

**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

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

**IV. Officer Reports:**

**President:** Barbara Farmer

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

**Vice President:** Nikki Nadig – No Report

**Treasurer:** Kim Stevens

<b>DISCUSSION</b>	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.
<b>CONCLUSIONS</b>	Yearly review of transactions will be reported at the beginning of each calendar year.
<b>DISCUSSION</b>	Evaluation of staying with current bank was discussed.
<b>CONCLUSIONS</b>	Treasurer and President decided to stay with Chase bank for this year.
<b>DISCUSSION</b>	Suggestions for changing check signers to two per check was discussed.
<b>CONCLUSIONS</b>	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

<b>DISCUSSION</b>	Match Default report was presented. Positions and clubs involved were reviewed.
<b>CONCLUSIONS</b>	No actions necessary. Will continue to review.
<b>DISCUSSION</b>	MAC and VTC K team Jan 2 <sup>nd</sup> match results were not recorded. Match had been rescheduled and league guidelines were not followed.
<b>CONCLUSIONS</b>	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

<b>DISCUSSION</b>	No complaints reported.
<b>DISCUSSION</b>	Patricia has received confirmation that the Adidas pass will start January 22 <sup>nd</sup> . Current roster of players is needed.
<b>CONCLUSIONS</b>	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**

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

**H-Division Rep – Mary Klinger**

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

**I- Division Rep – Sydney Taggart**

<b>DISCUSSION</b>	Is it appropriate when a team has a high number of players and still uses subs frequently?
<b>CONCLUSIONS</b>	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**

<b>DISCUSSION</b>	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.
<b>CONCLUSIONS</b>	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**

<b>DISCUSSION</b>	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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<b>CONCLUSIONS</b>	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