

**Greater Portland City League Tennis
Board Meeting Minutes
January 18, 2018
Multnomah Athletic Club**

I. Call to Order: by President Barbara Farmer at 10:36 am

II. Roll Call: Members present – Penny Birkhofer, Linda Brumder, Marilyn Smith, Patricia Mc Kinnon, Barb Schmitz, Nikki Nadig, Jian Xu, Barbara Farmer, Mary Klinger, Sydney Taggart, Kim Stevens, Jennie Lee.

III. Approval of Previous Minutes

Recording Secretary: Jennie Lee

DISCUSSION	Corrections were made to the November 16, 2017 minutes. Motion to approve the minutes as corrected was made by Jennie Lee and 2 nd by Kim Stevens
CONCLUSIONS	The motion passed and corrections will be made and sent to Barb Farmer for posting on web page.

IV. Officer Reports:

President: Barbara Farmer

DISCUSSION	We will begin planning sometime in April for Captains Brunch in August. Multiple ideas were discussed. A theme of Meet-Play-Love was suggested.
CONCLUSIONS	Nikki Nadig and Barb Farmer will meet to start working on plans for the brunch.
DISCUSSION	Follow-up of LO Club Board request to receive CL Captain emails.
CONCLUSIONS	Nikki Nadig offered to add LO Board representative to her Captain's email list.

Vice President: Nikki Nadig – No Report

Treasurer: Kim Stevens

DISCUSSION	Account balance and expenditures were reviewed as of 1-4-18. Bank statement review was requested to be reported once a year to the Board.
CONCLUSIONS	Yearly review of transactions will be reported at the beginning of each calendar year.
DISCUSSION	Evaluation of staying with current bank was discussed.
CONCLUSIONS	Treasurer and President decided to stay with Chase bank for this year.
DISCUSSION	Suggestions for changing check signers to two per check was discussed.
CONCLUSIONS	Current practice of one signature on checks will continue with President and Treasurer being the authorized check signers. Address for banking will continue to be the Treasurer.

Website Coordinator: Marilyn Smith

DISCUSSION	Match Default report was presented. Positions and clubs involved were reviewed.
CONCLUSIONS	No actions necessary. Will continue to review.
DISCUSSION	MAC and VTC K team Jan 2 nd match results were not recorded. Match had been rescheduled and league guidelines were not followed.
CONCLUSIONS	A written explanation to MAC and VTC K teams regarding their re-scheduling a match without following proper guidelines. The Board is allowing a concession be made to count their match scores this time, and a letter will be sent by Resolution Coordinator Patricia McKinnon. Nikki will contact the VTC Captain.

Resolution Coordinator: Patricia McKinnon

DISCUSSION	No complaints reported.
DISCUSSION	Patricia has received confirmation that the Adidas pass will start January 22 nd . Current roster of players is needed.
CONCLUSIONS	Marilyn will send roster to Adidas. Barbara Farmer will send pass info to Division Reps to send out to Captains ASAP.

V. Division Reports

F-Division Rep – Jian Xu

DISCUSSION	PTC team did not follow proper procedures regarding notification and order of play to opposing team.
CONCLUSIONS	Communication with all involved parties is essential in changes.

H-Division Rep – Mary Klinger

DISCUSSION	Reported that PAC has a court with a dangerous slope. Players concerned about safety.
CONCLUSIONS	Court conditions are a responsibility of the Facility. Teams need to request change of court when there are concerns of safety.
DISCUSSION	On Evergreen Court – Distracting conversation by spectators from court area seating.
CONCLUSIONS	Patricia will contact Evergreen regarding spectators sitting on the court.

I- Division Rep – Sydney Taggart

DISCUSSION	Is it appropriate when a team has a high number of players and still uses subs frequently?
CONCLUSIONS	It is difficult to determine reasons subs are needed. Reinforce rules regarding subs.

V. Old Business

Data Retrieval and Storage Committee Report – first meeting to begin review of Files and CDs

DISCUSSION	Findings of initial review of historical minutes and documents: 1) Hard copies (paper) of Board Minutes, a few miscellaneous documents and some revised Rules and Regulations were included from 1990 to 2015, with some minutes missing. 2) Two CDs – scanned copies noted from 1990 to 2015 as rolling from one document to the next. No directory listing specific contents, other than years on CD case. Need to Determine: What other records exist; Length of storage of minutes and other documents; Method of storage.
CONCLUSIONS	Barbara Farmer has additional records that she will review. <u>Committee will:</u> Review documents and identify exact missing minutes and locate them from Web site then eliminate hard copies of minutes 1990-2000; Ensure all previous documents are on thumb drive; Maintain two locations of digital copies of minutes and safe storage of hard copies of organization documents; Determine the legal requirements of non-profit organizations for maintaining specific documents and years to be maintained.

VII. New business

Continuity of Board Members

DISCUSSION	Concern was identified for lack of knowledge/history continuity from year to year with new Board members. Positions on the Board are voluntary and may be difficult to fill without more preparation.
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CONCLUSIONS	To improve maintaining continuity of Officers when tenure is up it was suggested that replacements for key positions be determined a year before terms are up. Consideration will be given to keep President on Board to help maintain continuity and the transition of incoming Board members. This would be a non-voting position. Mary Klinger volunteered to be Treasurer elect.
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VIII. Adjournment

Meeting Adjourned at 12:23 pm

Next meeting: February 15, 2018

Minutes submitted by: Jennie Lee, Reporting Secretary

Minutes approved on: February 15, 2018