



# BOARD MEETING MINUTES

## Attendance

- **Board Members Present**
  - Justine Movchan, Jennifer Klesalek, Kristen Herman, Allan Hager, Germain Krueger,
  - Executive Director: Stephanie Birkeland
  - Guests: Katrina Hanenberg, Shannon Dillman

**DATE:** Monday November 19  
**TIME:** 6:00 PM  
**LOCATION:** Fort Union West  
**CALL TO ORDER:** 6:06 PM

## Approval of October Minutes

- **Motion: Hager, 2<sup>nd</sup> Herman-passed**

## Reports

### Secretary

- Next meeting to be scheduled December 17<sup>th</sup> at 6:00 PM

### Treasurer

- October Financials
- Birkeland stated that a question about the private lessons was brought to her attention
  - The reason for this partial payment was due to the months that the lessons were done
  - Will be off due to the date that the lessons were actually paid to the employee
- We had a better profit than expected for the butter braid fundraiser
  - \$12,547 profit
- 25 gymnasts attended the camp that was held on November 12
  - Our profit was \$559.88 and was entered in as a comp fundraiser

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

### Vice Chair

- No Report

### Chair

- Krueger sent out a revised template for the ED annual performance appraisal to the board through email to look over and ask questions



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- Krueger and Klesalek will schedule a date with Birkeland sometime in early December
- Klesalek will create a global admin account that can be accessed by the board and not the ED, where input can be made for the annual review
- Hager suggested doing a mid-term review in addition to the annual review
- There will be a specific area added where goals can be made to work towards over the next 6 months
- Any comments or concerns noted by the board should be sent to Krueger or Klesalek in advance

## Executive Director

- Program Updates
  - We currently have 650 gymnasts enrolled in this session
- Rec program
  - Torrea and Steph are working on making improvements to the Rec program
    - There was good feedback from the member survey that was sent out in May, so they will utilize this information and plan to send out more surveys in the future
  - Steph talked about the opportunity the gym had to bring in a mentor/coach for some feedback about our program
    - There were funds available in the education budget that helped cover this expense
- Fundraising
  - Our giving tree is up in the front of the gym and we've had great response from the membership
    - We will leave the giving tree up through the end of December

## Committee Reports

- Nothing new to report

## Old Business

- Ziegler Meet
  - Registration is due to close on November 30<sup>th</sup>
    - Still waiting for registrations from a few gyms who attended last year
    - We can't send out a volunteer request until we have a schedule for the sessions, which will depend on how many gymnasts we have registered
  - Klesalek suggested sending out a save the date for Ziegler so members know and can plan to help out
- Insurance Policies
  - Kristen's husband Kyle has been working with Steph on the current insurance policy for the academy
    - He recently requested a quote from a carrier but hasn't heard anything back yet but will let Steph know as soon as they do
  - Steph is wanting to change the current gym insurance policy to something that is more flexible with how the academy operates with the ratios
    - K & K Insurance is a good option, but more expensive



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- High School Program Update
  - Krueger recently prepared a memo to send out to the high school parents because there were some concerns and unanswered questions and to get the correct information out to them about what is happening at the academy
  - The memo addresses all the high school parents at the same time so everyone is on board with the changes

## **New Business**

- December board meeting will begin with Parks and Rec representation and BPS representation

## **Adjourn**

**Klesalek, 2<sup>nd</sup> Herman-passed**

DRAFT