

**Greater Portland City League Tennis Association  
Board of Directors Meeting  
Minutes, Thursday, September 16, 2021  
10:30 am, Irvington Club**

**Call to Order:** Kelly Buhlmann called the meeting to order at 10:35 a.m.

**Members Present:** Joanne Reardon, Elaine Sibley, Kate Hunter, Patricia McKinnon, Patty Morrison, Jeanette Thomas, Kelley Nielsen, Joy Kolesnikoff, and Penny Birkhofer attended in person. Kelly Buhlmann and Alisa Rakoz attended by telephone.

**Members Absent:** Ellen Mulherin.

**Review/Approval of Minutes for September 1, 2021 Board Meeting:** The September 1, 2021, minutes were approved with changes. Because it was a closed meeting, a short statement regarding the meeting will be posted on the website.

**Officer Reports**

- A. Kelly Buhlmann, President. Kelly reported the Board responded to the Stafford scheduling request in writing and sent a letter on September 8<sup>th</sup>. She had not heard back from Stafford regarding the Board's Response.
- B. Joanne Reardon, Vice President
  - The Board discussed the need for a permanent mailing address for City League related correspondence and bills. Joy will work to find a centrally located Post Office box.
  - End of terms. Patricia will update the Board Rotation List to identify the four clubs that are due to serve on the Board. The recording secretary will be responsible for keeping the records on this going forward.
- C. Jeanette Thomas, Recording Secretary. To ensure that minutes are retained, the Board determined that the budget should include the cost of a new laptop, regular software updates and a backup hard drive to ensure that the minutes and records are all retained. Jeanette will purchase a hard drive and submit a receipt to Joy for reimbursement.
- D. Joy Kolesnikoff, Treasurer. Joy presented the current financial report. The bank statements are accurate except for a couple of checks written and not yet cashed. City League is in good financial health because of the cancellation of the Captains' Brunch. Going forward the budget will track the fiscal year, July 1 – June 30<sup>th</sup>.
- E. Elaine Sibley, Resolution Coordinator.
  - The revised FAQs are posted on the website.
  - Match Default: A division captain appealed the default of a singles match. The match occurred on September 1<sup>st</sup>, the first posted day to add new players. The captain sought to add a new player on August 30<sup>th</sup>. Prior to playing the match, the captain informed the opposing captain that the player's addition was pending, and they both agreed to play the match. The new player was not added before the scores were reported, which

resulted in a default against the team.

- i. Action Taken: Kate Hunter made a motion to overturn the default because of the timing of the match and the player addition period and miscommunications on when players could be added. The motion was seconded by Joanne Reardon and was passed unanimously. Kate will reverse the default and adjust the score on the website. In the future, the player addition period will begin on the date of the Captains' Brunch or when the schedule goes live.

F. Kate Hunter, Website Coordinator. Kate reported that she has added ninety (90) new players, for a total of 1,845 players rostered. There have been five (5) matches rescheduled, thirty-four (34) substitutions, and eight (8) defaults: five (5) at singles and three (3) at D4. There is also one incomplete match with one line left to play. Kate noted teams may not transfer or move players until January 14-16, 2022.

### **New Business**

- Patricia McKinnon: The Board discussed eliminating the team commitment fee and instead charging one registration fee. This will be considered as part of the Rules update in the Spring.
- Parking at MAC: The MAC is implementing a new gate system in the garage and visiting teams will not be allowed to park in the main parking garage once it is fully implemented. Although they are guests, they will be directed to park in the overflow lot on NW 20<sup>th</sup> Avenue. This is a Club management decision, and we will not be able to get an exception for City League.

### **Old Business**

Penny Birkhofer: There is no update from the accountant as he has been unable to connect with anyone at the IRS.

### **Division Reports**

Alisa Rakoz, E Division. Alisa reported that she is receiving emails from captains who are new and not familiar with the Rules and have questions. She has received several emails from players/captains from a club that voiced their displeasure about the match format including singles but no D5 as they would prefer either no singles or no singles and D5.

**Adjournment:** The meeting was adjourned at 12:14 p.m.

**Next Meeting:** Thursday, October 21, 2021 @ 10:30 am at The Irvington Club.

Minutes submitted by: Jeanette Thomas, Recording Secretary

Minutes approved on: Thursday, November 18, 2021

**Greater Portland City League Tennis Association  
Board of Directors Meeting  
Minutes Wednesday, September 1, 2021 @ 8:00am, Zoom Meeting  
Closed Session**

A closed session of the City League Board was held to address the request by Stafford Hills Club to reschedule double-booked matches for the 2021-22 City League season. The Board responded in writing to the request.