

**6/15/2005**

Special Meeting of the USTA Northern California  
Organization Members  
June 15, 2005  
ClubSport Fremont

President Dwight Johnson asked Secretary Bill Schoen to report on the roll call of active organization members. Bill reported that we did not have sufficient members represented to have a quorum. Only 5560 of the needed 7381 votes were present. The special meeting of the organization members was not held.

USTA Northern California Board of Directors  
Minutes of Meeting of June 15, 2005  
ClubSport Fremont

The monthly meeting of the Board was called to order at 6:41 pm by President Dwight Johnson.

Attendees: Dave Sperry, Don Jacobus, John Frank, Dwight Johnson, Margie Peterman, Bill Schoen, Rosie Bareis, Betty Cookson, Gary Lee, Deb Petersen, Jean Hassoun, Mark Manning, Lisbeth Blum, Randy Becker, Dale Evans, Patrick King, Sandi Kaney, Andrea Norman, Paul Kepler, Brian Cory, Jack Drimmer (board members), Bruce Hunt, Executive Director and Pam Sloan and Valena Williams, Jr. (guests).

Margie Peterman suggested that bylaw changes go out with the board vote on each bylaw change.

Minutes of the May 2005 meeting approved as amended by Dave Sperry and seconded by Don Jacobus. Approved 12-0.

Treasurer's report by Jack Drimmer. If matters continue as projected we will have a budget surplus of \$145,000. However, membership is down and that could affect the surplus.

Grant allocations –

Margie Peterman moved and Rosie Bareis seconded that before grant checks are sent out that the board have the right to approve the amounts granted as the board does with other committee decisions.

Patrick King moved to table the motion to the next meeting letting each of the impacted committees make a comment on the motion.

Motion passed 15 – 1.

Committee Decisions

Motion by Sandi Kaney, second by Patrick King to include the super senior 60 league in the rule allowing players to qualify for post-season play with one local league match. Motion passed 16 – 0.

Executive Committee actions

No report

Action items

**A – Travel Assistance Action item:**

- Action Item Proposed - Motion by Sandi Kaney, seconded by Andrea Norman

Followed by discussion

- Mark Manning proposed the following amendment:
  1. Increase the budget addition in the Action Item from \$17,000 to a total of \$34,000
  2. Change the eligibility section of the Policy as follows:
    - Directors and USTA NorCal Committee Chairs to receive the same benefits as national committee members who are also members of a USTA NorCal Committee and Section Representatives.
    - Only USTA NorCal Committee Chairs who are chairs of standing committees, as defined in the USTA NorCal Bylaws shall be eligible
  3. Excessive expenses shall be reviewed by a subcommittee of the

Budget Committee. Exceptions to the policy may be approved by the Budget Committee

- After debate, motion to approve the amendment was defeated 7-8.
- Mark Manning proposed a new amendment as follows:
  1. Increase the budget addition in the Action Item from \$17,000 to a total of \$34,000
  2. Change the eligibility section of the Policy to allow Directors to receive the same benefits as national committee members who are also members of a USTA NorCal Committee and Section Representatives.
  3. Excessive expenses shall be reviewed by a subcommittee of the Budget Committee. Exceptions to the policy may be approved by the Budget Committee
- After debate and a motion to call the question was moved, seconded and approved, the motion to approve the amendment was approved 12-4.
- The motion to approve the Action Item, as amended was approved 12-4.

Action Item B

John Frank moved, Margie Peterman seconded that we approve action item B with the change that Junior Player Development be substituted for Junior High Performance and that Community Tennis Development be moved from Level II priority to Level I. motion withdrawn-second withdrawn

John Frank moved, Mark Manning seconded to approve the use of the NorCal Integrated Plan, Revision I, and the Norcal Strategic Plan, Revision 1, for use by NorCal with the change that Junior Player Development be substituted for Junior High Performance and that Community Tennis Development be moved from Level II priority to Level I

Question called 14 – 1

Motion passed 16 – 0

No President's Report

Executive Director's Report – included in packet. Recommended that the MP Diversity Forum and USTA NorCal Annual Meeting be held on separate dates to allow for the length of the two meetings.

Paul Kepler moved and Jack Drimmer seconded that the MP diversity forum and awards luncheon be held again on the same day as the USTA NorCal Annual meeting. Meeting would start at 9 and go until 2 and then the annual meeting will be held afterward. Meeting should be held at a serene location that had tennis courts.

