are very valuable to the board and to the community. Thank you.
- We also welcomed a new member to the board a few months back.
  - Jade DeSmidt has taken on the portfolio of Recreation and Team Programs and Governance. Welcome Jade and thank you for submitting your nomination for a term board seat!

### Fundraising

Tina Frisinger who holds the fundraising portfolio for the board discussed the fundraising plan for the upcoming year.

- There is a calendar of scheduled fundraisers on the website
- We have had to get creative with our fundraisers this year due to COVID
- Jo Vroman spoke on what the goal for our fundraisers is and how we are trying out new/different options for families
  - She spoke of the option that in lieu of participating in a fundraiser, there is now an option to opt out and do a donation to the gym

## **Member Participation**

- There were no questions asked by the members online

## **Election of New Board of Directors**

- Three board seats are currently open
  - We received and vetted four nominations. One of the nominations was not qualified as he was not a current member of the academy as required by the bylaws.
  - The three nominations were submitted by the current board members (Jade DeSmidt, Tina Frisinger, and Jennifer Klesalek)
    - Krueger asked each of the nominees to talk briefly about themselves to the members online
- **Note:** The electronic voting was completed and the three nominees were elected to the Board of Directors for a three year term. Electronic record of the election was provided to the Board of Directors.

## **Adjourn**

- Krueger made note again that there will be a link posted on the website that will be available until Wednesday November 25<sup>th</sup> at noon for the voting of the financials and the new board members

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