Greater Portland City League Tennis Association
Board of Directors Meeting Minutes
Thursday, September 17, 2026
10:30 AM, Irvington Club

CALL TO ORDER: Shannon Bilstrom called the meeting to order at 10:29 AM

MEMBERS PRESENT: Shannon Bilstrom, Alisa Rakoz, Fran Hepp, Michelle Johnson, Stephany Mo, Sue Agee, Kate Hunter, Penny Birkhofer, Patricia McKinnon

MEMBERS NOT IN ATTENDANCE: Kathi Hermanski, Gwen Kulak
INCOMING MEMBER IN ATTENDANCE: Virginia Welch

APPROVAL OF JUNE 2026 MEETING MINUTES: Approved as revised.

OFFICERS REPORTS:

President: Shannon Bilstrom

- Joy Kolesnikoff resigned from the Board this August. A new member of the Board of Directors representing Glendoveer was approved in an email vote prior to our September meeting: Virginia Welch. She was introduced, will complete the remaining two years of Glendoveer's term, and will serve as the D Division Representative.
- Patricia McKinnon will be the J Division Representative.
- Michelle Johnson will be the Recording Secretary.
- Following the Captains Brunch in August it was discovered that PTC would be closing temporarily September through at least the end of December 2026. PTC operations will be taken over by USTA. The closure affects 23 matches that had been planned at PTC for Divisions A, B, H, J, K and S2. These matches will now be played at THPRD, VTC, and LO. Captains were notified of all changes and the website was updated accordingly.
- I-5 corridor closure information has been distributed to the City League community.
- Meeting dates for the City League Board are confirmed for the 3rd Thursday of the month at 10:30 AM Irvington Club on: 10/15/26, 11/19/26, 1/21/27, 2/18/27, 3/18/27, 4/15/27, 5/20/27. A June meeting date of Wednesday 6/9/27, at 9:30 AM was proposed. Kate will confirm Irvington's site availability.
- A description of Board Duties for clarification and review was presented to Board members. Discussion is pending to determine where to archive official City League documents.
- Board members were reminded of their responsibility to utilize another board member as back up if they are temporarily unable to perform their duties. Division Representatives need to provide both their division captains and their back up board member with the

appropriate contact information for their absence. The Website Coordinator is also a resource for those seeking updated contact information.

- At least one club will be formally asking the Board to consider reinstating the 5th doubles line next season. Such a change would need to occur prior to new team requests and team formation in the spring. In preparation for considering this request, Division Representatives may conduct an informal inquiry at their respective tennis facilities. The board is trying to gauge the level of interest league-wide in adding back this 6th line, keeping things as is, or considering other creative alternatives.

Vice President: Stephany Mo

- Brunch Debrief.
- The Board agrees to keeping the Captains Brunches going and the venue to be at Club Green Meadows.
- 10AM will be the new start time for the August 11, 2027, Captains Brunch to better avoid rush hour traffic.
- Stephany will look into alternative menu options for the Brunch.
- Brunch invitation distribution and design to be reviewed.

Website Coordinator: Kate Hunter

- The new program rewrite for scheduling is a success and time efficient. Clarification is needed for the ongoing cost.
- 58 players have been added since August 11, 2027. 25 matches have been rescheduled including PTC's.
- Kate asked about option to remove players from rosters up until the season starts and if the rule could be changed to allow this. Discussion was players may use this new option to change teams when that is not the intention of the rule.

Treasurer: Sue Agee

- An agent that is a resident of Oregon is required to file the Annual Report to the state in the spring. Sue is not a resident of Oregon so a motion was proposed and approved to hire a state registered agent to file the Annual Report. This should help simplify the turnover of the Treasurer position each year.
- The Budget Report was presented and expenses were clarified by former Treasurer Kate Hunter.

Divison Reports:

- **C Division, Fran Hepp:** Several captains had issues that needed attention from the Website Coordinator who prefers captains contact her directly so that she can communicate directly and have access to all pertinent information.
- **H Division, Stephany Mo:** Clarifications of players on or off roster.
- **I Division, Michelle Johnson:** 2 captains had incorrect contact information which they corrected. One captain had a misspelled name which only the Website Coordinator can correct, which she did.
- **J Division, Patricia McKinnon:** Information was provided on how to add a player and that Captains can do this by following the Rules and Regulations. A score change was also required and the captain was educated on the process. Patricia reiterated the importance of how familiarity with the rules will give captains more confidence in their roles.
- **S Division, Alisa Rakoz**: Quite a few questions and concerns were addressed regarding the I-5 closure. There is a Shout Out from CGM S2 captain to TH. S divisions were encouraged to have friendly matches and provided with information to help assist planning them.

The meeting was adjourned at 12:07 PM.

NEXT MEETING: October 15th, 2026, Irvington Club, 10:30 AM