

**Lake Oswego City League Board Meeting  
March 20, 2014**

**Call To Order:** Meeting started at 3:15pm – WEB building

**Present:** Ellen MacPherson, Kelly Buhlmann, Victoria Soderstrom, Barb Hart, Patty Mamula, & Marianne Conroy.

**Absent:** Barb Streeter

**Guests:** WLHS Student (Website Creator) was invited to join us to show progress of the website.

**Kelly's Agenda for the Meeting:**

LOTB BOARD MEETING AGENDA  
March 20, 2014 @ 3:15, WEB Building

Approve February minutes

Continuing Business:

Website and stats- Victoria

Rules & Bylaws/Board rotation– Update and discussion Marianne & Kelly

Priority Pool/One new form for all players – Marianne

Marketing - (poster, pamphlet, pro outreach/timeline) - Patty

Additional committee updates?

New Business:

Review Meeting

E1 Message from Tracy Edmondson regarding Player on her roster

Review Goals:

Test for success:

1. Develop a LOTC website.
2. Update rules and create bylaws to transition from being administered by a paid coordinator to a volunteer board.
3. Implement "Snap shot" stats program to be used by the Review Committee.
4. Market LOTC City League so as to have enough players to field all 8 teams.

Next meeting April 17, 2014, 3:15 WEB Building

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**March Board Minutes:**

**Amendment to February's Minutes:**

1. Kelly asked that there be an amendment to the verbiage in the section referring to Definitions of Regular vs. Priority Pool vs. Waitlist players.
2. Barb Hart made the motion to accept the amended minutes:  
Ayes – Barb Hart, Kelly Buhlmann, Victoria Soderstrom, Ellen MacPherson & Patty Mamula

### **Website - Victoria**

On March 15<sup>th</sup>, after Lisa West had received the website layout information from WLHS Student she emailed Kelly:

“This is probably more than I can put on the City website. If you guys get a host (or even just set up a Facebook page, which I still think would be best), I can link to it, or even put the home page text on a city page. But don't think all the stuff here would be allowed. “

After Board discussion today:

1. Kelly is going to inquire with Lake Oswego Parks & Recreation the possibility of them giving us a budget for the monthly hosting of the website. It was decided that there is just too much information that we would like posted and updated to maintain on Facebook.
2. Victoria is going to finalize the following pages for upload to the website for Student:
  - a. Calendar
  - b. Rules & Bylaws
  - c. Team Captains
  - d. Board Minutes
  - e. Forms
3. Student is going to continue working on designing the following pages:
  - a. Latest News
  - b. FAQ's
  - c. Contact Us
4. Victoria is going to pursue hosting our website on BlueHost.com. She will coordinate with Student transferring what she has created to the website.

### **Review Stats – Victoria**

Victoria is going to Update the SnapShot Review form to include a section for Player's Comments.

### **Rules Update – Barb H & Marianne Conroy**

Marianne provided a recap of the Rules Committee Meeting held on February 24, 2014 (see attachment). She has incorporated the updates into the current Guidelines and has sent the document back out to the committee members for final review/approval. When complete she will send the final document to the Board. Updated Guidelines will be effective June 1, 2014 for the 2014/2015 season.

Currently the Rules Committee has not scheduled another meeting, however, if after the Captains meet for their “end of season” meeting it is determined that the Rules Committee has issues to address, they will schedule a meeting.

### **LOTC Bylaws Review – Kelly**

Reviewed and made edits to the LOTC Bylaw document (See attachment). Kelly will update and present final version to Board and Marianne to have reviewed by Rules Committee.

### **Board Member Rotation – Kelly**

Kelly proposed a plan for Board Member rotation to be included in the LOTC Bylaws. The Board offered suggestions, Kelly will update and final version will be incorporated into the LOTC Bylaw document to be presented to the Rules Committee for final approval.

### **Priority Pool/One new form for all players – Marianne**

Marianne presented a modified version of the LOTC Sign up form – the Board made edits, she will edit and finalize and send to Barb Streeter to be distributed to the team captains. Barb Streeter will email the form to the Captains with instructions and a deadline to have it returned by their players to their captains with the following timeframe:

Email form out May 1<sup>st</sup> and return by May 15<sup>th</sup>

The sign-up form is completed by the players and returned to their individual captains.

### **Marketing (poster, pamphlet, pro outreach/Timeline) - Patty**

Patty presented a draft copy of the Brochure for distribution to prospective players. The Board reviewed and gave Patty suggestions, she is going to update and prepare for final printing.

Patty & Kelly are going to work on a poster for the door at LOTC promoting player participation next season.

Patty will be meeting with a writer from the Lake Oswego Review to do an article on LOCL tennis highlighting the benefits of playing for our facility in the GPCL system.

### **Additional Committee Updates:**

None to report on

### **New Business**

#### **Review Meeting**

Discussion of Review meeting process:

1. Meeting date = June 4<sup>th</sup>, 2014
2. Review forms
  - a. Individual Final Stats & Individual Percentages by Position Played
  - b. SnapShot Review form
  - c. Captain Movement Form (attachment A) (Marianne & Barb are in process of editing)
3. Dates:
  - a. May 28<sup>th</sup> – Last matches are played
  - b. May 31<sup>st</sup> - Individual Final Stats & Individual Percentages by Position Played – Captains are to send to the Captains above and below their team
  - c. June 4<sup>th</sup> – SnapShot Review forms must have been completed & reviewed by the players and brought to the Review Meeting
  - d. June 4<sup>th</sup> – Review Meeting

### **E1 Team Message from Tracy Edmondson regarding Player on her roster**

E1 has a player not meeting the 50/50 rule as stated in the LOCL Guidelines. Tracy has submitted a request to the board that she be given a waiver to continue on the team as they do not consider it a hardship for their team. Some of Tracy's reasons for her request:

1. Player has agreed to play any position
2. The majority of the team is in agreement
3. Player is paying her fees
4. Her stats show that she is contributing to the team

In lieu of presenting to the Resolution Committee which will be the requirement next year....The Board voted and agreed to accept Tracy's request to keep Player on the team.

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**Board's 2013/2014 Goals**

1. Website completed
2. Rules/Bylaws completed
3. Snapshot Review process implemented
4. Marketing plan defined for attracting new players to our teams

**Board member Job Assignments:**

**Chairman:** Kelly Buhlmann

**Vice-Chair:** Patty Mamula

**Website Coordinator:** Victoria Soderstrom

**Corresponding Secretary:** Victoria Soderstrom

**Resolution Coordinator:**

**Communication / Committee Liaison:** Barb Hart

**Billboard Managers:** Kelly Buhlmann & Patty Mamula

**Court Time Manager:** Barb Hart

**Captains Chair:** Barb Streeter

Next meeting April 17, 2014