



# BOARD MEETING MINUTES

**DATE:** Wednesday October 16, 2019

**TIME:** 7:00 PM

**LOCATION:** Fort Union West  
Conference Room

**CALL TO ORDER:** 7:15 PM

## Attendance

- Board Members: Jen Klesalek, Justine Movchan, Scott Kautzman, Germain Krueger
- Executive Director: Stephanie Birkeland
- Guest: Katrina Hanenberg

## Approval of August Minutes

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

## Officer Reports

### Secretary

- Discussion was held about moving the meeting back to Monday evenings since that night seems to work better to get a quorum
  - Next meeting to be held on Monday November 18<sup>th</sup> at 7:00 PM

### Treasurer

- August Financials
  - After income and expenses were calculated for the month, we ended the month as follows:
    - Total income=\$65,428.99
    - Total Expenses=\$58,649.10
    - Net Income=\$6,779.89
- **Motion: Klesalek, 2<sup>nd</sup> Movchan-passed**
- September Financials
  - After income and expenses were calculated for the month, we ended the month as follows:
    - Total income=\$28,785.49
    - Total Expenses=\$26,145.63
    - Net Income=\$2,639.86
- **Motion: Klesalek, 2<sup>nd</sup> Movchan-passed**
- EOY Financials
  - Kautzman noted that the financials were prepared very well by the office staff and with the assistance of Steph Barth
    - Total Expenses= \$422,071.25
    - Net Income=\$62,541.73



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

## Vice Chair

- No Report

## Chair

- No Report

## Executive Director

- Program Updates
  - We are currently at 733 active enrollments with 690 total students (some have multiple enrollments)
    - We are up by 47 more students as compared to the Fall session last year
    - We are in week #6 of the Fall session and will be starting testing next week
    - We are also gearing up for Winter 2019 session, with a tentative registration to start October 22<sup>nd</sup> at 9 AM
- All of the competitive teams as well as both show teams participated in the AutumnFest parade in September
- In September the gymnasts switched to practicing in the evening.
  - The training level 3 group was formed and added to the practice schedule
  - Level placement testing was done to see where the gymnasts were at currently
- An offer has been made to Jo Vroman to be our Business and Community Coordinator
  - Her role will be to focus on administration duties including community relations activities to represent the academy
  - She will also help the office provide a schedule that is conducive to BGA's hours of operations
  - She has not formally signed her offer letter, but has accepted verbally
- Due to a public social media post and email to the board of directors regarding a bad experience at the academy, a conversation on expected customer service standards at the academy was held



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- Fundraising Reports
  - Larks Report
    - Total Expense=\$700
    - Total Income=\$2,243.98
    - Profit=\$1,543.98
  - Summer Camp Report
    - Total Expense=\$1,650.09
    - Total Income=\$6,830.00
    - Profit=\$5,179.91
  - Fall Open House Report
    - Total Expense=\$173.79
    - Total Income=\$1,555.68
    - Profit=1,381.89

## Committee Reports

## Old Business

- Board Openings
  - We have not received any nominations as of today
  - Krueger will prepare a letter for the membership to help seek out board members
  - The vacant board seat to be filled immediately has been posted on the website along with the 2 board seats ending in December
- Fundraising Penalty-plan forward
  - Since we are a 501C3, we can't penalize members for not participating in a fundraiser
  - We can suggest a target that we want to obtain
  - Discussion about changing how the fundraisers are presented to the members
    - Ask for an in-kind donation in the amount of \$
    - Communicate what each fundraiser is going to be used for so the members know what they are raising money towards

## New Business

- Contract Renewal with BPRD
  - Our current contract is up for renewal at the end of the year



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- Kautzman likes the wording of the current contract as it leaves us with the ability to run the academy in addition to working with BPS programs to provide them space outside of season
- Signage will be the same across the board as it has been in the past
- User fees will increase from \$9.00 to \$9.25
  - Last increase was back in 2013
  
- Motion was made to approve the contract as it was presented with the increase in user fees
  - **Kautzman, 2<sup>nd</sup> Klesalek**
  
- Proposed Indoor Community Recreation Complex
  - Katrina Hanenberg discussed what she knew about the proposal for the new facility and the impact it will have on our community athletes
    - She mentioned a realistic timeframe of 5-10 years
      - There has not been a proposed building site as of now, just the plans and what all this will mean for the community
  
- Business and Community Coordinator
  - Birkeland talked about this in her ED report
    - An offer has been extended to Jo Vroman
  
- Annual Meeting Agenda Items
  - Fundraising Plan Presentation
    - Frisinger has been asked to present the full year fundraising plan to the membership at the meeting and provide discussion as needed
  - Agenda will follow last years annual meeting agenda

**Adjourn**

**Executive Session**