Rosie Bareis called question.

Unanimous to call question

Motion passed unanimously.

No old business

New Business

Mark Manning had concerns about the special meeting voting. He felt that he did not get the votes he thought he had and that some of the organizations had less votes at the special meeting as opposed to what the organizations had at the annual meeting. Was it a computer error? His recommendation was that we form an election committee to check out the documentation of voting records to make sure that clubs get the proper votes.

Bill Schoen, Mark Manning, Bruce Hunt and Simon Barros will check this out and report at next meeting. Passed unanimously

Meeting adjourned at 10pm

Wednesday, June 15, 2005  
ClubSport Fremont  
46650 Landing Parkway  
Fremont, CA 94538

Directions: Driving South on 880, take the Mission Blvd/Warren Ave Exit.  
Continue on W. Warren and turn right on Landing Pkwy.  
Driving North on 880, take the Gateway Blvd Exit. Continue on Gateway Blvd  
and turn right on Bayside Pkwy. Bayside turns into Landing Pkwy

- I. Food and Beverage—6 PM
- II. Call to Order—After the Special Meeting of the Organization Members is Completed
- III. Introduction of Guests
- IV. Public Comments-10 minutes, 2 minutes per speaker
- V. Approval of Minutes
- VI. Treasurer's Report
  - A. Monthly Financial Statements (Green)
  - B. Monthly Grants (Red)
  - C. Budget Committee Recommendations (Purple)
- VII. Committee Decisions/Reports (Yellow)
- VIII. Executive Committee Activities
- IX. Action Items (Blue)
  - A. Adjustment of Travel Policy to Annual and Semiannual Meetings
  - B. Integrated Plan and Strategic Plan
- X. President's Report
- XI. Delegate's Report
- XII. Executive Director's Report
- XIII. Old Business
- XIV. New Business
- XV. Adjournment of Meeting

Next Regular Meeting: Wed., July 20 at ClubSport Fremont, 6:30 PM

Mission: To Promote and Develop the Growth of Tennis

Vision: 30 Million Tennis Players by 2010

May 2005 G June A

2005 USTA NorCal Volunteer Travel Assistance Policy -  
USTA Annual and Semiannual Meetings

Presenters: Sandi Kaney, Andrea Norman, Bill Hansen, Betty Cookson, Deb Petersen, Fred Tierney

Statement of Action Item:

1. Effective immediately, the USTA NorCal Volunteer Travel Assistance Policy for reimbursement of expenses related to travel to the USTA Annual Meeting and the USTA Semiannual Meeting be amended and restated in the form attached. This Policy will be effective through December 31, 2005.
2. Allocate an additional \$17,000 in the 2005 budget to cover the estimated expenses of the Policy in 2005.
3. After reimbursement of expenses from the 2005 Semiannual Meeting under the Policy, the Board shall reconsider in November 2005 whether to approve and/or amend this Policy for 2006 and beyond.

Rationale:

The presenters believe that USTA NorCal should adopt a Volunteer Travel Assistance Policy that reimburses significantly more of the expenses incurred by its volunteers to attend the USTA Annual and Semiannual Meeting for several reasons:

1. The persons eligible to receive assistance under the proposed policy are volunteers that spend a tremendous amount of time, talent, and personal resources to represent USTA NorCal here at home and on the national level. The presenters believe such volunteers should not be required to spend such a significant amount of their personal financial resources to attend the USTA Annual and Semiannual Meetings.
2. Reducing the financial barriers to participation on the national level may open up the opportunity for persons of more limited financial resources to apply for and receive national committee appointments.

3. Each time USTA NorCal volunteers attend a USTA Annual or Semiannual Meeting, valuable networking and relationship building occurs among our own volunteers and between our volunteers and staff. This networking and relationship building also is fostered between our volunteers and volunteers from other Sections. This exchange can be a crucial component in USTA NorCal accomplishing its goals to grow the game of tennis.

4. Attendance at the various meetings held during the USTA Annual and Semiannual Meeting is a opportunity to bring new ideas learned back to USTA NorCal to grow the game of tennis. The proposed Policy makes a more comprehensive Meeting Report a requirement for reimbursement in an effort to ensure the communication of new ideas learned at the Meetings. Our presence is also an opportunity for USTA NorCal to showcase the strides it is making toward growing the game in an effort to assist other Sections in their efforts.

