



# BOARD MEETING MINUTES

**DATE:** Tuesday December 15, 2020

**TIME:** 6:30 PM

**LOCATION:** VFW Sports Center-Upper Curling Room

**CALL TO ORDER:** 6:31 PM

## Attendance

- **Board Members:**  
Justine Movchan, Jen Klesalek, Tina Frisinger, Tracy DeForest  
**Call In-** Germain Krueger, Jade DeSmidt, Gina Sondeland
- **Staff:**  
Jamie Kessler, Jo Vroman
- **Guests:** Katrina Hanenberg

## Approval of November Minutes

- **Motion:** Frisinger, 2<sup>nd</sup>-DeForest

## Officer Reports

### Secretary

- Next meeting to be held on Tuesday January 19<sup>th</sup> at 6:30 PM
  - Meeting place will be in the same location, but Movchan will contact Great River about a room there to have access to a projector

### Treasurer

- November Financials
  - After income and expenses were calculated for the month, we ended the month as follows:
    - Total income=\$64, 575.99
    - Total Expenses=(\$12, 059.15) \* Note: the reason for the negative expenses is due to receiving our PPP forgiveness in November. The PPP program does not allow the deduction of expenses paid for with PPP funds, therefore reducing our wage expenses and creating a negative expense
    - Net Surplus=\$76, 635.14
  - Net Surplus June 1-November 30, 2020= \$55, 392.13
  - Our current financial status puts us in line to finish the year on budget, assuming we make the budget amendments
  - Jamie recommended revisions to the budget due to the inability to offer the amount of programming we had hoped when the budget was first adopted
- **Motion for an amendment to the budget with the approved changes presented:**  
**Frisinger, 2<sup>nd</sup> Movchan**

### Vice Chair



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- No Report

## Chair

- No Report

## Business/Program Reports

- Recreational
  - The recreational program was put on pause due to the Executive order
  - We welcomed back gymnasts into the building on November 30 with no spectators being allowed
  - With the shutdown, we made the decision to cut our next two sessions down to 8 weeks rather than 9 weeks
  - Winter II session will run from February 8-April 3 with registration starting on February 2
  - Spring session will run from April 5-May 29 with registration starting on March 30
- USAG Report
  - With the Executive Order in place, the optional coaches provided 48 one-on-one lessons for the optional team
    - The girls worked especially hard during these sessions
  - We missed out on two meets over the course of the past month due to COVID closures
    - Intersquad is rescheduled to December 20 and Peppermint Twist has been cancelled
  - The compulsory coaches provided 74 one-on-one lessons for the compulsory team within a two week time period
  - The pre-comp team started learning their routines and took two weeks off due to the closure
  - The compulsory team was working on full routines and trying to connect their bar routines throughout November
    - The Dullum Meet was cancelled due to the Executive Order and Crystal Classic postponed to January 30-31
  - Our Julie Ziegler meet will now be the first compulsory meet of the season
    - We will have approximately 160-170 gymnasts attending the meet
- Show Team
  - Started November with new Gems added to the team
  - Gymnasts were paired with various partners to determine who matched well for skills
  - Show team did not hold private practices during the two week closure
  - With the Executive Order and climbing COVID numbers, the Gems will return to separate practices in December
  - There are currently no performances scheduled as the guidelines of NDHSAA do not permit extra spectators or participants in facilities



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## Business and Community Report

- COVID-19
  - The governor issued an executive order 2020-43 on November 13<sup>th</sup>, pausing winter sports until December 14<sup>th</sup>
  - With this executive order, the staff put together a Paused Activity Practice schedule to get the athletes into the facility to practice
  - It was discovered that the amount of mopping of the mats at the gym has discolored and has begun to damage them
    - We have modified the amount of sanitization of mats in the gym to once at the end of the day
    - With the enhanced sanitization of the UV Filtration system and guidance from BPRD and Sanford Power staff, we are confident this remains responsible and adequate sanitization
    - A procedure was finalized to pro-rate tuition to adjust for gymnasts needing to quarantine for COVID and will appear as a credit on account to be used for future sessions or tuition
- Continued Education
  - Kelsey Buell has conducted our team building and communication training on Thursday December 5<sup>th</sup>
  - Staff continues to complete Safe Sport, background checks and fundamentals of gymnastics as a part of new training requirements
- Ziegler
  - We continue to plan and have added new committee members
  - We are watching USAG meet guidelines for any possible changes and modifying the concession/sponsorship/pro shop/shout out/ and volunteer involvement to adhere to 2020-2021 meet season guidance

## Committee Reports

- **Fundraising**
  - Throwback
    - Fundraising options are being offered until supplies are depleted
  - Scheels
    - Scheels is giving back to the community and we have received one of the \$1,000 grants
  - Butter Braids
    - We performed above our budgeted expectation and will have delivery on December 17<sup>th</sup>
  - Scripts
    - We have initiated our scripts program in time for black Friday and holiday shopping.



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- It will be an ongoing giving option available to membership
- **Ziegler**
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## Old Business

## New Business

- Conflict of Interest and Code of Ethics updates for 2021 Board
  - Code of Ethics
    - No changes
    - Need to be signed and updated by all Board members at the January meeting
  - Conflict of Interest
    - Remove Board/Executive Director Relations at the top of the document
    - Add in "self-dealing, or consideration of nepotism"
      - **Krueger made a motion to adopt these changes to the Conflict of Interest Policy- 2<sup>nd</sup>-Frisinger**
      - **Motion Carried**
- "Stay Conversations" with Full Time Staff
  - Stay conversations are a way for the employees to help us understand and them and their roles better as we move toward performance evaluations
  - Next month, board members will sit down and talk with staff to find out how the staff are doing
    - What can we do as a board to help them grow
    - What can we do to help ensure their success leading up to performance reviews
    - Would like to have 2 board members per staff
  - We will work on getting schedules figured out with staff and board members and discussion will take place through email for a final schedule
- New Website Coming
  - It was discovered that we were subscribed to a different level of service with our website CMS provider last November



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- It is super expensive and we are being penalized for not processing any sort of payments through that provider during the subscription year
- Due to these findings, Krueger and Kessler are working on implementing a new website system
  - The structure will not change, just the look

**Member Presentation**

**Adjourn**

**Executive Session**