

8/17/2005

USTA Northern California Board of Directors
Minutes of Meeting of August 17, 2005
At ClubSport Fremont

Attendees: Don Jacobus, John Frank, Dwight Johnson, Margie Peterman, Bill Schoen, Rosie Bareis, Phillip Stromer, Betty Cookson, Gary Lee, Deb Petersen, Jean Hassoun, Jack Drimmer, Bill Hansen, Mark Manning, Patrick King, Andrea Norman, Terry Cossette, Paul Kepler, Fred Tierney, Brian Cory, (board members), Bruce Hunt, executive director, Dale Evans, parliamentarian, and Pam Sloan, Valena Williams, Jr., Loretta Conway, Danny Reyes and Charles Sizemore. (guests).

Regular meeting of Board called to order at 6:42 pm by President Dwight Johnson.

After introduction of guests, President Johnson asked for approval of the minutes. Minutes were approved as corrected. Only correction was to change Dale Evans to officer as opposed to Board Member.

Jack Drimmer gave the treasurer's report and handed out the July 31, 2005 variance report. He also moved and Margie Peterman seconded, that we approve changes in the Sacramento Head Start grant that was authorized last week. Basically Sacramento Start wanted the provision removed that USTA Norcal receive some information regarding participants which Sacramento Start feels is confidential under California law.

Jack Drimmer withdrew his motion and then Mark Manning moved to send the request by Sacramento Start back to the Budget committee and they make the final decision on what requirements should be made of Sacramento Start regarding names of the participants. Rosie Bareis seconded the motion.

Motion passed 16-2.

Bruce handed out a report on the Fundraising efforts for 2005 that attempted to show the results so far this year. Mr. Charles Sizemore of Marts and Lundy, who wrote a Business Plan for Fundraising for NorCal in 2002, spoke on NorCal fundraising efforts.

Mark Manning moved that we go to Executive Session to discuss the fundraising report, seconded by Jack Drimmer. 13-3 passed to go into executive session.

8:30 pm the Board went into executive session.

Resumed regular meeting at 9:57pm

Brought up committee decisions that were on yellow sheet. No comments on the committee decisions.

Jack Drimmer moved that Action Item A be accepted:
Staff (Finance Manager) to produce a current year Budget Projection Report for the months July, August, October, November of each year so as to be included in the monthly Treasurer's Report for the months of July-November.
Seconded by Mark Manning.

Rosie called the question. 14 – 2

14 – 2 motion passed.

Fred Tierney moved that Action Item B be accepted.
On grants for USTA Northern California funds, those applying must indicate any conflicts or potential conflicts of interest with USTA Northern California staff, USTA Northern California members of the Board of Directors, or recipients. Traditional conflicts or potential conflicts occur because of marriage (or significant others), parenting, and close family relationships. Should there be a conflict or potential conflict of interest then those involved should not vote on nor influence the grant process. Anyone can recuse him or herself, or any member of the board can request that the person recuse him or herself.
Seconded by Andrea Norman.

Patrick King called question. Passed 17 – 0

Action item passed 17 – 1.

Straw vote on new USTA logo. Unanimous against the new logo.

Delegate's report. Breakfast meeting to discuss call items. Straw vote on co-funding of memberships. Passed.

Resolved that unless the staff time spent on administering TPI exceeds 1 hour per month, the ED shall not be required to report on the TPI status and hours as part of the ED report at each meeting of the board.
Passed 17 – 0.

Meeting adjourned at 10:56.

BOARD OF DIRECTORS' MEETING AGENDA

Wednesday, August 17, 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—6:30 PM
- 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. Fundraising Report to Directors (Purple)
- VII. Committee Decisions/Reports (Yellow)
- VIII. Executive Committee Activities
- IX. Action Items (Blue)
 - A. Budget Projections to be Done Monthly by Staff from June-November
 - B. Full Grant Disclosure by Applicants
- 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., Sep. 21 at ClubSport Fremont, 6:30 PM

Mission: To Promote and Develop the Growth of Tennis

Vision: 30 Million Tennis Players by 2010

August 2005 A

Presenter(s):

Jack Drimmer, Patrick King, Paul Kepler, Margie Peterman, Fred Tierney

Statement of Action Item:

Staff (Finance Manager) to produce a current year Budget Projection Report for the months July, August, October, November of each year so as to be included in the monthly Treasurer's Report for the months of July-November.

Rationale for Action:

Currently this report is produced quarterly. At the 6-month mark, it is combined with the Budget Adjustment Report and used by the budget committee in the next year's budget-formulation process. The budget formulation process takes four months. Also, each year's current budget is a dynamic one with requests made to the Board for additional funding throughout the year. A Budget Projection Report produced monthly from July on combined with the Budget Adjustment Report will give the Budget Committee & Board more accurate information with which to make decisions about the current year's budget and the

formulation of the next year's budget.

Fiscal Impact:

Additional staff time to create four additional reports each year. Will require Finance Manager and department heads to analyze four additional months (July, August, October, November) of departmental budget results, make projections and combine with the Budget Adjustment Report for a more accurate end of year projection.

Staff Comments: The Executive Director does not believe that the slight differences between individual months produce a significant change in the budget figures to warrant monthly projections and the additional time for the staff to produce the report.

August 2005 B

Presenter(s): Liz Blum, Betty Cookson, Bill Hansen, Andrea Norman, Bill Schoen, Dave Sperry, and Fred Tierney

Statement of Action Item: On grants for USTA Northern California funds, those applying must indicate any conflicts or potential conflicts of interest with USTA Northern California staff, USTA Northern California members of the Board of Directors, or recipients. Traditional conflicts or potential conflicts occur because of marriage (or significant others), parenting, and close family relationships. Should there be a conflict or potential conflict of interest then those involved should not vote on nor influence the grant process. Anyone can recuse him or herself, or any member of the board can request that the person recuse him or herself.

Rationale for Action: Full disclosure is an excellent way to process any grant application. This takes the Community Tennis Committee's process and expands it to all USTA Norcal Committees that process grant applications.

Fiscal Impact: Undetermined amount of staff time to complete any review.

Staff Comments: None.