

Minutes
Greater Portland City League Tennis, Board of Directors Meeting

June 10, 2021, 9:30am, Elmer's, Beaverton

President Kelly Buhlmann, Greater Portland City League Tennis Association, called the Board Meeting to order at 9:40am, June 10, 2021.

Roll Call: Members Present: Kelly Buhlmann, Elaine Sibley, Joy Kolensnikoff, Patricia McKinnon, Kate Hunter, Kelley Nielsen, Joanne Reardon, Jill Craven and Jeanette Thomas, new board member, replacing Jill.

Absent: Penny Birkhofer, Patty Morrison, Ellen Mulherin, and Alisa Rakoz.

Approval of Minutes: May 20, 2021-Board Meeting: Minutes unavailable, approval will be completed electronically at a later date.

Officers Reports:

President, Kelly Buhlmann

Introduction: Jeanette Thomas, From MAC will replace Jill Craven, effective at the close of today's meeting.

Conclusion: Jill will vote on any motions today, Jeanette will approve May minutes when available.

Discussion: Updating Club information:

Conclusion: Elaine Sibley will replace Nikki Blackburn as PAC contact person, with Anthony Blackburn.

Discussion: Registration: Timeline for Registration deadline information to be sent to Division captains and co-captains.

1. June 24, send out notice for registration with details;
2. July 1, on line registration begins, send reminder of Registration Fee deadline of July 8;
3. July 5, Joy will send out list of teams who have not sent in registration Fee, for Division Rep follow-up. Fee MUST be postmarked by July 8;
4. July 15, send out message to complete all roster changes by July 22;
5. July 22, Registration, CLOSED

Conclusion: Schedule as above

Discussion: Board Meeting: Date, time, location.

Conclusion: July 29, 2021; 10:30 am; Zoom.

Discussion: Post Registration timeline;

Conclusion: July 26, All team registration data sent to Debbie J; August 3, Match schedules completed; August 3, Debbie sends vacant match dates to Kelly and Elaine; August 3 - 6, Senior Division match schedule created.

Discussion: Captains Zoom Meeting; August 11, 9:30 AM

Conclusion: When captain unable to attend ask co-captain or another team member to attend.
Notify Division Rep of attendee's name and email address, for invitation to be sent.

Discussion: All board members will have job assignments.

Conclusion: Jeanette T will take on future at MAC for board meetings and determine MAC parking options for CL matches starting September.

L.O. will have no matches at LO, will be played at Lewis and Clark, parking pass required, payment mechanism, TBD.

Vice President, Joanne Reardon

Discussion: Marketing updates, How To Join; Includes map of Tennis Club location; Jo needs list of public clubs, they will be asterisked. Question from Kate, how put on website, what will it look like?

Conclusion: Button to access; welcome paragraph; link to maps and Tennis Club list.
Public clubs: GLN, LOTC, PTC, TH, VTC.

Discussion: Captains Meeting; August 11, 2021; 9:30 AM; Zoom

Conclusion: Captain's Brunch will be short, with breakout session for each division, Reps communicate with captains, answer questions, etc. Prior questions requested, send to Elaine prior to captain's Meeting. New captains session at end, stay on zoom after breakout sessions.

Treasurer, Joy Kolensnikoff

Discussion: No physical report due to computer issues. Commitment Fees; MAC, just arrived; Awaiting PTC, S team;

Conclusion: Financial report will be sent out once computer issues resolved.

Resolution Coordinator, Elaine Sibley

Discussion: Potential for temporary rules for 2021/2022, CL year ONLY;

Conclusion: Issues; Default full match, move to last team at end of season?; Questions/issues, send to Elaine.

Website Coordinator, Kate Hunter

Discussion: Scheduling: Debbie may not wish to create our schedules after this year; Patricia and Kate will meet with Debbie soon; blackout dates will also be finalized with Debbie.

Conclusion: The board needs to explore Debbie's recommendations for alternate scheduling programs.

103 team have committed for 2021/2022 season.

Division Rep Reports:

Request for 2 years of financial reports from a team member. Kelly responded to the team member with available information.

New Business:

Discussion: Sunshine assignment; President created a new board member responsibility. Sunshine responsibilities include; acknowledging board members birthdays and special occasions.

Conclusion: Kelley N will take on Sunshine responsibilities.

Discussion: Patricia M requested clarification of how Exec Committee communicates in timely manner, any decisions made/actions taken, to full board.

Conclusion: All decisions and actions are reported by President at next full board meeting. Currently, Exec Committee meets to prepare for items on next full board meeting agenda, to improve efficiency of meetings.

Discussion: Patricia expressed concern Bylaws do not state if President is voting member or not. Robert's Rules have been investigated and a board may decide either way.

Conclusion: Elaine will prepare draft Bylaw rule for inclusion in Presidents responsibilities, clarifying President shall be a voting board member.

Discussion: Deadline for Team Fee receipt, how firm is deadline, how much flexibility is warranted?

Conclusion: Commitment fee delay in receipt will be decided on an individual team basis, based on available information.

Registration fees must be postmarked by deadline.

Deadlines will be reinforced in all communication related to registration.

Discussion: Financial documentation discovered to have some crucial errors. Joy and Penny reviewed all back checks, and financial documentation.

Conclusion: All issues resolved with necessary information sent to accountant.

Discussion: Match lunches; Issues related to clubs allowing lunch or not, homemade food vs store or facility purchased.

Conclusion: Any decision on match lunches will wait until all clubs have made their decisions. If not unanimous decision, NO lunch until 2nd-half session begins.

Next Meeting: July 29, 2021; 10:30am; Zoom

Adjournment Time: 11:45 AM