

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

**Call to Order:** Kelly Buhlmann called the meeting to order at 10:41 a. m.

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

**Members Absent:** Penny Birkhofer

**Review/Approval of Minutes for February 17, 2022:** The February 17, 2022, minutes were approved as written.

**I. Officer Reports**

**A. President, Kelly Buhlmann.**

1. Taxes Update. The 2021 taxes are filed. The total paid was \$513, with \$150 for state taxes and \$363 for federal taxes. The total for 2018-2021 was \$3,584 which includes federal taxes, state taxes, and tax preparation fees. We have petitioned the Oregon Dept. of Revenue to get some, or all, of the penalties (\$551) refunded.
2. Team Disbursement. Kelly informed the two clubs who requested to take a B Division team in exchange for giving up an existing team that the teams cannot be traded. No clubs have indicated an interest in taking any of the available teams.
3. New Logo. The Board reviewed several proposed new logos and provided comments. Kelly will take this back and have changes made.
4. Potential Line-ups and Lunch Survey. The Board discussed the possibility of returning to teams providing lunches and also the match format of 1 single and 5 doubles next year. The Board discussed polling captains about their preferences. This will be discussed further at the next Board meeting.
5. Player Addition Deadline. The last day to add players for the Spring session is March 31 2022. Division representatives need to email their divisions as soon as possible to remind them of the deadline.
6. Board Rotation. Kelly will draft a letter to send to the participating clubs who are eligible to nominate a representative to the Board with the plan to send the letter in April.

**B. Vice President, Joanne Reardon.** Joanne is working on the August Captain's Meeting. Club Green Meadows can host it on either August 10<sup>th</sup> or 17<sup>th</sup> as it does not appear that the MAC will be allowing outside groups. The Board discussed themes, winning team gifts, and raffle prizes.

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

D. **Treasurer, Joy Kolesnikoff:** Joy presented monthly financial report and explained all expenditures (taxes and lunch expenses).

E. **Resolution Coordinator, Elaine Sibley:**

1. Resolution Coordinator. There were no complaints filed.
2. Rules Committee. The Rules Committee has almost completed revising the Bylaws, streamlining the language to eliminate non-essential language, which more accurately belongs in a job description. The plan is to create a job description document for all Board positions with specific responsibilities. Next the committee will begin revising the Rules and Regulations to reflect the recommended changes from the past year, make identified corrections and clarify wording which has been identified as vague and/or lacking clarity. The Rules Committee is also considering creating a draft document, incorporating the implementation (procedural) details of the rules, from the FAQs, into the Rules and Regulations document, providing a single source for captains to find needed information, with the goal of making the information easier to find. The Rules Committee will meet twice in April with the intent of voting on the Rules and Regulations final revisions in June.

F. **Website Coordinator, Kate Hunter:** Kate reported that she has added 11 additional players for a total of 29 added to date in the Spring session. Kate also reported that there have been fewer defaults so far in the Spring session as there were at this stage in the Fall session. Finally, Kate noted that there were several misspellings of a substitute player's name in the I Division. The misspellings have been corrected by Olga.

## **New Business**

Match Scheduling: Because our current scheduler, Debbie, is hoping to move out of the position, Patricia and Kate (Scheduling Committee) have been in contact with the company, Tenniscores, which manages a scheduling platform. It looks promising but more research is necessary to see if it can handle our complicated requirements. Maureen D. has agreed to work with our current computer program, under the supervision of Debbie, on the 2022-2023 schedule. The S Division scheduling committee will hand-create the S Division schedule for the 2022-23 season.

**Division/Club Reports.** No divisions had anything to report.

**Adjournment:** The meeting was adjourned at 12:26 p.m.

**Next Meeting:** Thursday, April 21, 2022 @ 10:30 am at The Irvington Club.

Minutes submitted by: Jeanette Thomas, Recording Secretary

Minutes approved on: Thursday, April 21, 2022.