

**Lake Oswego City League Board Meeting
February 13, 2014**

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

Present: Ellen MacPherson, Kelly Buhlmann, Victoria Soderstrom, Barb Hart, Patty Mamula & Barb Streeter. Marianne Conroy (Rules Chair) was invited to join us to discuss January 27th Rules Meeting.

Kelly's Agenda for the Meeting:

Approve January minutes

Continuing Business:

- Website and stats- Victoria
- Rules & Bylaws– Update and discussion Marianne and Barb H.
- Board rotation – Barb S.
- Priority Pool – transfer to Ellen as Review Chair?
- Update on Wednesday court time – Kelly
- Marketing (poster, pamphlet, pro outreach/timeline - Patty
- Addition committee updates?

New Business:

- G Team - Injury
- Charge Fee's for City League

Next meeting March 20, 2014

February Board Minutes:

Amendment to January's Minutes:

1. Kelly asked that there be an amendment to the Definitions of Waitlisted players vs. Priority Pool Players as discussed in January's minutes.
2. Barb Hart made the motion to accept the amended minutes:
 - Ayes – Barb Hart, Kelly Buhlmann, Victoria Soderstrom & Patty Mamula
 - Abstained – Barb Streeter

Website - Victoria

1. Victoria spoke with Lisa West at the LOTC and she agreed to let us use the Lake Oswego Website to add a few pages of our information. She maintains the Tennis Center's pages on the City's website and she offered to create pages for us if we sent her the information to be included. The city uses a custom template so Lisa would have to do the work to add pages for LO City League. This option allows us to avoid monthly hosting fees.
2. Victoria emailed WLHS Student and asked her to send via email the work she has completed to date to Lisa West.
3. Patty spoke with a contact she has who's company offered to help us create a separate website if we decide we needed to pay for these services. He estimated it would cost us \$700 - \$800 to complete. We would also need to pay a monthly hosting fee that would cost approximately \$10-\$20 per month. Possible hosting site options might be Blue Host, Go Daddy or Square.com.

4. Timeline – We've asked WLHS Student to set a goal of having the website complete by March 31st with a soft completion date of March 1st.

Review Stats – Victoria

Kelly has asked Margot Cougill to review the Snapshot Review Excel worksheet to ensure its accuracy and validity.

Rules Update – Barb H & Marianne Conroy

Marianne submitted 4 issues that were set-aside after the Rules Meeting to be discussed by the Board (See attachment 1). Summary of the issues:

1. Player 50/50 rule regarding Practices & Matches
2. Refining of the Priority Pool Definition
3. Player Movement up/down by more than one division/level
4. Resolution Committee response time

The Board discussed each issue and Marianne agreed to write up and send to us via email a recap of what we discussed. The recap below is what Marianne emailed to the Board a few days later (Attachment 2):

Define Regular, Priority and Waitlisted players

1. Regular (Full Year Roster) players – Players who have been on LOTC rosters for a full year (both seasons) and who have been through an evaluation – will be first to be considered for movement at the end-of-year review. (By an evaluation we mean the EYO Spring Review Mtg.)
2. Priority Pool players – Utility players, mid-season addition players, injured reserve players and players returning from a leave of absence – will be considered for movement after Regular players have undergone the deliberation process.
3. Waitlisted players – New players who have never been on a LOTC roster and never been through an evaluation.

50% Participation

Players should be required to participate in at least 50% of the matches. If a player cannot meet this requirement, the captain can bring the situation to the Resolution committee.

Team Movement

Leave as is: If a player changes teams, normal procedure is to move a player up/down one team (division/level). Exceptions may occur and they will be addressed by the Team Review Committee individually.

Resolution Committee

Resolution Committee will respond to appeals and/or complaints within 2 weeks.

Marianne will be taking these Definitions/Decisions back to the Rules Committee for further review. If the Rules Committee approves this definition and incorporates into our guidelines then Ellen will work with this definition for the End of Year Review Meeting.

Note: We are not including Utility Players in these Definitions, as we do not anticipate using Utility players past the 2013/14 season.

LOTB Bylaws Review – Kelly

Reviewed and made edits to the LOTB Bylaw document (See attachment 3). Kelly will update and bring to next month's meeting.

Board Member Rotation – Barb Streeter

On January 29th, Barb had emailed the Board a draft proposal of how to define a Board Member Term Rotation Schedule (see below):

- President - 1 year term
- Vice president - 2 year term
- At large representative - 1 year term
- Captains chair - 1 year term
- Rules chair - 1 year term

The vice president should be renamed president elect and they should assume the president position in their second year.

At the end of the year the board should vote to elect either the existing captains chair or the rules chair into the position of at large representative. (This explains why all three positions are 1 year positions as they will combine into a 2 year commitment).

A "president elect" would be voted on by the players each year. The captains chair and rules chair would be voted on each year also.

Having a president elect allows for continuation of the existing goals and a person who can run the meetings in the absence of the president.

The only thing not determined is what our calendar year is; calendar year, fiscal year, school year?

No final decision was made but discussion points were:

1. Captains Chair will be appointed by that years Captains and should rotate through all levels of teams from A to J.
2. Rules Chair will be appointed each year by the Board
3. The At Large representative will be appointed each year by the player membership
4. Consider enlarging the Board from 5 to 7 members
5. Ask Board members to serve a term of 2 to 3 years
6. Season is defined as September through June

Priority Pool – Transfer to Ellen as Review Chair

Ellen MacPherson will act as the Review Chair for the 2013/14 Season. She will be responsible for maintaining/reviewing the Priority Pool List

Update on Wednesday Court Time – Kelly

The GPCL did not agree to change LOTB's start time. Teams voted not to purchase the seasonal court time available from LOTB.

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

To address declining City League participation at our club it was suggested we implement a Marketing Plan to attract more players from Lake Oswego and surrounding areas.

Marketing ideas Patty is continuing to work on:

1. Pamphlet will be created and distributed to Pros, LOTC, City Hall, Players Racquet Shop, Local School PTA's/PTO's, High School Tennis Coach's, Bulletin Board at LOTC
2. Poster to be posted at Tennis Center
3. Advertising in the Lake Oswego Review
4. Park & Rec catalog
5. Website link from Parks & Rec to our website

Additional Committee Updates:

GPCL Minutes – Patty

1. GPCL did not agree to change LOTC's start time
2. The 5.0 player for PAC is not being removed from the team. GPCL decided they do not consider USTA rankings so didn't feel that could be used as the basis for asking a player leave a team. In addition, they noted that one player's statistics does not affect the overall success of a team.

New Business

G Team player injury - Kelly

G Team has an injured player that has been injured since the beginning of the season. She is not sure she will be returning this season. She is asking the Board for guidance on what her options are. Kelly will notify the Captain and share the following information with her:

1. You have one season of leeway after an injury per LOTC Guidelines
2. Player would be placed on the Priority Pool Waitlist if she left the team
3. The guidelines require that to remain on the team Player would need to pay fees or work out Financials with her team.

Charge Fee's for City League

We decided not to charge fees at this time

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 March 20, 2014