5. There is an inherent benefit to representation by USTA NorCal on the national level and attendance by our talented volunteers at the USTA's Annual and Semiannual Meetings. Increased participation by NorCal at this level affirms our presence and value to the Association as a whole, builds respect for our contribution to the Association, and can lead to additional appointments on the national committees, appointments to committee chair and vice chair positions, task forces, division council chair positions, and election to the Nominating Committee and the Board of Directors.

#### Fiscal Impact:

The fiscal impact of this proposal is uncertain. It is believed that three things will affect the dollar amount needed to fund this proposal:

1. Increase in reimbursable expenses from \$500 per meeting to the broader coverage with no monetary limit;
2. Addition of Sectional Representatives to the list of eligible persons; and
3. Potential for larger numbers of eligible persons to apply for reimbursement after the passage of a comprehensive policy by the Board.

Existing Budget and Reimbursement History. Currently there is \$10,500 in the 2005 budget to cover the cost of the existing travel reimbursement policy that allows for up to \$500 per meeting per volunteer each year and players requesting assistance to tournaments. As of April 2005, approximately \$7,000 had been granted or spent. This relatively small budget number has been sufficient to fund the existing \$500 per person per meeting policy because of the low numbers of eligible persons who have requested reimbursement. After La Quinta, three persons (one Director not serving on a National Committee and two National Committee volunteers serving on USTA NorCal Committees) requested reimbursement for a total of \$1,294. At the 2004 Annual and Semiannual Meetings, a total of four persons requested reimbursement for a total of \$2,000 for each meeting.

Budget Committee Recommendations. This Policy has been presented to the Budget Committee for their consideration. Because of the uncertainty of the expense of this Policy, the Budget Committee has proposed two things that are incorporated into this Action Item.

The first is the Policy expiration date of December 31, 2005. This will allow for the Policy to be in effect for the 2005 Semiannual Meeting in New York, but will also allow for the Budget Committee to evaluate the real potential cost of the Policy to USTA NorCal based on reimbursement requests made after that Meeting, and will also allow the USTA NorCal Board of Directors to re-evaluate the reimbursable expenses in the Policy and make adjustments, if necessary in November 2005.

The second is the allocation of \$17,000 in additional funding to the travel assistance budget for 2005. The Budget Committee arrived at this number based on the average high and low cost of approximately 10 people attending the Annual Meeting and requesting full reimbursement (airfare, meals, and lodging without a roommate) for five days.

The Budget Committee has voted to recommend the approval of the USTA NorCal Volunteer Travel Assistance Policy for the 2005 trial period and has approved the \$17,000 addition to the 2005 budget.

Staff Comments: None

June 2005 B

Presenter(s):

John Frank, Jack Drimmer, Margie Peterman

Statement of Action Item:

To approve the use of the NorCal Integrated Plan, Revision I, and the NorCal Strategic Plan, Revision I, for use in preparing the 2006 Norcal Budget. It is expected that the Integrated Plan, Strategic Plan, Operating Plans and the Budget will be reviewed (and perhaps modified) by the Board before their final approval scheduled for November 2005.

**Rationale for Action:**

The use of these Plans in preparing the Budget will help Committees, Staff and the Board concentrate on optimizing our efforts to fulfill our mission to grow the game of tennis, not only in 2006 but also in the future. Operating plans prepared by Committees and the Staff will provide opportunities for creative thought on how each budget expenditure can contribute to meeting as many NorCal goals as possible. The Operating Plans will identify expected results in meeting NorCal goals and key actions that will have to occur in order to obtain the predicted results. The Plans set forth a process for monitoring expected results on a basis that will allow corrections to be made to the Plans if necessary. When approved, the Plans will identify to our organization and individual members what we plan to accomplish and how we plan to do it. If these members, as well as the Committees, Staff (and their Executive Director) and Board (and its officers), wish to make changes to the Plans, the Plans will provide a basis for discussion and will help to identify the effect of the proposed changes on NorCal's entire operation.

**Fiscal Impact:**

None. The preparation of the Operating Plans is being substituted for the preparation of Budget Requests and Justifications.

**Staff Comments:**

The Executive Director encourages the Directors to update the 2001 USTA NorCal Strategic Plan and the proposed Integrated Plan and Strategic Plan are great starting points. Thank you John for initiating this action.