

**Greater Portland City League Tennis Association  
Board of Directors Meeting  
Thursday, February 17, 2022  
10:30am, Irvington Club**

**Call to Order:** Kelly Buhlmann called the meeting to order at 10:31 a.m.

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

**Members Absent:** Penny Birkhofer

**Review/Approval of Minutes for January 20, 2022:** The January 20, 2022, minutes were approved as corrected for minor changes.

**I. Officer Reports**

**A. President, Kelly Buhlmann.**

1. Taxes Update. Penny has made significant progress on the taxes. Tax returns for the years 2018-2020 have been filed. The total cost for filing and paying the taxes for this period was \$3,071. The estimated cost for the 2021 taxes is \$485-\$990. The cost for the tax preparer was \$500 per year with 2021 free. The anticipated total cost is \$3,556-\$4,023. Penny will attempt to appeal the penalties and get them waived, which will lower the cost. Penny has also figured out that we only need to file a simple form to be reinstated as a non-profit and has already filed that form. Going forward, we need to make sure that the Treasurer is responsible for filing all tax returns on the appropriate form 990N annually. The Treasurer will also be responsible for submitting revised Bylaws to the Oregon Department of Justice if there have been any. The Board will also consider changing the fiscal year to a calendar year. The Board will also look into renting a safe deposit box with its current bank to store original documents, tax returns and other materials that cannot be kept electronically.
2. Team Disbursement. Kelly has emailed all participating clubs informing them of the availability of teams in the B, G, H, J and K divisions. The participating clubs have until March 4, 2022, to respond. Two clubs have requested to take a team in exchange for giving up an existing team. The Board determined that this is not allowed under the current rules.
3. New Logo. The Board discussed the style of the new logo and determined that we would like an updated classic style. We can anticipate hand-drawn designs first that we can comment on before receiving a digital logo. This process will also result in a revamped website appearance but will maintain the currently level of functionality.
4. Ongoing Board Jobs. Kelly asked the continuing Board members to consider whether there are other jobs that they would be interested in doing for the upcoming year.

**B. Vice President, Joanne Reardon.** Joanne is beginning to work on the Captain's Brunch. The proposed dates are August 10<sup>th</sup> or 17<sup>th</sup>. Alisa will check with Club Green Meadows to see if those dates are available as the MAC does not appear to be available and Club Green Meadows has an appropriate sized space and catering available. We will begin to look into prizes and bag tags and order those soon.

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

D. **Treasurer, Joy Kolesnikoff:** Joy presented the new financial report that compares existing expenditures to the budget, which is based on the current fiscal year of July 1 – June 30. She provided a report of expenses and reimbursements for the month of January for website maintenance, taxes, and lunch reimbursement.

E. **Resolution Coordinator, Elaine Sibley:** There was one formal complaint filed regarding unsportsmanlike conduct. After a match was played, the captain of Team A passed along a letter to the captain of Team B complaining about the unsportsmanlike conduct of her opponents relating to poor calls on court. The Team B captain responded that she would get back to the Team A captain after she discussed it with her players. Rather than doing that, the Team B captain filed a formal complaint alleging unsportsmanlike conduct by a Team A player in allegedly hitting a ball hard towards the Team B players while they were walking to the baseline talking with their backs turned. This complaint is not being accepted because there is no way to determine what happened and the intent of the Team A player who hit the ball. Elaine will send a letter to the captains of both teams 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 reported that she has added 17 additional players and that she had received numerous untimely requests to transfer or remove players. She reported that teams have been reporting the scores promptly.

## **Division/Club Reports**

I Division, Joanne Reardon. Joanne received a complaint from a smaller team about another larger team using subs in their match who had 3.5 USTA ratings. The captain of the smaller team questioned the need for subs given the size of the opposing team. Joanne responded that there were no City League Rule violations by the other team because the size of the team is not relevant when determining whether a team needs a sub. Further, USTA ratings are not relevant in City League. Joanne noted that both teams have players with 3.5 USTA ratings. No formal complaint was filed.

**Adjournment:** The meeting was adjourned at 12:17 p.m.

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

Minutes submitted by: Jeanette Thomas, Recording Secretary

Minutes approved on: Thursday, March 17, 2022.