

**USTA NorCal Board of Directors Meeting Minutes**  
**February 20, 2013**  
**USTA NorCal Office, Alameda, California**

**USTA NorCal Board of Directors Present:** Rosie Bareis, Margie Campbell, Chris Caputo, Gordon Collins (Treasurer), Michael Cooke (President), Christine Costamagna (Secretary), Jim Coyne, Mike Dickey (Vice President), Mark Fairchilds, Paul Kepler, Andrea Norman, Sarah Robinson, Jason Scalese, Tony Silveira (Delegate)

**USTA NorCal Board of Directors Absent:** Suzy Cosette, Dana Gill

**USTA NorCal Advisory Directors:** Frank Haswell, Pam Sloan

**NorCal Staff Present:** Steve Leube, Executive Director; Jennifer Pitzen, Director of Competitive Play; Kate Walker, Director of Human Resources; Darren Wenger, Junior Team Tennis Coordinator

**Legal Counsel:** Michael Harrison

**Guests:** Nigel Pugh, Chair of the ROG Development Committee; Linda Peltz, Chair of the Awards Committee and Medical Appeals Committee; Bill Webber, Chair of Junior Team Tennis Committee; Marie Trimble Holvick and Heather Irwin, attorneys from Gordon & Rees

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**Call to Order:** Noting the presence of a quorum, Michael Cooke, President, called the meeting to order at 6:00 pm. The President introduced the staff and guests.

**HR Law Presentation:** The President called upon Ms. Walker who noted that the purpose of the presentation was to give an overview of the Board responsibilities in relation to harassment. She then introduced Ms. Irwin and Ms. Holvick from Gordon & Rees. Ms. Irwin began by commenting on the training provided to staff and that a training session was being geared towards the Board concerning their responsibilities. She provided an overview of her presentation which would address, among other things, liability, the complaint process and communication protocol. She noted that NorCal has a zero tolerance anti-harassment policy. She reviewed the types of harassment and explained the types and levels of liability. She indicated that it was important that the Board not direct staff which led to questions concerning chairing committees. She noted that the Board should raise issues concerning harassment accordingly. She commented on the pitfalls with texting. She briefly reviewed the complaint process, including the obligation to investigate, retaliation and adverse actions. Mr. Leube discussed the communication protocol for project requests and that requests can be set up on a newly created email box – [boardinquiry@norcal.usta.com](mailto:boardinquiry@norcal.usta.com). Ms. Irwin and Ms. Holvick then responded to questions concerning volunteer/volunteer harassment and the use of social media.

The President provided the Board with the opportunity to ask additional questions. Ms. Irwin, Ms. Holvick and Ms. Peltz left the meeting at the conclusion of this presentation.

The Board took a brief break. Once reconvened, the President reiterated the ground rules for the meeting. He noted that it was preferable to submit all resolutions in writing prior to meetings. Mr. Dickey paraphrased the USTA NorCal mission statement. The President then asked for public comments which there were none.

**Approval of Minutes:** The minutes of the December 12, 2012 Board meeting were presented for approval. On motion duly made, seconded, and carried, the minutes of the December 12, 2012 meeting were approved – 12 in favor, 0 opposed, 2 abstentions.

**Executive Director Report:** Mr. Leube provided an overview of his report, a copy of which was provided in the meeting material. He began by commented on year end numbers, including the adjustments due to the 2013 Committee goals. He commented on the overall increase in membership growth figures relative to other sections noting that NorCal is #4. He reported on the various section activities, including player development changes for 2014, the Diversity Forum, the ACES Awards, management training, league play, junior events (specifically campus showdowns and Junior Team Tennis), “Breaking the Barriers” and outreach. Mr. Leube and the Board discussed the reasons why the membership numbers for the NorCal Kid’s Club were minimal and Mr. Leube noted that the 5000 member goal will likely be revised down.

**President Report:** The President provided his report to the Board. In addition to Mr. Leube’s comments, he commented on the Australian Open, the Senior/Open/Family Banquet, and the National Listening Tour regarding the changes in junior competition for 2013. Ms. Norman commented on the purpose of the Listening Tour and noted that the Junior Competition Committee would be meeting to discuss the feedback to build/modify what has already been done. She commented on the timeline for review. The Board discussed some of the negativity being generated. Ms. Norman noted that she could not discuss specific changes at this time.

