

**Greater Portland City League Tennis  
Board Meeting Minutes  
October 17, 2019**

**I. Call to order by Vice President Kelly Buhlmann at 10:35 am at the Multnomah Athletic Club.**

**II. Roll call: Members present – Kelly Buhlmann, Joanne Reardon, Elaine Sibley, Jill Craven, Nikki Nadig, Alisa Rakoz, Kate Hunter, Kelley Nielsen, Jian Xu**

Absent: Mary Klinger, Cathy Jones, Linda Brumder

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

Recording Secretary: Nikki Nadig for Linda Brumder

<b>DISCUSSION</b>	A motion to approve the September meeting minutes was made, seconded and passed unanimously.
<b>CONCLUSIONS</b>	Minutes will be posted on the website.

**IV. Officer Reports:**

**President: Kelly Buhlmann for Mary Klinger**

<b>DISCUSSION</b>	The board discussed our shared concern for Mary and her missing son, and ways we may be able to help.
<b>CONCLUSIONS</b>	Kelly will send out the link with information to all City League players.
<b>DISCUSSION</b>	To improve efficiency in our board communications to all players, Kelly suggested emailing directly to captains and co-captains instead of going through the division reps. She will work with Jian to set up a distribution list. When that is complete, she will email reminders about the player addition deadline (October 31 <sup>st</sup> ), rescheduling instructions and the importance of letting the Website Coordinator know if matches are rescheduled. Division reps will be copied on the email.
<b>CONCLUSIONS</b>	Email list will be updated and email distributed.
<b>DISCUSSION</b>	To make it easier to find important documents, Kelly proposed moving the Rules and Bylaws from the Documents/Forms section of the website and adding them to the FAQs section. The FAQs button would be changed to Rules, Bylaws and FAQs.
<b>CONCLUSIONS</b>	A motion to make this change was made by Kelley, seconded by Jill and passed unanimously. Jian will contact Olga.
<b>DISCUSSION</b>	Kelly suggested taking pictures of match lunches that we can show at the Brunch.
<b>CONCLUSIONS</b>	Board members will take pictures of lunches.

**Vice President: Kelly Buhlmann**

<b>DISCUSSION</b>	Nothing to report.
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**Treasurer: Nikki Nadig**

<b>DISCUSSION</b>	Nikki presented the current financial report and the final report from last year. All expenses from the brunch have been paid. We ended last fiscal year approximately \$1000 under budget.
<b>CONCLUSIONS</b>	A motion was made by Elaine and seconded by Jian to approve the financial reports. It passed unanimously.

**Website Coordinator: Jian Xu**

<b>DISCUSSION</b>	Since the beginning of the season there have been 12 defaults (6 at singles) and 97 substitutions. Sixty-seven new players have been added since registration closed.
<b>CONCLUSIONS</b>	Player addition deadline is October 31 <sup>st</sup> .
<b>DISCUSSION</b>	Two teams rescheduled a match without notifying Jian.
<b>CONCLUSIONS</b>	Kelly will remind captains that the Website Coordinator must be notified when matches are rescheduled.
<b>DISCUSSION</b>	One captain complained that subs weren't circled on the scoresheet.
<b>CONCLUSIONS</b>	This is not required, but considered a courtesy.
<b>DISCUSSION</b>	One player asked to have her name changed on her team roster. This is not usually done as it can impact the way the system counts substitutions.
<b>CONCLUSIONS</b>	Jian will contact the player.
<b>DISCUSSION</b>	At our last meeting a request was made to keep player statistics on the website for a longer period of time to help new captains. Statistics are deleted before registration. Jian discussed this with Olga and there is not an easy way to keep the data accessible for all captains, but we could keep a backup of the data for a year that Jian can access at the request of the captains.
<b>CONCLUSIONS</b>	Statistics will be backed up at the end of the year and can be accessed by the Website Coordinator when specifically requested by captains.

**Resolution Coordinator: Elaine Sibley**

<b>DISCUSSION</b>	Elaine was notified that a player is on the roster for the CGM A team and the CG C team. (under different names). As she did not play last year due to injury, she may not have realized she was still on the CGM A roster when she asked to be added to the CG C team. She has played in a match for the CG team, but she is considered an illegal player as no one can be on two teams. No formal complaint has been made. The board discussed the best way to proceed.
<b>CONCLUSIONS</b>	Elaine will notify both captains that she is an illegal player and cannot play for the remainder of the season, though she can ask the CGM A captain to transfer her to the CG C team at mid-season. Elaine will also notify the captain of the opposing team that an illegal player played in the match. Jian will remove her from the CG team.

**V. Division Reports**

**Division G – Nikki Nadig**

<b>DISCUSSION</b>	CGM and LO – Green agreed to split their match as it was scheduled on a Wednesday rather than the usual Tuesday and several players for CGM were unavailable.
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**Division I – Joanne Reardon**

<b>DISCUSSION</b>	A player asked to be moved from one team to another.
<b>CONCLUSIONS</b>	After registration has closed, players can only transfer between teams at mid-season.
<b>DISCUSSION</b>	Some players were accused of coaching players on the adjacent courts during a match. After the match, the captains discussed the situation and decided to remind all players that remarks that can be considered coaching are never allowed and each player should review the rules.
<b>CONCLUSIONS</b>	No action necessary by the Board.

**Division J – Kelley Nielson**

<b>DISCUSSION</b>	During a match between TH and MP, the D1 players inadvertently played the D5 players. Captains agreed it was an honest mistake of going to the wrong court at the beginning of the match and agreed to input the scores as played.
<b>CONCLUSIONS</b>	All players should verify that they are playing the correct opponents at the beginning of the match.

## VI. Old Business

### Senior Division

<b>DISCUSSION</b>	Kelly will invite the two ladies who proposed the Senior Division to present their proposal to the full board at our next meeting. She will also invite Debbie Johnson, our scheduler. She asked for volunteers willing to be on the subcommittee to gather more information.
<b>CONCLUSIONS</b>	A subcommittee will consist of Kelly, Nikki and Elaine.

### Archiving Data

<b>DISCUSSION</b>	Kelly asked for volunteers for a data storage subcommittee
<b>CONCLUSIONS</b>	Jill, Elaine and Cathy will be on the subcommittee with help from Jian.

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### Single Use Plastics

<b>DISCUSSION</b>	The city of Portland has a new plastics reduction policy and Elaine asked if the Board would support encouraging teams to cut down on single use plastic (cutlery, tablecloths, etc.) used at match lunches. We agreed that this is something to encourage but not require.
<b>CONCLUSIONS</b>	Kelly will include suggestions of ways to reduce plastic in email to captains.

## VIII. Adjournment

The meeting adjourned at 12:40pm.

Next meeting: Thursday, November 21<sup>st</sup>, 10:30am @ MAC

Minutes submitted by: Nikki Nadig for Linda Brumder, Recording Secretary

Minutes approved on: November 21, 2019