

# **Greater Portland City League Tennis Meeting Minutes**

January 19, 2012

## **I. Call to order**

Board meeting for the Greater Portland City League Tennis called to order at 10:42am, January 19, 2012 at Multnomah Athletic Club.

## **II. Roll call**

Members present: Elaine Sibley, Debbie Johnson, Susan Bozarth, Kelly Buhlmann, Kazzie Young, Joan Carnerio, Antonia Green, Betsy Ouchida, and Wendy Weddle. Absent: Sue Lucke, Pam Edinger, and Nancy Osborne

## **III. Approval of minutes from last meeting**

<b>DISCUSSION</b>	Corrections to minutes: Replace “assistance” with “assistants”; Duplicate use “Salem” removed from sentence.
<b>CONCLUSIONS</b>	November minutes as corrected, approved unanimously.

## **IV. Officer Reports:**

President: Elaine Sibley

<b>DISCUSSION</b>	Board members potentially absent from the March meeting includes president who will be available by phone.
<b>CONCLUSIONS</b>	Vice president will preside over March meeting.

Vice President: Sue Lucke

<b>DISCUSSION</b>	Not present, no report.
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Treasurer: Kazzie Young

### **Financial Report**

<b>DISCUSSION</b>	Monthly Report of expense/receipt accounting, distributed. No outstanding issues.
<b>CONCLUSIONS</b>	None required

Website Coordinator: Debbie Johnson

### **a) Entry of scores for substitutions and new design for player name entry**

<b>DISCUSSION</b>	Current issue: Solve K level entry of substitute players names. Site currently allows entry in different formats of player names causing confusion and difficulty in tracking the times a player is used as substitute. Suggestion is two boxes, one for 1 <sup>st</sup> name, one for 2nd (sample provided). Discussion of easiest options, Website Coordinator to investigate options with vendor, not to exceed \$1000 cost.
<b>CONCLUSIONS</b>	Motion to approve spending up to \$1000 for new design for substitute player name entry. Approved unanimously.

### **b) Team schedule down loadable to calendar application**

<b>DISCUSSION</b>	Request from player for downloadable schedules for calendar software (i.e. Outlook, iPhone calendar apps. etc). Discussion: Upkeep of different software with ongoing upgrades beyond board’s capabilities and requires significant time commitment.
<b>CONCLUSIONS</b>	Board unanimously agreed downloadable calendar would not be pursued at this time.

### **c) Forwarding messages to captains**

<b>DISCUSSION</b>	Division representatives, please erase all board email addresses before sending on to captains & co-captains, they are board members personal addresses.
<b>CONCLUSIONS</b>	Division Reps. remove board member email addresses before forwarding all messages.

**d)Scheduling**

<b>DISCUSSION</b>	Discussion of how scheduling is currently done and program limitations. A more balanced schedule will require finding a new scheduling vendor. Discussion of potential options and who may know potential vendors.
<b>CONCLUSIONS</b>	Website Coordinator & Recording Secretary to investigate potential vendors.

Corresponding Secretary: Kelly Buhlman

<b>DISCUSSION</b>	No report.
<b>CONCLUSIONS</b>	None required

**V. Division Representatives:2**

**a) CRRC Player – Antonia Green**

<b>DISCUSSION</b>	Player Injury: Player responded requesting no special exceptions be made for her.
<b>CONCLUSIONS</b>	None required

**VI. Old business**

**a) Archive Old Minutes – Susan Bozarth**

<b>DISCUSSION</b>	Past minutes and financial records for digitizing provided. Document organization discussed: what to include, for how long and future document archiving procedures. Discussion on how long to keep and track all records.
<b>CONCLUSIONS</b>	Recording Secretary begin preparing paperwork to be digitized. Corresponding Secretary begin tracking disciplinary actions.

**b) Distance Rule– Elaine Sibley**

<b>DISCUSSION</b>	Reply from Co-captain of Salem team, received distance rule change, thanked us for decision.
<b>CONCLUSIONS</b>	Update on Salem’s progress finding courts within the 20 miles distance by due April 2012.

**VII. New business**

**a) Letter from Lake Oswego – Elaine Sibley**

<b>DISCUSSION</b>	Letter received from LO TC team captains (distributed) on mach time issues. Several options: 1) Letter to Rules & Regs for future rule development; 2) Take action today; 3) Provide interim suggestions to handle time issues for present. Discussion included; changing rules in mid-year is problematic. LOTC statistics: 1) LOTC players represent 7% of league players. 2) Zero defaults or retired matches for first half of the 2011/12 season. LOTC feels pressure when courts are needed and more time must be negotiated. Other teams may be delaying match to get automatic default Board made following suggestions: 1) Explore moving match start time to earlier or requesting court time longer than 3 hours, 2) Use time managers. 3) When possible request more than 3 courts. 4) Request opposing team agree to change singles to second rotation of play. Some suggestions to Rules & Regs may affect entire league not just LOTC.
<b>CONCLUSIONS</b>	Letter to LOTC stating their suggestions will go to rules and regulations committee for potential rule formulation, and provide interim suggestions.

**b) Adidas/Nike Employee Store Visit – Elaine Sibley**

<b>DISCUSSION</b>	Adidas shopping dates for players: Divisions A-F, February 24-28, 2012, Divisions G-K, February 29-March 9, 2012. Nike has not responded to request.
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<b>CONCLUSIONS</b>	Letter to Division Reps will be sent ASAP allowing teams ample advance notice to shop.
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**c) Record Keeping Timeframe – Elaine Sibley**

<b>DISCUSSION</b>	How long should disciplinary action records be maintained. This is procedural issue not rule/reg issue. Suggest Corresponding Secretary track and create draft procedure for review and decision.
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<b>CONCLUSIONS</b>	Corresponding Secretary to create draft procedure and present to the board.
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**d) Subsequent Meetings – Elaine Sibley**

<b>DISCUSSION</b>	Board meeting dates and times discussed.
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<b>CONCLUSIONS</b>	Next meeting: February 16, 2012 at 10:30 am, also March through May start at 10:30 am. June meeting scheduled for June 7, 2012, 9:30 am – 2:00 pm, no breakfast, lunch served.
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**VIII. Tabled business**

**IX. Adjournment**

Meeting adjourned at 12:41pm.

Minutes submitted by: Susan Bozarth, Reporting Secretary

Minutes edited by: Elaine Sibley, President

Minutes approved on: February 16, 2012