



# BOARD MEETING MINUTES

**DATE:** Tuesday August 18, 2020

**TIME:** 6:30 PM

**LOCATION:** Optimist Park  
2098 16<sup>th</sup> St

**CALL TO ORDER:** 6:30 PM

## Attendance

- **Board Members:**  
Justine Movchan, Tracy DeForest, Germain Krueger, Tina Frisinger, Gina Sondeland, Jen Klesalek
- **Staff:**  
Jamie Kessler, Jo Vroman, McKenzie Swallow, Torrea West
- **Guests:**  
Kay Hager, Al Hager, Katrina Hanenberg

## Approval of July Minutes

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

## Officer Reports

### Secretary

- Next meeting to be held on Tuesday September 15th at 6:30 PM at Optimist Park

### Treasurer

- July Financials
  - After income and expenses were calculated for the month, we ended the month as follows:
    - Total income=\$15,504.88
    - Total Expenses=\$41,239.51
    - Net Deficit=(\$25,734.63)
  - A Net Deficit for July is reasonable due to decreased participation because of Covid-19, in addition there were 3 payrolls in July which resulted in additional expenses for the month.
  - Paycheck Protection Loan Update
    - Banks began accepting loan forgiveness paperwork on August 11<sup>th</sup>.
    - We will submit our paperwork for forgiveness in the coming days
    - If our PPP Loan is 100% forgiven, the result will restate our FY 19 Financials.
      - As of the June 2020 Board Meeting FY 19 included all of the profits from the PPP Loan.
      - Instead \$21,123.02 will be reported in FY 19 and \$31,076.98 will be reported in FY 20. The revised Net Surplus for FY19 will be \$18,398.72.

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

### Vice Chair

- No Report



# BOARD MEETING MINUTES

## Chair

- No Report

## Business/Program Reports

- Recreational
  - Rec program started July 6<sup>th</sup> for a 6-week summer session for grade school age only
  - Preschool classes will resume with the fall session
  - Spacing and timing of the classes has been an adjustment but has worked out well
  - The program has progressed to the same level as our teams allowing use of the pit and spotting
  - Families have been accepting of the new guidelines and procedures.
  - Cassie Gaines has resigned her position as Rec Coordinator
  - August 10<sup>th</sup> Torrea West started as the new Recreation Coordinator
- USAG Report
  - We are putting together the school schedule as well as the meet schedule for the 2020-2021 season
  - Gabby, Jayda, Kat, Megan, Taylor, Rachel, Gina and McKenzie will be coaching the pre-comp and comp gymnasts in July
  - Torrea starts August 10<sup>th</sup> as the Optionals Head Coach and Rec Coordinator
  - McKenzie's title changed to USAG Program Coordinator and Compulsory Head Coach
  - The plan for July is to continue working on their skills at their current level, flexibility/conditioning and gradually adding in some upgrades and then focus on upgrades for August
  - Training Level 3's and Level 5's will test at the end of August to see if they can move practice times/levels
  - The team banquet was held on August 6<sup>th</sup> and was a lot of fun for the girls to celebrate las season
  - McKenzie got her meet director certification so we can hold the Ziegler Meet next year
  - McKenzie attended the virtual National Congress on August 8<sup>th</sup> and 9<sup>th</sup>
  - We picked out Competitive warm-ups and short sleeve leos for Comp, Pre-Comp and the Pro-Shop
- Show Team
  - Black Gems and Gold Gems had a summer performance at the Family Riverwalk Day at Sertoma Park
    - It was a fun family event that gave BGA lots of exposure to the community
  - Tryouts for the 2020-2021 teams are still postponed until further notice with a tentative plan to hold them at the end of the fall session



# BOARD MEETING MINUTES

## Business and Community Report

- COVID-19/Reopen
  - We have moved Rec and Comp programs to level 4 in our phased re-open, which includes spotting and the use of the foam pit
  - We are planning to offer preschool programming in the Fall Session
  - We continue to monitor Governor mandates and Department of Health updates to ensure gymnast, staff, and family safety
  - Our current Smart Restart Guidelines and phased re-open plan continue to meet or exceed health dept recommendations
- Fundraising
  - We had our car wash with the high school team on August 14
    - \$879 was the profit with a 60/40 split between HS and USAG
  - We are launching the "Throw Back" fundraiser and online pro shop by the end of the week of the 17<sup>th</sup> in time for registration
  - Jo worked on applying for the Economic Resiliency Grant for \$37,297.49 and are awaiting approval which will be announced around September 11<sup>th</sup>
  - American Bank Center has funded our scholarship program for the year with a \$1,500.00 donation.
  - Diversity Homes has donated \$1,500.00 as a sponsorship and MDU Resources has donated \$210.00 in their employee match program
- Community Events and Outreach
  - Feedback from family members continues to be positive
  - After the community events we have had an increase in phone calls and email/Facebook inquiries regarding registration
  - Capital Racquet enjoyed collaborating with BGA at Bismarket and would like to work together in the future
  - We have submitted an announcement to Dakota Media Access Television for Fall Registration
    - They offer a free Bulletin Board announcement service to raise awareness for community events and services initiated by non-profit organizations, schools, churches and government agencies that can be seen at various times throughout the day on Channel 12 and 612
- Concussion Management
  - Baseline testing was completed successfully for all 12+ Competitive and Show Team Gymnasts

## Committee Reports

## Old Business

- Strategic Plan



# BOARD MEETING MINUTES

- Waiting on the final review and approval. Once approved we will make it attractive for marketing and post on the website
- Rec Program Coordinator/Optional Head Coach
  - Torrea West has been hired and started August 10th

## New Business

- Gym Closure Dates/Paid Staff Holidays
  - A schedule is posted on the website under the Comp Tab
  - Currently the schedule shows 8 paid Holidays for Full Time Staff
    - Tracy will meet with staff and work on a Holiday/PTO schedule and bring back to the Board for review at next months meeting
- New Board Member/Portfolios
  - Welcome to the board Jade DeSmidt. She will finish out the remainder of Al's term ending in December 2020
  - Jade will take on the rec/Team programs governance portfolio
- Contract for USAG Program Coordinator/Compulsory Head Coach
  - McKenzie's contract needs to be done before season starts
    - Movchan will work on it by the end of the month
- Metrics for Coaching Pay Increase at Salary Review Time
  - Will be discussed during employee evaluations
  - Collaboration to come up with a plan to implement for all staff
- Budget for Furniture Updates in the Office
  - Is this something that was put in the budget for updates
  - Workforce Safety will come in to the facility and do an evaluation for an Ergonomic Grant
  - Jo will work on getting an update to the board
    - Tabled until an update can be made available to the board
- COVID Positive Plan for Staff
  - Work from home
  - Sick leave
  - Paid time off during quarantine
    - We are non exempt from the COVID Family 1<sup>st</sup> Safety Act so we would have to pay out should a staff member need to be off work
  - Tracy will work with Jo on implementing a plan to put in place

## Member Presentation

## Adjourn

## Executive Session