



# BOARD MEETING MINUTES

**DATE:** Tuesday September 15, 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, Germain Krueger, Tina Frisinger, Gina Sondeland, Jen Klesalek, Jade DeSmidt
- **Staff:**  
Jamie Kessler, Jo Vroman, Torrea West
- **Guests:**

## Approval of August Minutes

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

## Officer Reports

### Secretary

- Next meeting to be held on Tuesday October 20<sup>th</sup> at 6:30 PM
  - Will look into reserving an indoor facility

### Treasurer

- July Financials
  - After income and expenses were calculated for the month, we ended the month as follows:
    - Total income=\$44, 394.21
    - Total Expenses=\$21, 478.14
    - Net Surplus=\$22, 916.07
  - First Quarter of the Fiscal Year Net Deficit = (\$10, 360.96)
  - Currently the program income is tracking under budget due to the closure with COVID
  - Gina and Jamie worked on the PPP Loan to get 100% forgiven
    - The application process for forgiveness could take up to 60 days to hear back
- **Motion for Financials: Movchan, 2<sup>nd</sup> Frisinger**

### Vice Chair

- No Report

### Chair

- Private Lesson Policy
  - Board reviewed the policy during the meeting



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- Choreography Policy
  - This is a new policy as there was not a policy to cover this in the past, but is covered in the USAG Handbook that there is an additional fee for routine choreography
  - **Motion for adopting the Choreography Policy: Frisinger, 2<sup>nd</sup> Movchan**

## Business/Program Reports

- Recreational
  - Preschool level classes were reintroduced in our Fall 2020 Session
  - Communication with coaches about the time needed between classes for sanitizing as well as temperature checks
  - We will be looking at hiring more coaches for the winter session as we plan to reintroduce daycare classes to the schedule
  - Mandatory staff meeting and spotting clinic was held in August to offer more training opportunities for the staff
  - First Aid/CPR class will be offered the first weekend in October
  - Fall program numbers are at 98.6% Capacity with 288/292 athletes
    - Parent Tot-24
    - Tumbling Tots-78
    - Hot Shots-7
    - Beginner Girls-64
    - Intermediate Girls-25
    - Advanced Girls-12
    - Beginner Tumbling-49
    - Intermediate Tumbling-16
    - Advanced Tumbling-13
- USAG Report
  - The school schedule and meet schedule for 2020-2021 has been done
  - Annual parent meeting was held in August to go over the handbook and the upcoming season requirements
  - We will continue to work on upgrades for the month of September
  - We have worked with the HS coaches to come up with a rotation schedule that is fair for everyone
  - The Optional Team practice times changed to 3:45-6:15 Monday-Thursday
  - We added 2 girls from the compulsory team to the optional team, bringing the total to 11
  - An incentive board with daily challenges have been introduced to the Optional Team to provide an additional driving force for hard work
  - Skill testing for level placement will be the last week in September with plans to be ready for season by November 22 when we hold our intersquad meet.



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- Show Team
  - Show Team has switched to Friday practices for the school year
  - The current team will work on skill improvements at this time
  - Starting to reach out to schools and schedule performance dates
  - Tryouts will be scheduled for October to add additional gymnasts to both teams

## Business and Community Report

- COVID-19
  - We have researched and developed a staff plan regarding compensation requirements addressed in the Families First HR 6201-Emergency Family & Medical Leave Expansion Act
  - We also have comprehensive instruction from the CDC on sanitation after exposure
  - The gym is open at a level 5 welcoming back preschool classes
  - All guidelines and phases continue to follow DOH guidelines
- Fundraising
  - The online pro-shop is open and orders are being received for the throwback apparel
  - Mrs. Fields fundraising packets have been distributed and orders are due back on the 24<sup>th</sup> of September
- Economic Resiliency Grant
  - We have received funds and have ordered touchless sinks, hand dryers, and a water fountain with bottle filler
  - We have installed a UV Filtration system into our existing HVAC System and will have Luxury vinyl flooring installed the 18-20<sup>th</sup> of September
  - A video was made and sent to ND Dept of Commerce Communication Dept to be featured on their social media platforms and it will also be showcased on our Facebook page
  - We have received a badge stating we are a ND Smart COVID Safe Marketplace and have promoted this in the Newsletter, Facebook and on our website as well as throughout the gym
- Communication
  - We have created and distributed a Newsletter which will be completed at least once per session
  - We continue to utilize Social Media, our Website and emails to communicate fundraising information with BGA updates and member awareness for “behind the scenes” things happening at the gym

## Committee Reports



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## Old Business

- Gym Closure Dates/Paid Staff Holidays
  - Tracy met with Jo and put together a proposed Holiday Calendar through 2022
    - Currently there are 8 paid Holidays for Full Time Staff
    - This calendar is shared on the website for members to reference
    - If a Holiday falls on a weekend, it will be observed on either the day before or day after
- Board Portfolios
  - Jade DeSmidt will fill in the board portfolio previously held by Al Hager until the end of the year
    - Jade will take on the rec/Team programs governance portfolio
- Contract for USAG Program Coordinator/Compulsory Head Coach
  - McKenzie's contract was completed and signed by both McKenzie and Justine Movchan on August 25, 2020
- Metrics for Coaching Pay Increase at Salary Review Time
  - Tabled until next month's board meeting
- Budget for Furniture Updates in the Office
  - Jo is continuing to work on this and will have an update at the December board meeting
- COVID Positive Plan for Staff
  - Tracy & Jo met and implemented a procedure
    - BGA will follow the guidance of contact tracing councilors as it pertains to safety quarantining requirements
    - BGA will follow guidance provided from the CDC regarding sanitation after exposure
  - In the event an employee is out due to COVID, they can receive paid leave that is a tax credit for BGA
    - Following the compensation requirements addressed in the Families First HR adopted April 1, 2020

**The staff have an opportunity for an Effective Communication Training Session at an investment of \$1500 for all the staff to attend**

**Klesalek made a Motion to approve the training, Frisinger-2<sup>nd</sup>**



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## **Member Presentation**

- Jen Klesalek questioned if there is a policy/procedure in place for gymnasts moving equipment
  - A gymnast was seriously injured moving the vault table
  - There was no call to the parent and no injury report
  - Parent was notified by the gymnast at the end of practice
- It was discussed and determined that the Incident Report Policy will include a parent contact box to be checked off by the coach making the call and there will be staff training at their monthly meeting

## **Adjourn**

## **Executive Session**