

Greater Portland City League Tennis
Meeting Minutes
 June 7, 2012

I. Call to order

Elaine Sibley called the Greater Portland City League Tennis Association board meeting to order at 9:40am on June 7, 2012 at Multnomah Athletic Club.

II. Roll call

Members present were: Sue Lucke, Susan Bozarth, Kelly Buhlmann, Antonia Green, Elaine Sibley, Debbie Johnson, Kazzie Young, Joan Carnerio, Betsy Ouchida, Wendy Weddle, and Nancy Osborne. New board members present at 11:00am: Ann Cassin, Lois Gibson, Joni Hinton, Patricia McKinnon and Sierra Wright.

III. Corresponding Secretary: Kelly Buhlman

K Division: VTC vs. CGM (illegal player)

DISCUSSION	A Formal Complaint was submitted by VTC K team captain concerning CGM's use of illegal substitute players. Evidence was presented by both teams and players and was distributed prior to the meeting. A lengthy discussion ensued. No apparent rules violation was found and all agreed the CGM captain attempted appropriate avenues of communication with her team to provide full team coverage at matches. Kelly moved and Joan 2 nd no action be taken regarding formal complaint. Motion passed unanimously.
CONCLUSIONS	No action to be taken. Kelly to send letter to both teams with board's final decision.

IV. Approval New Board member: Elaine Sibley

DISCUSSION	Moved and 2 nd to approve the following nominations for new board members, approved unanimously. CGM - Joni Hinton: 1 yr unexpired term (Susan Bozarth, 2013) TD - Sierra Wright: 2 yr unexpired term (Pam Edinger, 2014) THPRC - Ann Cassin: 3 yr term (Debbie Johnson, 2015) VTC – Lois Gibson 3 yr term (Betsy Ouchida 2015) MPRC – Patricia McKinnon 3 yr term (Elaine Sibley, 2015) GLN – Offered 6/5; 3 yr term (Kazzie Young, 2015) Mike Stone contacted for PTC, no nominee name was provided so PTC has passed for this year. GLN has been contacted and Susan will provide Elaine with Quang Pham's info and/or Elaine will contact current team captains for name. Joan moved and Wendy 2 nd to accept above named city league players as new board members, terms and voting rights to begin August 15, 2012. Motion passed unanimously.
CONCLUSIONS	New board members approved for terms as above. Elaine to contact GLN for proposed board member. Joni Hinton, Sierra Wright, Ann Cassin, Lois Gibson, Patricia McKinnon will begin their prospective board terms and voting rights effective August 15, 2012.

V. Approval of minutes from last meeting

DISCUSSION	Corrections were made to the May 17, 2012 minutes. Future formatting consistency suggested; place motion in its own box and action items in stand-alone section.
CONCLUSIONS	Debbie Johnson moved, with Antonia Green 2 nd , to approve the May 2012 minutes as corrected. Minutes approved unanimously.

VI. Officer Reports:

President: Elaine Sibley

Requested Meeting, Roger McKee MPRC

DISCUSSION	Roger McKee requested meeting regarding MPRC's, initial board member nominee and the board's decision making process for approving new board members. Subsequently MPRC has nominated another player; Patricia McKinnon and it is unclear if Roger still wishes to meet. .
CONCLUSIONS	Elaine to contact Roger reconfirming his request for meeting. Sue Lucke will also attend potential meeting.

Vice President: Sue Lucke

Captains Brunch

DISCUSSION	Sue confirmed table decorations with Betsy, Kelly to assist with balloons. Susan & Kazzie working with Players East & West regarding case of balls from West and gift certifications from both. Antonia working with MAC for additional door prizes. Five door prizes will be distributed at the brunch. Coolers have been ordered. Pink bag tags have been ordered with bill sent to Kazzie. Assignments for Brunch: Greeter: Joan; Welcome Table: Wendy and Antonia, sign in and raffle tickets; Raffle Ticket Picks/Door Prize Distribution: Susan, Wendy and Joan; Champion Banner Distribution: Susan and Nancy. Note: Some banners are missing tubes. Discussion of purchase of tennis ball balloons at cost effective price. As part of 30 th Anniversary theme, suggestion to acknowledge players with the most years of City League Tennis play. Also suggested have 5, 10, 20, 30 year players stand to be acknowledged.
CONCLUSIONS	Sue to complete purchase of coolers and bag tags. Susan to email names of clubs missing banner tubes and Wendy to pick up IRV banner. Kelly and Betsy to investigate balloon purchase.

