

**Greater Portland City League Tennis
Board Meeting Minutes
November 16, 2017**

I. Call to order: President Barbara Farmer called the Greater Portland City League Tennis Association Board meeting to order at 10:35 am November 16, 2017 at the Multnomah Athletic Club.

II. Roll call: Present: Barbara Farmer, Jian Xu, Penny Birkhofer, Kim Stevens, Sydney Taggart, Jennie Lee, Mary Klinger, Marilyn Smith, Patricia McKinnon.
Absent: Nikki Nadig, Barb Schmitz, Linda Brumder.

III. Approval of September 21, 2017 and October 19, 2017 minutes

Recording Secretary: Jennie Lee

DISCUSSION	September 21, 2017 minutes were reviewed. Revisions and clarifications were made. Motion to approve minutes was made by Mary Klinger and 2 nd by Marilyn Smith.
CONCLUSIONS	September 21, 2017 minutes were unanimously approved.
DISCUSSION	October 19, 2017 minutes were reviewed and corrected. Motion to approve minutes was made by Marilyn Smith and 2 nd by Patricia McKinnon
CONCLUSIONS	October 19, 2017 minutes as corrected were unanimously approved.

IV. Officer Reports:

President: Barbara Farmer

DISCUSSION	President of Lake Oswego Tennis Club Board is requesting to be CC'd emails sent to CL Captains.
CONCLUSIONS	The Board agreed to CC emails to LO Board President to be done by Division Rep to be determined by LO club.
DISCUSSION	LO asked for clarification of the rules for Order of Play.
CONCLUSIONS	Barb responded referring her to Order of Play Rules and confirmed that they could request a change, with agreement from other Captain, but not require it.

Vice President: Nikki Nadig – absent No Report

Treasurer: Kim Stevens

DISCUSSION	October financial report was presented. Motion to accept report was made by Marilyn and 2 nd by Penny
CONCLUSIONS	Motion passed, report approved.
DISCUSSION	Changing the City League banking institution was discussed.
CONCLUSIONS	Plan to evaluate options in the near future.

Resolution Coordinator: Patricia McKinnon

DISCUSSION	Patricia presented the formal complaint for illegal substitution from West Hills C Team against Mountain Park Blue.
CONCLUSIONS	After discussion a motion was made by Kim, 2 nd by Marilyn to rule the complaint a clerical error. The Board decision was unanimous. The match will stand as scored and no penalty points will be assessed. Both captains will receive written resolution.

Website Coordinator: Marilyn Smith

DISCUSSION	Wait List for adding teams has been removed from web site. “Shout out” - from K-Division, recognizing VTC.
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V. Division Reports – Division I Rep - Sydney Taggart-

DISCUSSION	Concern shared regarding captain questions.
CONCLUSIONS	Board reps were encouraged to refer captains to specific sections and pages of the FAQs - (frequently asked questions) and Bylaws that will answer many of their questions.

VI. Old Business- Barb Farmer -

DISCUSSION	Data Retrieval and Storage Committee was established to develop a document retention policy. Members are: Jian, Jennie and Penny.
CONCLUSIONS	The committee will meet before our next meeting and report findings of document review contents. They will check for original documents related to non-profit status.

VII New Business - No new business.

Adjournment

President Barbara Farmer adjourned the meeting at 12:10 pm

Next meeting: January 18, 2018

Minutes submitted by: Jennie Lee, Recording Secretary

Minutes Approved on January 18, 2018.