

Greater Portland City League Tennis  
Board Meeting Minutes  
September 20, 2018

- I. **Call to order** by President Nikki Nadig at 10:35 am at the **Multnomah Athletic Club**.
- II. **Roll call: Members present** – Nikki Nadig, Barb Schmitz, Alisa Rakoz, Penny Birkhofer, Kelly Buhlmann, Kelley Nielsen, Jennie Lee, Patricia McKinnon, Mary Klinger, CynDee Brockett, Jian Zu. **Members Absent** – Linda Brumder, Elaine Sibley

**III. Approval of minutes from June 14, 2018 meeting**

DISCUSSION	A motion was made and seconded to approve the June 14, 2018 meeting minutes.
CONCLUSIONS	The minutes were approved as submitted and will be placed on the City League website.

**IV. Officer Reports:**

**President: Nikki Nadig**

DISCUSSION	Board notebooks were distributed. Patricia is available to be back-up support for Division Reps if they need coverage.
CONCLUSIONS	Keep Board and captain contacts in your phone. Teach your captains to find their own answers in FAQs and Rules and Regulations.
DISCUSSION	2018-2019 Focus: Scheduling issues at Lake Oswego. Club has 5 teams playing on one day. This leaves no room for any reschedules. Other focus: Defaults and use of substitutes. Some teams are defaulting frequently.
CONCLUSIONS	Scheduling committee will be formed to discuss these issues and possible solutions and will include: Nikki, Mary, Debbie (scheduler), Patricia, and Kelly B. Default and substitutions will be tracked all year. Jian and Debbie will run reports.
DISCUSSION	Policies and Procedures manual. The Board needs a working manual we can refer to and add to as needed.
CONCLUSIONS	Board members make sure there are documented procedures for your responsibilities that can be included.
DISCUSSION	Brunch recap: new captains arriving early was good, menu was good, game was fantastic. Next year we need bigger table markers. Having prizes small made them easy to hand out and carry. Nikki received the replacement towels with the correct champion logo and will distribute to winning captains.
CONCLUSIONS	Nikki will communicate with Mary about planning responsibilities of 2019 brunch.

**Vice President: Mary Klinger**

DISCUSSION	Nothing to report.
CONCLUSIONS	Mary will cover for Nikki during her upcoming travels 9/21-10/7.

**Treasurer: Penny Birkhofer**

DISCUSSION	Penny presented the Annual Treasurer's Report and recommended that with a stable income and relatively stable expenses the board should examine the balance being carried forward.
CONCLUSIONS	Reasons for any future increase in team fees need to be communicated to captains.

**Resolution Coordinator: Kelly Buhlmann**

DISCUSSION	Kelly presented three issues. 1. A captain did not ask for lateness penalty at the time of the match and wonders if she can do it now. Answer: no, penalty must be taken at the match. 2. A captain had questions regarding several issues after a match in the I division. As there were no real rule violations, Kelly will contact captain to explain the relevant rules. 3. Two players requested an exception to the rule of only transferring teams at midseason and asked to move from TH K team to PAC H team. After discussion, a motion was made and seconded to deny this request and passed unanimously.
CONCLUSIONS	Kelly suggests clarifying the wording of the rule regarding player registration and suggests that captains could be further educated in a spring email from president. Maybe add a “New to City League” section on website so prospective members could gain a better understanding of the league and the rules. Formal complaint process was reviewed. Kelly asks for us to contact her again if we haven’t had responses from her within 3 days.

**Website Coordinator: Jian Xu**

DISCUSSION	Jian reported that 40 players have already been added to team rosters. She has had a few matches rescheduled and is working on a score report change.
CONCLUSIONS	Jian needs copies of both original scoresheets in order to change the recorded score.

**V. Division Reports:**

**A Division Rep: Jennie Lee**

DISCUSSION	Jennie reported that some captains wanted to reschedule matches. Jennie reminded them that both captains must agree on a reschedule date, confirm with the facility, and then notify the website coordinator with new date.
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**E Division Rep: Alisa Rakoz**

DISCUSSION	Alisa reports that D and E captains were talking at brunch about poor lunches. There were problems last year about not enough food or not appropriate food.
CONCLUSIONS	Nikki will include in an email to captains.
DISCUSSION	Alisa brought up the question of whether we need to update the cell phone rule to include players’ smart watches. At USTA sectionals this summer, if a player’s smart watch receives texts, they had to take it off. City League rules require that phones are turned off. If the phone is turned off, then the watch would not receive texts.
CONCLUSIONS	This is an issue we will continue to monitor. Patricia will investigate USTA rules regarding smart watches.

**VI. Old Business**

**Data Retrieval and Storage Committee**

DISCUSSION	Jian, Penny, Jenny and Mary will continue the work of the committee. Nikki received 3 boxes of past documents from Barb Farmer and will sort through them.
CONCLUSIONS	Nikki will ask our website provider about the possibility of having a Board members section on the website that could include policy and procedures, required financial records and other important documents.

## **MAC Parking Patricia**

DISCUSSION	MAC Parking: still no resolution.
CONCLUSIONS	Patricia will continue to follow the issue and advocate for guest spots for visiting City League teams.

## **VII. New Business**

### **Match start times**

DISCUSSION	New match start times seem to be going well. Glendoveer start time is listed as noon, but courts are available at 11:45.
CONCLUSIONS	Jennie will follow up with Glendoveer to see if matches could start at 11:45.

### **Captains and their use of subs**

DISCUSSION	Board discussed different ways that clubs keep or rotate team captains and the ways that captains use subs.
CONCLUSIONS	The Board will continue to monitor use of subs.

## **VIII. Adjournment**

Meeting adjourned at 12:33 pm

Next meeting: October 18, 2018 – 10:30 am

Minutes submitted by: Mary Klinger, VP

Minutes approved on: October 18, 2018