



BOARD MEETING MINUTES

Attendance

DATE: Tuesday, March 17, 2020

TIME: 7:00 PM

LOCATION: Webex-Online

CALL TO ORDER: 7:09 PM

▪ Board Members Present

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

Approval of February Minutes

- **Motion: Frisinger, 2nd Hager-passed**

Reports

Secretary

- Next meeting to be scheduled April 21st at 7:00 PM

Treasurer

- February Financials
- Sondeland shared the financials and noted that there were no significant concerns with the loss
 - After income and expenses were calculated for the month, we ended the month in the negative
 - Total income=\$17,658.75
 - Total Expenses=\$27,959.95
 - Net Income=\$-10,301.20
 - The loss is reflected with it not being a registration month
- Sondeland also noted that during the fiscal year June 1, 2019-February 2020 we had a net profit of \$77,423.00

Motion: Klesalek, 2nd Frisinger- passed

Vice Chair

- No Report



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Chair

- Parking Lot Concerns
 - Krueger sent a video that she had recorded to Kevin at BPRD showing the traffic flow in the parking lot currently
 - Her first concern was the safety in the lot
 - She had not received feedback yet from Kevin, but he did make note that he would watch the video and get back to her
- BPRD New Facility Commitment
 - BPRD asked BGA to come up with a dollar amount as to what we would be willing to commit to financially for the new facility to fund the gymnastics portion of the facility
 - Krueger asked that as an academy, the appropriate staff and treasurer meet and go through the financials and budget and determine what we could commit to

Executive Director

- Program Updates
 - Recreational
 - Currently we are at 687 active enrollments finishing off these last 2 weeks of the winter 2019 session
 - Registration for Winter 2020 session is on Tuesday, March 17th @ 9AM
 - Cassie has been training under Jamie to learn more on the process of creating class schedules, in preparation to run on her own for the Summer II Session
 - Optional
 - The optional team just got back from Northern Lights Classic in Minneapolis and are now gearing up for Lucky Chance and State in the next few weeks
 - Sarah W was here to work with the Level 5's and Optionals one last time before the State meet
 - Pre-Comp/Compulsory
 - The Compulsory Team just finished a meet in Watford City and are gearing up for Lucky Chance and State in the next few weeks
 - Amy S was here to work with the compulsories as well to help prepare them for state.
- Business/Community/Fundraising
 - Our Pizza Corner fundraiser was very successful with a profit over \$7,000
 - Pizza Ranch night fundraiser was very well represented with our gymnasts and family/friends
 - Great feedback from both Pizza Ranch and community members
 - Profit was \$1136.00 to be split between comp and show team for the end of season banquets
 - Ziegler Report
 - We ended with more numbers than last year
 - Our budget was \$6,000, but we ended up going over our budget



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- We ended with a profit of \$10,347.07
- Looking at numbers from this year, we may want to look at holding the meet at a different venue next year
- Sondeland had a question about the report under expenses
 - \$2,400 cash should be included with the deposits
 - Jamie will verify
- Ad Board Research and Letters
 - Completed initial mailing and an updated list of potential sponsors to be added to the database
 - 77 letters have gone out so far
 - Newsletter will be completed once per session by Jo and Steph
 - PARC 365
 - Jo and Tracy attended the open house
 - Jo has had meetings with Mike Motschenbacher and will sit on the PARC 365 committee and has reached out to sit on the Capital Campaign Committee as well
 - Fundraising Calendar
 - To be completed after Butter Braids as far as what fundraisers to add/take out of the calendar for the upcoming year

Committee Reports

- BPRD New Facility Update
 - DeForest attended the open house and shared this with the board
 - The architects are asking the staff and board to share input on the design of the facility for the gymnastics portion
 - DeForest is willing to visit with our members on the importance of the facility and what it means to the gymnasts to have a new facility
 - Not just the team parents, but all of the members of BGA

Old Business

- Roles and Responsibilities (Steph)
 - Tabled for Executive Session

New Business

- COVID 19 IMPACT
 - Budget
 - Tuition will be reimbursed depending on the number of weeks we are closed and communication will go out to the membership
 - Krueger asked that if we are closed for another week that the auto payment for tuition option be turned off so that it is not charged until we know when we can hold classes again



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- Frisinger asked Birkeland to inquire with our liability insurance for the gym to see if this is a covered disaster
- With the gym being closed there would not be money used on supplies, part-time wages or user fees

- BPRD plans vs. BGA plans
 - If BPRD is closed, we as an entity of them must follow their decisions no matter what the time frame is
 - Motion: Frisinger, 2nd Hager
 - If BPS is closed, BGA will remain closed as well
 - Klesalek amended the motion to remove BPS and use the recommendation of public health and the state
 - 2nd-Frisinger, Motion Carried
- Staffing
 - Full time essential staff will remain on payroll and work remotely on lesson plans, registrations, day to day tasks, etc
 - Will evaluate actual hours vs needed hours and adjust employees accordingly
 - Birkeland will focus on her role as ED
 - All part-time staff will be off payroll until the academy is reopened
- Employee and Member Communication Plan
 - Birkeland will communicate with her staff based on the scenarios we may go through
 - Most of our part-time staff are HS aged and don't solely rely on their income from BGA
 - Weekly communication to the membership and being transparent with the current situations and the recommendations from the Governor
 - Klesalek asked that after the next press release from the Governor is given that BGA staff (Steph & Jo) sends out communication to the membership shortly after and not the next day
- Registration Plans
 - Registration will not be held until we know when we can hold our next session for Rec

- Klesalek suggested that Birkeland come up with a 30 day plan by the end of the week in the event that this pandemic lasts longer than a few weeks
 - Present to the board via email

- Strategic Plan
- Budget FY 2020-21
 - To be presented during the April meeting and will be voted on during the May Board Meeting

Adjourn