



BOARD MEETING MINUTES

DATE: Tuesday, August 27, 2019

TIME: 6:00 PM

LOCATION: Fort Union West
Conference Room

CALL TO ORDER: 6:03 PM

Attendance

- Board Members: Jen Klesalek, Justine Movchan, Al Hager, Germain Krueger, Tina Frisinger
- Executive Director: Stephanie Birkeland, Competitive Coach McKenzie Swallow, Jamie Kessler
- Guest: Katrina Hanenberg, Jo Vroman

Approval of July Minutes

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

Reports

Secretary

- Next meeting to be scheduled Tuesday, September 17

Treasurer

- July Financials
- Birkeland gave the financial report in Kautzman's absence
 - After income and expenses were calculated for the month, we ended the month as follows:
 - Total income=\$36,654.33
 - Total Expenses=\$28, 395.19
 - Net Income=\$8,259.14
 - The final year end report to approve financials is still in the process of getting completed
 - Steph Barth has offered her assistance in helping Birkeland get the final numbers for the depreciation portion of the report
 - Birkeland gave a deadline to finish by the next board meeting, which is scheduled for September 17
- **Motion: Frisinger, 2nd Hager-passed**

Vice Chair

- No Report



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Chair

- No Report

Executive Director

- Program Updates
 - Active enrollments for August are at 370 athletes
 - This is an expected number since we generally have a lower number of enrollments during the summer months in our Rec programs
 - Summer Camp
 - 2nd year hosting a camp and it was awesome
 - We had 4 more girls than last year
- Fall Open House was held on August 26
 - Birkeland felt that overall this year was better due to the change of location being in the racquet ball courts
 - There seemed to be a better flow with the registration process
 - Birkeland felt that a few more staff members or volunteers would have helped
 - 17 staff/volunteers working this year
- We have hired 5 new Rec coaches over the summer
 - We have 1 coach who has competitive experience as well, so we will train her in as a backup for comp this fall
- Lockers have been installed and we are working on getting them labeled with names
 - Each gymnast will have their own locker
- Spotting platform is in the gym awaiting install
- The competitive parent meeting has been scheduled for August 29 and is mandatory for all competitive parents
- We have 6 new gymnasts that will move up to the training level 3 team where they will be practicing level 3 skills and routines

Committee Reports



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Old Business

- Staffing levels-recent hires, open positions
 - Competitive Head Coach
 - We have had 1 applicant but no experience with coaching, but does have experience in tumbling, Rec, and dance
 - We will continue to leave this position open
 - Discussion was held about possibly changing the positions to be more general coaching positions so then the applicants can be assessed to fit in with their skill level of coaching
 - This could potentially lead to more applicants that may be a good fit but they aren't applying due to the way the position is posted
 - Krueger opened up discussion about the staffing needs in the office, her focus was on how all of the work is getting competed and if there was a need to hire an office assistant to help with some of the daily tasks
 - Birkeland felt that they are working well together in the office and they are all sharing in the roles and filling in the gaps where needed
 - Birkeland stated that she felt that her and McKenzie would continue to run the competitive program and oversee the tasks in the office without having to hire help
- Sick Leave Policy
 - Klesalek worked on getting a new sick policy implemented
 - Full time staff are now accruing sick leave that can be used in certain circumstances instead of having to take PTO
- Website Updates
 - Monthly board meetings are now posted on the calendar
 - There is now a meeting minutes link on the right side of the calendar on the home page

New Business

- Board seat announcement
 - We currently have a board seat vacancy
 - It has been posted on the website and also shared on our Facebook page

Adjourn: Movchan, 2nd Hager

Executive Session



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