**Delegate Report:** The Chairman called upon Mr. Silveria to provide the Delegate’s report. Mr. Silveria began by noting that he would provide written summary reports for the Board meetings. Then, referring to the handout in the meeting material, he commented on the theme of the leadership meeting and briefly reviewed the votes for the upcoming Annual Meeting in March.

**JTT Proposal:** The Chairman called upon Mr. Kepler and Mr. Fairchild to provide a presentation concerning Junior Team Tennis (“JTT”) which was requested at the last meeting. Referring to a proposal that was distributed at the meeting, Mr. Kepler began by noting that the premise of the proposal is to formulate an incentive driven, volunteer based JTT program. He noted that the focus is not on the serious tournament players and that it would not conflict with the existing premier leagues. He also noted that the program relies on incentives to build a permanent volunteer based infrastructure. He reviewed the recreational pathway and JTT pyramid and noted that the adult leagues and other successful independent leagues were used as the model.

Mr. Kepler explained in detail the proposed format, specifically competition season and levels, sourcing of players, membership requirements, organizers, software needs, size and make-up of teams. Mr. Kepler and the Board discussed in detail the proposed incentive program – a 3 year program with an increased scale each year depending on the number of new teams an organizer forms. There were questions concerning how a “new” team and “organizer” are defined, the elements and amounts of the

incentives, and the ease (or difficulty) in hosting/managing the leagues. Mr. Kepler suggested the program could begin in the fall if the software is in place. The Board had further questions and comments regarding incentives when the organizer is a facility, court requirements, and fees charged to players by organizers. Mr. Kepler noted that by the 3<sup>rd</sup> year, the program would be self sustaining with 2500 to 3000 juniors participating.

In response to additional questions from the Board, Mr. Kepler noted that he is asking the Board to approve the concept of the program and that staff would need to work through the details which would be approved by the Board. The Board briefly reviewed the history of similar programs and raised some concerns of needing more detail around the structure, including the push to launch for the fall. Mr. Kepler noted that the approach to the program can move more slowly but that staff will need to be increased. Mr. Wegner noted that staff was working on the application process for teams. It was requested that the program be re-evaluated after the 3 years, particularly from the incentive perspective. Ms. Campbell and Ms. Bareis described the team tennis programs that they currently run/oversee. Mr. Kepler then made the following motion which was seconded by Mr. Silveria: that the Board preliminarily endorse the expenditure of approximately \$100,000 (net) per year for 3 years to support the program outlined in the proposal subject to the Budget Committee approval from time to time of the actual details of the ongoing costs associated with growing this program. Further discussion ensued about integrating non-USTA leagues into the proposed program as well as the dollar allocation of the incentives. Ms. Norman asked that the motion be amended to include that program begin in the spring of 2014. Thereafter, upon a restatement of the motion with the amendment, the motion was approved – 8 in favor, 4 opposed, 1 abstention.

**Treasurer Report:** The Chairman called upon Mr. Collins to provide a report covering NorCal's financial status. Mr. Collins noted that NorCal was financially sound with a continued improvement on the deficit forecast. He noted that, as of the end of 2013, NorCal was at a deficit of \$134,000 and that there was a positive variance of \$420,000. Mr. Dickey noted that there was \$1.4 million in reserves for prudent investments.

Mr. Webber, Ms. Pitzen, Mr. Pugh and Mr. Wegner left at the conclusion of this report.

**Committee Decisions:** The President noted that the Committee decisions were provided in the meeting material. After a review by the Board, Ms. Campbell asked about the approval of the Park Terrace adult tournament (page 4/Sanction and Schedule Committee) and it was noted that the member organization turned down the sanction. She also inquired about the lottery system for Orange and Green Ball tournaments (page 7/TAUT Committee) and asked whether it can be structured to accept all applicants. Ms. Norman provided rationale for the proposed rule. Ms. Campbell also inquired about the transition phase for the Junior Development Pathway. The President reminded the Board of the challenge process.

It was also noted that for the Tournament Director Workshop requirements (page 5/Sanction and Schedule Committee), the word "infractions" would be clarified. Mr. Leube noted that staff is looking at the possibility of webinars. The President concluded by noting that there was nothing additional to approve from the Committee decisions.

**Unfinished Business:** None.

**New Business:** None.

**Adjournment:** The meeting was adjourned at 9:30 pm.

Respectfully submitted,

Christine Costamagna  
Secretary