



# BOARD MEETING MINUTES

**DATE:** Tuesday April 21, 2020

**TIME:** 7:00 PM

**LOCATION:** Webex Meeting

**CALL TO ORDER:** 7:17 PM

## Attendance

- Board Members: Jen Klesalek, Justine Movchan, Tracy DeForest, Germain Krueger, Al Hager, Tina Frisinger, Gina Sondeland
- Executive Director: Stephanie Birkeland
- Guest: Jamie Kessler, Jo Vroman, McKenzie Swallow

## Approval of March Minutes

- Motion: Klesalek, 2<sup>nd</sup> Frisinger

## Officer Reports

### Secretary

- Next meeting to be held on Tuesday May 19<sup>th</sup> at 7:00 PM via Webex

### Treasurer

- March Financials
  - After income and expenses were calculated for the month, we ended the month as follows:
    - Total income=\$8,749.50
    - Total Expenses=\$32,038.89
    - Net Income=\$-23,289.39
    - Fiscal Year Surplus 6/1/19-3/31/20= \$53,134.40
  - \$7,600 of the Total Expenses includes Credit Card fees that were not recorded properly in prior months for this fiscal year. They were adjusted in March to correct.
  - The Deficit is expected with the closure of the gym due to Covid-19
  - Expenses are projected at \$25,000 per month for each month the gym is closed. This projection includes wages.
  - Paycheck Protection Program Loan Update
    - This loan was secured on April 16, 2020
    - Loan Amount= \$52,200 at 1% interest over 18 months with the 1<sup>st</sup> payment Due October 16, 2020
    - Loan Covers Payroll Wages, Benefits, Sick Leave, PTO for the 8 weeks starting April 16, 2020
      - Total cost for these items over the 8 weeks is estimated to be \$42,000-\$48,000.
      - All costs are expected to be forgiven under the forgiveness provision of the loan



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- **Motion for Financials: Hager, 2<sup>nd</sup> Movchan-passed**

## Vice Chair

- No Report

## Chair

- No Report

## Executive Director

- Program Updates
  - No Spring Session currently planned due to Covid-19
  - No User Fees were paid due to no spring session held
- Recreational Report
  - During early March, prior to Covid-19 shutdown, we did hire 2 new rec coaches: Emmie & Kyra
  - Rec coaches have been doing virtual challenges/classes for our athletes during the closure, which has had an enormous positive impact on our community and BGA athletes
  - Spring enrollment will begin during the first week back after the closure
  - New coaches manual is in the finishing stages
  - Virtual training for our recreational coaches to complete during quarantine, all of it will be put together by Steph and Cassie
- Optional Report
  - Due to Covid-19, the gym has been closed since Monday March 16<sup>th</sup>
  - We continue to find new and innovative ways to keep the girls active and positive during this time with 3x's/week zoom meetings where we give them challenges, work out and stretch together and hold discussions
  - As soon as we are cleared we will finalize Team Banquet Plans for end of 2019-2020 season
- Pre-comp/Training Level 3's/Compulsory Report
  - We hope to be back in the gym at the end of April
  - The plan is to start with basic skills, upgrades slowly and running through routines with a mini meet for the training level 3's
- Show Team Report
  - Team has been given some videos to train while on this temporary closure



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- Communication has been sent out about end of season, tryouts for new team members and evaluations
- Krueger opened up discussion and asked how will programs look different than today
  - Birkeland replied that Cassie is researching better lesson plans so progressions can flow more smoothly
    - Working towards creating more solid progressions and more consistency amongst the Rec coaches during their evaluations with the athletes
    - Birkeland also noted that there are plans for an online survey polling the staff about where improvements need to be made or where they need help
    - There are training opportunities for part time staff to pick up additional hours if wanted and the cost is \$25 per coach through USAG (U100 Course)
      - Added in the budget for the next cycle
- Klesalek inquired about the Facebook challenges that have been ongoing and wondered what the participation was like from the gymnasts
  - Birkeland noted that there were more participants at the beginning
- Discussion about what to offer currently enrolled Rec families for the cancellation of classes
  - Punch card, promotional codes would eliminate refunding and still being charged the credit card fees that were incurred with the initial enrollment
- Plans moving forward for the academy
  - Documentation of all procedures, plans and improvements with the programs must be thoroughly written
- Business/Community/Fundraising
  - PARC 365
    - Jo now sits on the PARC 365 Committee, has initiated challenges, attended all meetings and followed up with Mike regarding strategic planning coming into the June vote
      - Coordinating with Jamie to hold a “cartwheel Across Bismarck” Challenge to stay out in front and help lead the charge
  - Communication continuing to the membership about the Covid-19 situation and where that leaves BGA
  - CARES ACT
    - Jo has compiled information for possible loan/grant options and will be taking part in weekly briefings and relay information as is available
  - Ad Board Letters
    - 77 letters have been sent with one response of \$100 donation from Northern Improvement

## Committee Reports



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## Old Business

- Strategic Plan
  - The Plan presented to the board for review prior to the meeting is a planning guide, not a strategic plan
    - The plan needs to have measurable objectives
    - Must be in a structured format with actionable items
  - Klesalek offered to provide Birkeland with a template of what is expected
  - Deadline for the Strategic Plan to be completed with the new template as a guide and to the Board is May 1
- 2020-2021 Budget
  - Budget proposal was sent to the board prior to the scheduled meeting and discussion was held on various line items
  - Jo talked about how she plans on fulfilling sponsorships and donations and will take advantage of the Grant Programs
    - Her projected goal for the budget with sponsorships is \$11,000
    - The Matching Grant through Parks & Rec is due June 1, 2020
  - Krueger had a suggestion to not offer scholarships in the upcoming budget proposal.
    - Hager suggested cutting back on a different line item vs eliminating or taking out the scholarship program
    - DeForest suggested BGA try to obtain sponsorships to cover the cost of the scholarships so that we can still provide this service to those who are in need
      - Inquire with a bank that gives back to the community
  - Programs may be affected if we are only able to offer classes at a lower number of athletes/students
    - Projected to be a lower income point for the academy in a worse case scenario
  - Sondeland discussed the unemployment line in the budget proposal and has suggested \$2,000 for wages paid out if we were to get any claims during this closure period
  - Private Lessons
    - Hourly coaches
      - No more than half the amount of hours scheduled
    - Salaried Coaches
      - In addition to the 40 hours scheduled outside of normal hours
  - Competitive Travel
    - Cutting session fees per meet would cut back the line item by \$4,000



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- Next 30 Day Plan
  - What does the communication plan look like for the following scenarios
  - Krueger inquired if there has been any virtual meetings with the other gyms across the state
    - Birkeland stated there has not been any as of yet
      - Krueger suggested she reach out to Whitney Beck
  - Facility Maintenance
    - Another thorough Pit Cleaning before the gym is opened back up
      - Deep cleaning the entire academy before re-opening
  - We need to consider that not all gymnasts will want to return to the environment and this will affect tuition income for the academy
- Head Coach Hiring
  - No new applicants have been received for a head coach
  - Krueger suggested to start pushing the ads and to expand the platform to new or different search engines
  - Now that season is over, there would be a higher chance of gaining applicants with the right postings

## New Business

- Jo asked to discuss the PARC 365 updates
  - June Vote
    - Mail in ballot only
    - .50 tax increase
    - Member teams will reach out to user groups to get the word out about the facility and the benefits for the community

## Adjourn

## Executive Session