

**Greater Portland City League Tennis Association
Board of Directors Meeting
Thursday, January 20, 2022
10:30am, Irvington Club**

Call to Order: Kelly Buhlmann called the meeting to order at 10:38 a.m.

Members Present: Kelly Buhlmann, Patty Morrison, Patricia McKinnon, Elaine Sibley, Kate Hunter, Jeanette Thomas, Kelley Nielsen, Joy Kolesnikoff, Ellen Mulherin, and Penny Birkhofer attended in person. Alisa Rakoz attended by telephone.

Members Absent: Joanne Reardon,

Review/Approval of Minutes for November 18, 2021: The November 18, 2021, minutes were approved with a few minor changes.

I. Officer Reports

A. President, Kelly Buhlmann.

1. Mid-Season Message to Captains: The Board discussed posting a reminder message for teams to be mindful of COVID concerns on the home page of the website. Although teams have encouraged the Board to adopt COVID protocols the Board does not have the expertise or authority to issue guidance and will defer to Federal, State, and local COVID requirements as well as the COVID protocols implemented by each participating tennis club.
2. Team Disbursement Timeline: There are five open spots for teams – one in each of the following divisions: B, G, H, J and K. The participating clubs will be asked if they would like any of these teams. If more than one club requests a team at a specific level after review, a lottery will be held for that team.
3. Division Notes: Kate Hunter & Patricia McKinnon created a new document titled “Greater Portland City League Tennis Division Notes” that provides historical information about Divisions and placement of teams. The document starts with the 2013-2014 season and addresses the timing of when clubs gave up teams and when clubs were awarded new teams. There was a question from Ellen Mulherin about Tualatin Hills giving up a D team for the 2019-2020 season. It was determined that this D team was a C team in the prior season and was supposed to move down. Tualatin Hills already had a D team.
4. Lunches: The Board voted to continue ordering lunches from Ingallinas while meetings are being held at the Irvington Club.
5. Rules Committee: The Rules Committee will start meeting shortly. Members include Elaine (Chair), Kelly, Joanne, Kate, and Patricia. They will work on changes to the Rules and present proposed changes to the Board to be voted on in June.
6. City League Logo: The Board voted to hire Kelly Buhlmann’s daughter to update the City League logo and promotional materials, including a poster. The approved cost is \$500.
7. Zoom Postcard: Kelly will determine whether it is reasonable to submit a claim in the Zoom class action lawsuit regarding overcharging of fees. The anticipated return is \$25.
8. Board Rotation: There are 4 clubs that are eligible to have a board seat in the next fiscal year – Vancouver Tennis Center, Portland Tennis Center, Stafford Hills Club and Sunset Athletic Club. They will be contacted before April 1, 2022, to see if they want their board seat. All responses must be received by April 30.

B. **Vice President, Joanne Reardon (in absentia):** Nothing to report.

C. **Recording Secretary, Jeanette Thomas:** Nothing to report.

D. **Treasurer, Joy Kolesnikoff:** Joy presented a report of expenses and reimbursements for expenses incurred in the prior month. Joy will be providing a budget report going forward showing income/expenditures compared to the adopted budget. The Board also discussed the existing cash reserves, which are quite high. The future goal will be to have cash reserves of one year's expenses. Once all back tax returns have been filed and the taxes paid and operations return to normal, this issue will be revisited, and the appropriate cash reserve amount will be determined.

E. **Resolution Coordinator, Elaine Sibley:** There was one formal complaint filed regarding interference and unsportsmanlike conduct. At issue was a score dispute among the players. The players had worked out how to resolve it until a member from one of the teams attempted to intervene with the correct score. The formal complaint was not accepted. Instead, Elaine sent the captains of the involved teams a letter. The letter addressed the interference claim by commending the players involved for having addressed the disputed score correctly. Also, USTA rules are clear: "Spectators never make calls. A player must not enlist the aid of a spectator in making a call. No spectator has a part in a match." Additionally, the letter addressed the unsportsmanlike behavior by reinforcing the expected sportsmanship behaviors for all players, stressing that team captains are to set an example for their players.

F. **Website Coordinator, Kate Hunter:** Kate reminded board members, all played match scores must be reported before mid-season registration can open. This was accomplished prior to opening of Mid-Season Registration January 14, 2022. There are currently 1,900 players registered to play, down from 1,908 at the end of the fall session. Kate reported that there was a glitch in the software that incorrectly informed a player that she had reached the maximum number of matches she could play as a substitute. The player responded to this inaccurate message drawing it to Kate's attention. This has been fixed.

Old Business

A. **Taxes and Non-Profit Status, Penny.** Penny reported that in 2013-2017, City League filed taxes as a corporation rather than a non-profit corporation by using the wrong form (an 1120). To be retroactively reinstated as a non-profit corporation City League will need to respond to a lengthy form and provide original formation documents, which we do not have. The other option is to file the missing tax returns (2018-2021) as a corporation and then reset the non-profit status in 2022. This will require renaming and abandoning the existing corporation after forming a new non-profit corporation, with new organizational documents going forward. This appears to be the easiest resolution to this matter and Penny will pursue this option.

B. **Parking at MAC, Patricia.** The MAC has not yet implemented the new parking structure requirements.

Division/Club Reports

F Division, Ellen Muhlherin. Ellen reported that Columbia Gorge had to reschedule two matches because of inclement weather. Ellen also reported that one team was uncomfortable with the mask policy at the club that was hosting the match – they allowed unvaccinated players to play without masks – and therefore they initially decided to default the entire match. When learning that they would be automatically moved down, they played the singles line only. The Board agreed that the Rules Committee would review the rule on entire match defaults to determine whether it is appropriate or not. There was concern that the team that benefited from the default unfairly received eight (8) points from the default.

H Division, Jeanette Thomas. Jeanette reported that the Tualatin Hills H team is struggling to attract players at the appropriate level and is lacking club support for City League. The Board discussed this and agreed that Jeanette would contact the captain with the following suggestions: (1) to set a meeting with the captains of the other TH teams, and possibly the Head Tennis Pro, to discuss how to attract, place and move players from one team to another, (2) find out what club policies are regarding City League play and placement, and (3) find out what club policies are regarding advertisement of City League.

Adjournment: The meeting was adjourned at 12:35 p.m.

Next Meeting: Thursday, February 17, 2022 @ 10:30 am at The Irvington Club.

Minutes submitted by: Jeanette Thomas, Recording Secretary

Minutes approved on: Thursday, February 17, 2022.