Treasurer: Kazzie Young

Financial Report

DISCUSSION	Monthly financial report reflects Rules & Regs Committee and Board lunches for May. Commitment fees have been collected. Stafford Hills commitment fees discussed with agreement since SH is receiving two teams, two commitment fees should be collected. Proposed 2012-2013 Budget reviewed, with one subtraction for potential cost of E&O insurance. The budget may be adjusted to reflect this change. Debbie moved and Joan 2 nd motion to accept proposed 2012-2013 Budget. Motion passed unanimously.
CONCLUSIONS	Proposed 2012-13 budget accepted. Elaine to email SHC informing them of commitment fees for their two teams in the upcoming season.

Website Coordinator: Debbie Johnson

Website Update Confirm Option

DISCUSSION	Olga has agreed to update the score sheet as discussed previously. Update will make sub entry easier and not allow one name to be entered multiple times, eliminating confusion. Debbie proposes to alleviate incorrect score entry and requests for score correction, by allowing opposing captains to confirm and change any errors they find. When a score is changed, the opposing captain will receive an email informing her of the change. If opposing captain doesn't agree, a dispute process can begin Vs current time consuming process of 5 – 10 score change requests per week, for the Website Coordinator. If proposed change exceeds \$1000, Debbie will bring revised cost to Executive Board for approval. .
CONCLUSIONS	Debbie to obtain cost and time estimate for score sheet update. Debbie will address differences between defaults and retirees at the Captains Brunch and definitions will be added to the FAQs on the website.

2012/2013 Schedules

DISCUSSION	2012-2013 Schedule dates have been distributed to all club managers. Proposed registration period is July 1-25. Two weeks should be enough time for schedule creation. Debbie moved and Joan 2nd the 2012-2013 online registration occurring from July 1-25, 2012. Motion passed unanimously.
CONCLUSIONS	2012-2013 Registration Period is July 1-25, 2012, with a 7/25/12 postmark date to Kazzie for registration fees. Division representatives to send out email regarding registration deadlines, request current captains to pass information on to new captains and provide new captains with passwords. Request Outgoing Division Reps copy message to Incoming Division Reps for future reference.

VII. Division Representatives:

Player Request: Facility Ban: Debbie Johnson

DISCUSSION	Due to internal club circumstances, SAC has banned a City league player from their premises. The player has requested a default for the upcoming match in which she may be scheduled to play. The City League Executive Board agreed City League would not interfere with the SAC management decision on this player and denied the requested default. It is the player's responsibility to notify her captain she is unavailable to play the match. SAC's decision related to this player is a private matter between SAC management and the player.
CONCLUSIONS	City League denied the player's requested default and will not interfere with SAC management's decision.

VIII. Old business

a) **Archive Old Minutes** – Susan Bozarth

DISCUSSION	Archiving is completed and CD is ready for pick up. Cost is \$99.96. All items searchable and 2011-2012 will be added.
CONCLUSIONS	Susan receiving check from Kazzie to pay digitizing company and will pick up CD. Susan to instruct incoming Recording Secretary on how to continue archiving minutes.

b) **Nike Store Visit** – Wendy Weddle

DISCUSSION	Wendy has been pursuing a contact and will talk to friend within the company for a store visit, possibly in 2012-2013 season. Debbie stated the PAST&E tea party fundraiser will be at Nike with an opportunity to visit the Nike store as well.
CONCLUSIONS	Wendy continuing to inquire about a potential visit for City League players.

c) **E&O Insurance** – Kazzie Young

DISCUSSION	Quote received from broker for City League purchase of E&O Insurance. \$830/year premium. Discussion on hiring an attorney to review insurance coverage and assist City League to determine what coverage if any is warranted and adequate. Antonia has procured a pro bono attorney to assist with this review. Questions on need to change the status of the board to an LLC. Elaine suggested an insurance committee be formed.
CONCLUSIONS	Antonia to provide attorney with City League status/situation information to assist Board in understanding our legal situation and potential insurance needs. An Insurance and Legal Investigation Subcommittee was formed with Antonia as chair, and members Wendy, Sue, Kazzie and Nancy.

d) Formal Complaint Process – Kelly Buhlmann

DISCUSSION	Proposed Formal Complaint process discussed with corrections and changes suggested. Board agreed, final Formal Complaint Process will be added to the website.
CONCLUSIONS	Elaine to email board members formal complaint process document, all suggestions to be returned to Kelly Buhlmann by 6/21/12. Formal Complaint Process Committee will finalize the document with final version emailed to board for review and implementation.

