



NORTHERN CALIFORNIA

## BOARD OF DIRECTORS Meeting Minutes

**Wednesday, June 17, 2020**

**6:30 PM | Zoom Video Conferencing**

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### **USTA NorCal Board of Directors Present**

Kevin Pope (President), Jason Scalese (President-Elect), Joshua Conlin (Treasurer), Kevin Craig (USTA NorCal Executive Director), Anoosh Davoudzadeh (Secretary), Alvin Hom (Delegate), Steve Cornell, Suzy Cossette, Mark Fairchilds, Larry Olmstead, Bryn Powell, Lynn Rolley, Pam Sloan, Jim Swansiger, Spencer Travalino, Sandy Tompkins, Jack Walker, Keith Wheeler.

**USTA NorCal Advisory Directors:** Rosie Bareis and John Toney

**NorCal Staff Present:** Tammy Peterson, Member Services and Project Manager

**Legal Counsel:** Les Hausrath, Legal Counsel/Parliamentarian

**Guests:** None

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### **Call to Order**

The meeting was called to order at 6:33 pm. Mr. Scalese called a motion to adopt the agendas is and go directly into Executive Session.

### **Approval of Minutes**

Mr. Pope read the USTA NorCal Board of Director's Mission Statement and presented the minutes of the February 19, 2020 Board meeting for approval. With the changes as discussed, on motion duly made, seconded and carried, the minutes for the May 20, 2020, Board of Director's meeting was unanimously approved.

### **Executive Director Report**

Mr. Craig gave an update on the following topics;

1. Board packets will be sent out; via email and no later than the Friday before the board meetings. He added they will now be held through Google meet.
2. Return to work date, Monday, July 6. He briefly mentioned several protocols that will be put in place to ensure the safety of all staff; schedules will be rotational so that fewer staff are in the office at one time, required temperature scans, daily disinfecting of all surfaces, upgrading HVAC filters to Merv 13 recommended for COVID trapping, touchless antibacterial soap dispensers for all sinks, upgrading to an automatic front entry door. He's asking the Board to approve an expenditure of \$20,000, in order to cover to cover the costs to safely re-open the office. On motion duly made by Mrs. Sloan and seconded, the motion was unanimously approved.
3. Mr. Craig update that the Mubadala Silicon Valley Classic was canceled.
4. National Facility Grant expired; about \$212,000 in funds in grant money has been given out.
5. NorCal Tournaments are set to start August 1 with COVID-19 protocols strictly enforced.
6. NorCal marketing on Instagram, following a few more NorCal players' college signings.
7. Inside Tennis Contract is up for renewal, contract will be presented at next board meeting.

### **Treasury Report**

Mr. Conlin gave an update on NorCal's cash status as of May 31<sup>st</sup>, \$2,884,410.09. He then gave the status of the boards conflict of interest form returns and expressed his concerns of those that are still outstanding. Finally,

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Mr. Conlin reported an issue of bad debt with a tournament director, Mike Irwin in the amount of \$8,749.50 for canceled tournaments due to COVID-19 and informed the board the Mr. Hausrath has been requested to send him a demand letter.

**President's Report**

Mr. Pope reported that were discussed in the president's meeting have actually been kind of divulged by the press release sent by National. He added, TSR funding will be cut by 20% and D&I will be cut, and put into separate departments. Mr. Pope asked Mr. Craig for clarification on D&I.

Mr. Pope ended by saying Mike is trying to push as much as we can out to the sections and eliminate it on National. He added that Mr. Hom has a Delegates meeting this Friday to discuss Sectional funding in general, by National, and the TSR cuts in each section specifically.

**New Business**

Mrs. Cossette thanked Kevin for the organizational chart and asked if he can explain the changes to the board in the next meet.

**Adjournment**

The meeting was adjourned at approximately 9:05 pm.