

**Greater Portland City League Tennis Association
Board of Directors Meeting
Thursday, April 21, 2022
10:30am, Irvington Club**

Call to Order: Kelly Buhlmann called the meeting to order at 10:42 a. m.

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

Members Absent: Joanne Reardon and Patty Morrison.

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

I. Officer Reports

A. President, Kelly Buhlmann.

1. Team Disbursement. West Hills has asked to take on the new B team and the team will be given to them because no other club requested that team.
2. New Logo. The Board reviewed several proposed new logos and voted on the favorite. Kelly will bring the chosen logo back to the board for final approval with different color and font options.
3. Potential Line-ups. Before deciding whether to return to pre-COVID match format of 1 singles/5 doubles, the Board has decided that Division Representatives will reach out to their captains to inquire about their preference between the pre-COVID match format and the COVID format of 1 singles/4 doubles. The Board will make a decision based on the responses received.
4. Commitment Fee/Registration Fee. The Board discussed the proposal to combine the Team Commitment Fee and Registration Fee into one non-refundable fee, because it is less confusing to teams and less administrative work.
 - a. Action Taken: Kate Hunter made a motion to combine the commitment fee and registration fee into one non-refundable fee. The motion was seconded by Kelly Buhlmann. The Motion passed unanimously.
5. Board Rotation. Kelly has heard back from three of the four clubs eligible to nominate new board members with candidates. She is waiting to get the candidate proposal from the fourth club.
6. Final Board Meeting. The final board meeting for this operating year will be June 16, 2022, at 9:30 a.m. at Irvington Tennis Club.
7. Calendar. The Board reviewed the proposed calendar for the upcoming season and finalized and approved the dates.
8. S Division. The S Division has been very positively received by players and clubs alike. Three clubs have inquired about getting an S Division team but have been told there are none available.

B. Vice President, Joanne Reardon. Kelly Buhlmann reported that Joanne has secured Club Green Meadows for the Captain's Brunch and is working on ordering bag tags and gifts.

- 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 completed revising the Bylaws. The Board discussed having the Bylaws reviewed by an attorney after the non-profit status has been resolved. The Rules Committee was meeting again in April to review proposed changes and will have all proposed Rules changes for the June meeting.
- F. **Website Coordinator, Kate Hunter:**
 - 1. Player Additions: Kate reported that she has added a total of 38 players in the Spring session, including 8 players in the K Division and 5 in the I Division.
 - 2. Sub Issue: Kate reported there was an issue with a substitute player who had subbed in 7 matches and was removed from the drop-down menu despite being eligible to sub 3 more times. This was fixed to allow players to sub ten times. One player has already subbed 9 times.
 - 3. Server Issue: Kate explained the cause of the numerous server issues in April. The website is hosted by GoDaddy and GoDaddy was doing server maintenance and did not inform any of its customers in advance. Kate believes that these issues have been largely resolved.
 - 4. Defaults: Kate reported that defaults have continued to occur, with one A Division team having 14 defaults.

Old Business

Penny reported that our application for non-profit status was denied and reported that we needed to submit the long-form application (Form 1024), which she had completed and was going to review with the accountant later that day to get filed. Penny will also be requesting a refund for the Oregon penalties and interest that were paid for the late tax returns and will seek the appropriate remedy with the federal government as well.

Division/Club Reports.

F Division - Ellen. One team complained about the hospitality that their team received from a hosting club. No formal complaint was filed.

Adjournment: The meeting was adjourned at 12:50 p.m.

Next Meeting: Thursday, May 26, 2022 @ 10:30 am at The Irvington Club.

Minutes submitted by: Jeanette Thomas, Recording Secretary

Minutes approved on: Thursday, May 26, 2022.