e) Team Commitment-Antonia Green

DISCUSSION	Antonia proposed the due date for Commitment fees be moved to April 30th. Change would allow teams to be added to clubs sooner and require changes to the Rules & Regs, page 3. Debbie explained moving dates forward would not necessarily solve the team addition problem. When a team registers and does not have enough players they tend to drop the team at the last minute. Patricia shared MPRC asks all their players to commit much sooner than the board's request which helps their club know very early if a team has a full roster of players. Antonia moved to table the motion until September 2012.
CONCLUSIONS	Tabled until September 2012

f) Bylaws Committee-Elaine Sibley

DISCUSSION	Bylaws Committee presented proposed changes to current Bylaws for 2012/2013. Suggestions/corrections were made. Antonia moved and Wendy 2 nd to accept Bylaws changes as presented with corrections and changes. Motion passed unanimously.
CONCLUSIONS	Changes to be made, final version to be distributed to board members and presented at Captains Brunch.

g) Rules & Regulations Committee– Debbie Johnson & R/R Committee

DISCUSSION	Request from LOTC for assistance with court time availability limitations, to help eliminate “retired matches”. After discussion of multiple options, Debbie moved and Joan 2 nd , to take no action this year via the rules for LOTC time issues and continue to partner with LOTC in finding viable solutions (i.e. board member present at LO home matches helping to regulate time, discontinue alternate game end changes, start single matches 30 minutes earlier if possible). Motion passed with 8 approvals, 1 abstention. Board discussed all Rules and Regs modifications. Debbie moved and Antonia 2 nd to accept the rules as modified. Motion passed with 8 approvals, 1 abstention.
CONCLUSIONS	City league will monitor LOTC retires and complaints during 2012/2013 season. Formal request becomes an Action Item to be revisited, Spring of 2013, by the Rules & Regs committee. Recording Secretary to maintain rules and regs issues list. Elaine to contact Salem captain for decision on identification of club courts they will use for home matches..

IX: New business

a) New Board Member Assignments-Elaine Sibley

DISCUSSION	Incoming Board members assigned divisions.
CONCLUSIONS	Anne Cassin - B Division; Lois Gibson - C Division; Patricia McKinnon - F Division; Joni Hinton - G Division; Sierra Wright - J Division. K Division will be assigned to new board member from GLN.

b) Election of Officers-Elaine Sibley

DISCUSSION	Elaine moved and Joan 2 nd to approve the following officers: Susan Lucke – President; Antonia Green – Vice President; Wendy Weddle – Treasurer; Kelly Buhlmann – Corresponding Secretary; Anne Cassin – Website Coordinator; Lois Gibson – Recording Secretary. Motion passed unanimously.
CONCLUSIONS	Above named to be 2012-2013 City League Officers.

c) New Teams, Division Levels-Debbie Johnson & Elaine Sibley

DISCUSSION	New team additions were discussed. West Hills has yet to respond to court availability for H Division team. LOTC is also looking into available courts for new Wednesday team who moved up. J&K Division could potentially add a team if there is court availability.
CONCLUSIONS	Stafford Hills to receive a team in the C and H Division.

d) Temporary Website Coordinator, Paid Position - Elaine Sibley

DISCUSSION	Board discussed hiring current website coordinator as consultant for scheduling, future enhancement advice and mentoring new website coordinators. Joan moved and Wendy 2 nd to provide gift certificate in amount to equal \$20/hour for website assistance and scheduling. Motion passed with 8 approvals, 1 abstention.
CONCLUSIONS	Current Website Coordinator to be hired as consultant and paid via gift certificate value to equal \$20/hour.

e) Players Sale-Kazzie Young

DISCUSSION	Kazzie moved and Joan 2 nd the distribution of Players Racquet Shop discount fliers to all captains. Motion passed unanimously.
CONCLUSIONS	Division Representatives to distribute to team captains, Players Racquet Shop discount fliers.

IX. Tabled business

- a) **Stafford Hills Invitational**
- b) **Move of Commitment Fee date to April 30th**

X. Adjournment

Elaine Sibley adjourned the meeting at 3:07pm.

Next meeting: August 15, 2012, 9:30 AM to 11:00 AM, Captains Brunch

Minutes submitted by: Susan Bozarth, Reporting Secretary

Minutes edited by: Elaine Sibley, President

Minutes approved on: