

## MINUTES

<b>IN ATTENDANCE</b>	Gordon Collins, Joshua Conlin, Suzy Cossette, Christine Costamagna (Secretary), Luis Reis, Martha Ehrenfeld, Ray Hixson, Cheri King, Michelle Nicholson, Andrea Norman, Craig Pasqua, Mary Ryniewicz, Jason Scalse (President) Pam Sloan (President-elect), Jack Walker (Treasurer), Keith Wheeler (Delegate/Parliamentarian), and Scott Winn
<b>ABSENT</b>	None
<b>ADVISORY DIRECTORS</b>	Michael Cooke, Alvin Hom and Max Bunag
<b>NORCAL STAFF</b>	Summer Verhoeven, Executive Director; Darren Wenger, Senior Manager of Strategy and Operations; Bill Weber, Business Development & Data Manager; Kate Walker, HR Consultant
<b>LEGAL COUNSEL</b>	Jonathan Madison, Esq., The Madison Firm
<b>GUESTS</b>	None
<b>CALL TO ORDER</b>	6:36 PM

**I. Call to Order**

President Scalse called the meeting to order once a quorum was established.

**II. Introduction of Guests**

It was noted that there were no guests.

**III. Advisory Director Update**

President Scalse introduced Max Bunag as the newest advisory director. He commented on his background and noted that he serves on the Strategic Planning Committee as well as the Marketing Committee.

**IV. Reading of the NorCal Mission Statement**

Ms. Cossette read the USTA NorCal Mission Statement.

**V. Public Comments**

It was noted that there were no public comments.

**VI. Approval of Agenda**

Prior to moving for approval of the agenda, President Scalse called for a moment silence in honor of John Callen, Sally Grabham and Graydon Nichols.

There being no proposed amendments to the agenda, Ms. Wheeler moved to approve the agenda as distributed, which was seconded by Ms. Norman. The motion passed by a vote of 16 in favor, 0 opposed, 0 abstentions.

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## VII. Approval of Minutes

President Scalese referred to the minutes from the January 19, 2022 Board meeting which were included in the meeting material. Mr. Hixson moved to approve the January 19 minutes which was seconded by Ms. Cossette. Ms. Costamagna noted that it had been agreed that the reference to certain contract negotiations did not need to be included in the regular meeting minutes and would be captured in the Executive Session minutes. The motion passed by a vote of 16 in favor, 0 opposed, 0 abstentions.

President Scalese then referred to the minutes of the February 16 Board meeting which were included in the meeting material. Ms. Costamagna moved to approve the February 16 minutes which was seconded by Ms. Norman. Mr. Hixson asked that the minutes be clarified to include why he withdraw his motion – “with assurances that the whole Board would be invited to suggest edits to minutes.” Ms. Norman and Ms. Cossette shared that the minutes as drafted were a diplomatic representation of the discussion that occurred at the Board meeting. Mr. Wheeler commented on Roberts Rules of Order related to minutes. Mr. Hixson also asked that minutes be discussed at the Board level.

Mr. Wheeler then made a motion to call the question which was seconded by Ms. Cossette. The motion passed by a vote of 16 in favor, 0 opposed, 0 abstentions.

Then, being that there was a motion made and seconded to approve the February 16 meeting minutes as presented, the Board proceeded to a vote. The motion passed by a vote of 15 in favor, 1 opposed, 0 abstentions.

## VIII. New and Renewing Organization Member Report

President Scalese called upon Mr. Wenger to present the report of new and renewing Organization Members that was included in the meeting material so that the Board may fulfill its obligation to review such report pursuant to the Bylaws. Mr. Wenger reviewed the report and responded to questions from the directors. He confirmed that all of the new and renewing memberships appeared to be in order. In response to a question from Mr. Pasqua, he confirmed that staff checks tennis court data at the end of each month.

## IX. SWOT Analysis

President Scalese and Ms. Verhoeven introduced the SWOT exercise which each Committee and staff has undertaken which is now being asked of the Board. They noted that the exercise is being completed in conjunction with the strategic plan work. Bill Weber then joined the meeting to facilitate the exercise. At the conclusion, Ms. Verhoeven noted that all of the data would be compiled and provided to the Strategic Planning Committee to review for further analysis and trends.

## X. Committee Updates

### Executive Committee Report

President Scalese noted that the Executive Committee met on March 7 and March 31 to consider 3 matters that needed approval, and which could not wait until the April 20, 2022 Board meeting. He noted that the Executive Committee reviewed and unanimously approved 1) a participation waiver for winter league post season due to a technology glitch, 2) the legal counsel invoice, and 3) one junior tournament due to entries opening before the April Board meeting.

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## Strategic Planning Committee

President Scalse called upon Ms. Sloan to provide an update on the Strategic Planning Committee. Ms. Sloan reported that the Committee will review the SWOT data along with other data gathered. She mentioned that there are plans to do a market analysis which may become a budget item to hire a 3<sup>rd</sup> party. She reviewed the additional next steps which includes redefining the strategic plan and working with staff on an action plan. She concluded by thanking Mr. Weber for his hard work on gathering the data.

## Ad Hoc Committee

Mr. Cooke noted that the Committee was doing a deep dive into governance and procedures and that discussions are underway with the non-profit attorney. He briefly commented on various topics such as committee charters and bylaws.

## **XI. Action Items**

### Constitution & Rules Committee

President Scalse called upon Mr. Hixson to present a proposed Policy Against Off-the-Court Abusive Conduct. Referring to the handout included in the meeting material, Mr. Hixson began by providing an overview of the proposed policy noting that he had worked closely with staff. He noted that certain off-the-court abusive behavior by some participants in NorCal activities towards staff has significantly affected staff morale. He reviewed a definition of abusive conduct under California workplace training regulations, and it was noted that Kate Walker was working on training. Mr. Hixson noted that setting more clear boundaries against abusive conduct could help grow NorCal tennis, and serve the priority of diversity and inclusion (as women and minorities are disproportionately affected by abusive conduct). Ms. Norman agreed in concept but raised concerns around due process, the USTA Suspension Point System and comparing this policy to the USTA policies around the definition of abusive conduct. Mr. Hixson noted that the right to appeal to the Board could be included, and that he would like to work on making other edits to address Ms. Norman's concerns. Ms. Norman also questioned whether committees are equipped to deal with these off-the-court situations. Mr. Cooke suggested the policy be tabled until the next Board to work through the issues raised. Mr. Scalse asked Mr. Hixson if he agreed to tabling the proposal, to work with Ms. Norman on further refining it, and Mr. Hixson agreed.

### Junior Council

President Scalse called upon Ms. Norman to review four Junior Council items for consideration.

#### **2023 USTA NorCal Junior Tournament Calendar**

Ms. Norman noted that the Junior Council is tasked with proposing a calendar of dates for the tournaments that need to be assigned specific dates for the upcoming year. She noted that there are a limited number of Level 3, 4 and 5 Tournaments and that the calendar includes a purposeful distribution of these events throughout the year. She further noted that the calendar introduces summer-time midweek doubles tournaments and adds a Level 3 mixed doubles tournament. Ms. Norman then made the motion that follows to approve the following resolution which was seconded by Ms. Sloan. Mr. Walker, Ms. King and Mr. Pasqua recused themselves from the vote. The motion passed by a vote of 13 in favor, 0 opposed, and 0 abstentions.

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**RESOLVED:** That the 2023 Junior Tournament Calendar be approved as set forth in Exhibit A.

**RESOLVED FURTHER:** That effective immediately, the resolutions to amend the USTA NorCal Junior Tournament Regulations to facilitate the changes made to the 2023 Junior Tournament Calendar be adopted as set forth on Exhibit B.

## L5 Entry Fee Correction

Ms. Norman noted that at the December 2021 meeting, the Board approved several increases but that recently it was discovered that the amount Tournament Directors were receiving was slightly off and that the table included in the proposal should be corrected. Ms. Norman then made the motion that follows to approve the following resolution which was seconded by Ms. Costamagna. Mr. Walker, Ms. King and Mr. Pasqua recused themselves from the vote. The motion passed by a vote of 13 in favor, 0 opposed, and 0 abstentions.

**RESOLVED:** That effective with the July 2022 Level 5 Super Series Tournaments, the entry fee, which appears in Table 1 of the USTA NorCal Junior Tournament Regulations, will be corrected as follows:

### 6. Player Entry. E. Entry Fees.

<b>Table 1: Entry Fees</b>			
The fees in parentheses are the actual fees that will appear on the Serve Tennis Tournament Home Page and include the administration fee charged by Serve Tennis for processing the entry.			
Level	Singles Entry Fee	Doubles Entry Fee Per Player (When Held with Singles)	Doubles-Only Tournament Entry Fee Per Player
Level 7	\$60.00 (\$62.69)	\$6.00 (\$6.74)	\$26.00 (27.46)
Level 6 Ratings Round Robins	\$73.00 (76.17)	n/a	n/a
All Other Level 6	\$67.00 (\$69.95)	\$6.00 (\$6.74)	\$33.00 (34.72)
Level 5 Super Series	\$82.00 <del>(\$85.45)</del> <u>\$85.49</u>	n/a	n/a
Level 5 Dominant Duo	\$93.00 (\$96.89)	n/a	n/a
All Other Level 5	\$77.00 (\$80.31)	\$6.00 (\$6.74)	\$38.00 (39.90)
Level 4 Super Series	\$92.00 (\$95.86)	n/a	n/a
Level 4 Dominant Duo	\$103.00 (\$107.25)	n/a	n/a
All Other Level 4	\$87.00 (\$90.67)	\$8.00 (\$8.81)	\$43.00 (45.08)
Level 3	\$97.00 (101.04)	\$8.00 (\$8.81)	\$48.00 (50.26)

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## National Team Selection Process

Ms. Norman learned at the USTA Annual Meeting that team events were returning for juniors. She noted that the Junior Council reviewed the selection criteria and made modifications which were consistent with previous policies. Ms. Cossette then made the motion that follows to approve the following resolution which was seconded by Mr. Pasqua. The motion passed by a vote of 16 in favor, 0 opposed, and 0 abstentions.

**RESOLVED:** That the process for selecting players and ordering the lineup for the USTA Boys' and Girls' 18 & 16 National Team Championships will be as follows:

Team Size: NorCal fields one team of 8 boys and one team of 8 girls - they compete separately at different locations. Each team will have 4 players designated as 16 Division players, and 4 players designated as 18 Division players.

Eligibility: Players must meet the USTA national age eligibility and citizenship requirements to be selected. Players must also be declared residents of USTA NorCal (per the USTA National Regulations).

Player Selection: Four boys and girls from each age division will be selected from among the timely applicants follows:

- The winner of the USTA NorCal June Sectional Championships.....up to 1 player
- If not previously selected the player with the best standing on the most recently published USTA National Standings List of the division.....up to 1 player
- If not previously selected the player with best World Tennis Number as of the time of selection.....up to 1 player
- Up to 1 Wildcard player may be selected.....up to 1 player
- Vacancies will be filled with players from the most recently published National Standings List of the division, selected by order of standing. Notwithstanding the selection process described above, players with a history of poor sportsmanship, including a history of withdrawals, may be excluded from selection.

Team Line-Up: Unless the USTA mandates a specific lineup procedure, the lineups will be ordered as follows:

- Players will be ordered first based on their position on the most recently published National Standings List of the division, except that,
- Wildcard recipients will be placed in the lineup as determined by the Selection Committee; and
- The Selection Committee may order a player higher or lower if justified by the ratings of all selected players. Line-ups will be announced to the participants as soon as possible after selection and line-up order is determined.

Wildcards:

- To be considered, a player must submit a timely entry to USTA NorCal no later than the entry deadline - note that this is not the tournament entry deadline by which Sections must submit their teams to the tournament, but the published deadline set by NorCal for being eligible for consideration for selection.
- Players may submit a request to be considered for a Wildcard, but this request is not required.
- The Selection Committee shall be comprised of two members of the USTA NorCal staff and Chair of Junior Council.
- Wildcards do not have to be awarded.

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- There is no specific selection criteria for the Wildcards, however the purpose of awarding Wildcards (if any) shall be for NorCal to field the strongest teams possible. Notwithstanding the purpose to field a strong team, players with a history of poor sportsmanship, including a history of withdrawals, may be excluded from consideration.

## **Quota Waiver**

Ms. Norman commented on the desire to discontinue the waiver process for players appearing on the quota list. She noted that this process was put into place under a different structure and that Junior Council believes it is no longer needed. Ms. Norman then made the motion that follows to approve the following resolution which was seconded by Mr. Wheeler. The motion passed by a vote of 16 in favor, 0 opposed, and 0 abstentions.

