

**Greater Portland City League Tennis  
Board Meeting Minutes  
September 21, 2017**

**I. Call to order**

President Barbara Farmer called the Greater Portland City League Tennis Association Board meeting to order at 10:35 am on September 21, 2017 at Multnomah Athletic Club.

**II. Roll call**

Members present were: Barbara Farmer, Mary Klinger, Barb Schmitz, Jian Xu, Sydney Taggart, Penny Birkhofer, Jennie Lee, Linda Brumder, Nikki Nadig, Marilyn Smith, Patricia McKinnon.  
Absent: Kim Stevens

**III. Approval of minutes from last meeting**

**Recording Secretary: Jennie Lee**

<b>DISCUSSION</b>	Minutes from the meeting held on June 15, 2017, were approved via email by the 2016-2017 Board members.
<b>CONCLUSIONS</b>	No action necessary.

**IV. Officer Reports:**

**President: Barbara Farmer**

<b>DISCUSSION</b>	Board Members and Division Representatives were introduced. Patricia distributed notebooks containing pertinent Board information to all Board members. Preferred contact method for each Board member was established.
<b>CONCLUSIONS</b>	Members are to review documents enclosed for updated info and become familiar with content.

**Vice President: Nikki Nadig**

<b>DISCUSSION</b>	The August Captains' Brunch was reviewed. The budget was met due to generous donations by Players Racquet (both East and West) and by purchasing gifts for winning teams from a local vendor.
<b>CONCLUSIONS</b>	Nikki noted suggestions for next year's brunch.

**Treasurer: Kim Stevens**

<b>DISCUSSION</b>	Report sent via e-mail. It was noted the league is under budget at this time.
<b>CONCLUSIONS</b>	Report accepted.

**Resolution Coordinator: Patricia McKinnon**

<b>DISCUSSION</b>	Patricia explained the complaint received from Kim Wheeler, a player (not the captain) on the Columbia Gorge H Team who misunderstood that she needed to notify the captains that she did not intend to play for the team this season. She subsequently missed the deadline to switch teams. After discussion a motion was made by Patricia and seconded by Marilyn to deny Kim's request to switch teams before midseason registration. Motion passed unanimously.
<b>CONCLUSIONS</b>	Patricia will send a letter explaining the Board's decision to Kim Wheeler and Christie Reed, captain of CG H, and she will make a note to amend the rules in the spring to state that only captains can submit formal complaints.

**Website Coordinator: Marilyn Smith**

<b>DISCUSSION</b>	Marilyn gave an update on the website and asked board members to remind captains of a few issues: 1) no player deletions until midseason registration; 2) there is specific order to defaults if they are known before the match starts (See Rules, Lateness and Defaults); 3) when filling out score sheets be sure to use first and last names of players as listed on team rosters. Marilyn also reported that she was asked for a score sheet that can be filled in on the computer, but there are no plans to provide one at this time.
<b>CONCLUSIONS</b>	Division reps should remind captains of the above points.

**V. New Business**

**Barb Farmer**

**Captains' Brunch**

<b>DISCUSSION</b>	Barb reviewed meeting dates for the current board and suggested holding the Captains' Brunch later in the month of August.
<b>CONCLUSIONS</b>	The Brunch date will be August 15, 2018.

**Team Wait List**

<b>DISCUSSION</b>	Barb suggested that we no longer publish the team wait list on the website. More factors than position on the list affect the decision of which club will get a new team.
<b>CONCLUSIONS</b>	An ad hoc committee was formed to address issues that affect the wait list and new teams, and will consist of Barb F., Patricia, Nikki, Mary and Marilyn.

**Adjournment:**

**President Barbara Farmer adjourned the meeting at 12:10 pm**

Next meeting: **October 19, 2017**

Minutes submitted by: Jennie Lee

Minutes approved on: November 16, 2017