

Minutes
Greater Portland City League Tennis Association
Board of Directors Meeting
Thursday, September 21, 2023, 10:30 am, Irvington Club

Call to Order: Patricia McKinnon called the meeting to order at 10:37 a.m.

Members Present: Patricia McKinnon, Kate Hunter, Elaine Sibley, Linda Brumder, Patty Morrison, Joy Kolesnikoff, Timothea Barnatan, Tara DeLaRosa, Cindy Dorado, Teresa Darling

Members Absent: Ellen Mulherin, Alisa Rakoz, Penny Birkhofer

Confirmation of Board Positions: A motion to confirm the following Executive Committee and Board Advisor positions, requested by the President, was approved.

Vice President:	Patty Morrison
Secretary:	Timothea Barnatan
Board Advisors:	Kate Hunter

Approval of Minutes: Minutes from the June 8, 2023 were reviewed and approved as corrected.

I. Officer Reports

A. President, Patricia McKinnon

1. Captains' Brunch: The brunch was well attended with positive feedback on the location, menu and parking. It was suggested that one banner and the winning team gift be displayed for all attendees to view. A review of the raffle prize distribution process concluded that it was a random drawing and with no recommendation for future changes.
2. Division Representative Responsibilities: All Division Representatives have received a list with captain and co-captains' email contact information. Responsibilities include responding to questions and concerns and forwarding all messages from the President to their division with a completion confirmation reply within 48 hours. When a representative is unavailable, alternative Board Member must be requested to cover the division responsibilities and communication. The temporary alternate board members name, contact information and coverage duties must be provided to the division and President.
3. Additional Responsibilities: Non-executive Board Member were asked to volunteer for the Lunch and Zoom meeting coordination. Tara DeLaRosa accepted.
4. Board Meeting Dates: every third Thursday at 10:30 am, with the following exceptions:
 - a. December, July and August: no meeting

- b. Thursday, June 13th at 9:30 am.
- c. Captains' Brunch Wednesday, August 14, 2024

- B. Vice President, Patty Morrison: Nothing to report
- C. Treasurer, Penny Birkhofer: reported by Kate Hunter:
 - 1. Fiscal Year: runs from July 1 through June 30. Budget for year 2023/2024 ready for review and approval at October Board meeting.
 - 2. August, September and October expenses: these remain due to last year's bank account transfer and will be removed.
 - 3. Scheduling: MaureenDugan will be handling future match scheduling.
 - 4. Brunch expenses: Currently not on budget, will be included as an action item for next meeting.
 - 5. Bank Account: need to change the responsible parties on the bank account to reflect current Board positions.
- D. Recording Secretary, Timothea Barnatan: Nothing to report
- E. Website Coordinator, Teresa Darling: In the process of updating website, working on rosters, updating important reminders. Discussion of time required for Website Coordinator to post new information and add rostered players. No specific timeframe will be added. Captains are responsible for checking their rosters once notified by the Website Coordinator.
- F. Resolution Coordinator, Elaine Sibley: No current issues. A revised Formal Complaint Process document has been posted on the website.

II. **Old Business**

- A. Review of team placement. Discussion of necessary changes to team placement after June 2023 meeting. West Hills withdrew request for J team, PTC accepted J team, CG returned G team, SAC returned E team, TH returned J team.
- B. Review of new teams awarded: Available teams will be posted on the website in January. Tennis clubs will be advised of team availability. Requests will be reviewed and teams assigned at the June meeting. Currently C, D, E, G, G, H, and J teams are available for the 20242/2025 season.
- C. Rules and Bylaws: updated, approved and posted on the website.
- D. Formal Complaint Process Document: updated and posted on the website.
- E. FAQs: Review of proposed revisions progressing.

III. New Business

- A. Updating homepage: The homepage will have new important reminders added and a current shout out.
- B. Order of Play: Match format will remain Singles, #1 and #4 Doubles, first round. #2 and #3 Doubles, second round. #5 Doubles will be evaluated throughout the season.

IV. Division Reports:

A & B Division: Cindy Dorado: Default error, corrected by captain, use of ineligible player, score corrected. Spring match reschedule noted.

C, D, F Divisions: nothing to report

E Division: Alisa Rakoz: Request game balls for October to be pink in support of breast cancer awareness. Not a mandate the board can undertake. Both captains may agree for an individual match.

G Division, Joy Kolesnikoff: Captains expressed concern that there are only 7 teams in division. Response: Unforeseen events led to dropping of team after June meeting. Captains may choose to schedule an additional friendly match for added match play; however, it will not be recorded as a City League match.

H, I, J, K Divisions: nothing to report.

S Division: Elaine Sibley: Shout out was received for CGM team from VTC, will be submitted for posting on website.

V. Additional Discussion

Adding Players: Review of the additional player number and sub limit allowed in the rules. Agenda item for future meeting.

Loss of court time: discussion of current rule when court time expires before a match is completed. Currently the home team must retire the match regardless of the score. Elaine presented two current rules that may assist our exploration of a better resolution. Elaine will research the current related USTA rules and distribute options to Board Members. Agenda item for future meeting.

Review of S Division: Trial period runs through current 2023/2024 season. Topics for future discussion: continue to allow double rostering on C-K and S teams. Allow S team players to sub on A-K teams. Board will continue to monitor issues. Agenda item for future meeting.

Meeting adjourned at 12:25 pm.

Next Meeting: Thursday, Oct. 19, 2023 at 10:30 am, The Irvington Club.