**RESOLVED:** That the waiver process for players to appear on the Quota List for the USTA National Clay Court Championships, The USTA National Championships (Hard Courts) and the USTA National Winter Championships is hereby rescinded effective immediately.

## **Adult Tournament Committee**

President Scalese called upon Ms. Verhoeven to review five Adult Tournament Committee items for consideration.

## **Level Designation Change**

Mr. Verhoeven noted that the level configuration request is to balance the number of designated levels in the current Adult tournament schedule to increase player participation. Ms. Costamagna made the following motion to approve the following resolution which was seconded by Ms. Sloan. The motion passed by a vote of 16 in favor, 0 opposed, and 0 abstentions.

**RESOLVED:** Level designation change from Level 6 to Level 5 for the following tournaments: Laguna Creek NTRP Classic, Laguna Creek Age Classic and Bay Area Senior Qualifier.

## **Establish ATC Sub-Committees**

Ms. Verhoeven reported that the Adult Tournament Committee wanted to establish Open & Age Series Sub-Committees to create grant/funding criteria. The Board questioned whether the Board needed to approve the formation of subcommittees and a concern was raised that once formed by vote of the Board, it would take an additional vote to disband a subcommittee. No motion was made.

## **Pro Circuit Grants**

Ms. Verhoeven noted that the Adult Tournament Committee was seeking approval around Pro Circuit grants. The Board expressed confusion regarding the request and asked that this be sent back to the Adult Tournament Committee for clarification

## **Open Series Stipend/Grants Criteria-Age Series Stipend/Grants Criteria**

Ms. Verhoeven noted that stipends were being requested for the Open Series and Age Series. It was noted that clarification is needed around the amounts being sought and that the requests need to be run through the Budget Committee before being presented to the Board.

## **XII. Treasurer's Report**

President Scalese called upon Mr. Walker to provide the Treasurer's report. Mr. Walker noted that the budget has had little change month over month, monthly statements will be produced, and that there was \$3.5 million in cash and total equity was \$5.2 million. He briefly reviewed the cash flows and income

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statements. Mr. Cooke asked about league revenue which Mr. Walker noted that leagues hit the 70% return to play target and that the budget needs to be amended to include the additional sectional events. Mr. Walker also responded to questions concerning the legal budget. He concluded by noting that USTA NorCal is in a strong financial position with a solid budget and improved financial reporting.

## **XIII. President's Report**

President Scalese referred to his report included in the meeting material. He first referred to Mr. Bunag's biography. He reported that the Junior Team Tennis Committee would be restarted with Andrea Barnes as Chair. He reported that he plans to have in-person Board meetings starting in August. He also continues to attend most committee meetings.

## **XIV. Executive Director's Report**

President Scalese called upon Ms. Verhoeven to present her Executive Director Report. Ms. Verhoeven began by reviewing participation numbers and noting that they would continue to be incorporated into her report. She commented on the launch of WTN in the junior space. She noted that the DEI Audit report and findings were included in the material. She provided an update on the USTA NorCal Hall of Fame event, to be held on June 10. She commented on the Maze Cup and Adult Sectionals. She concluded by noting that Nicholas Chen has been selected as the NorCal nominee for the USTA Bill Talbert Junior Sportsmanship Award.

## **XV. Delegate's Report**

President Scalese called upon Mr. Wheeler to provide his Delegate's report. Mr. Wheeler provided a brief overview of the USTA Annual Meeting that took place in March in Orlando. He reported that the membership approved the proposed rule change which both protects and empowers officials and staff to deal with improper behavior by everyone associated with a player, on and off the court.

The Board took a 5 minute break at 9:15 pm.

## **XVI. Executive Session**

Mr. Wheeler moved to go into Executive Session at 9:20 pm which was seconded by Ms. Norman. By a vote of 15 in favor, 0 opposed, 0 abstentions, the Board moved into Executive Session. The Advisory Directors were excused, and Ms. Walker was asked to join.

Mr. Reis moved to come out of Executive Session at 10:45 pm which was seconded by Mr. Walker. By a vote of 15 in favor, 0 opposed, 0 abstentions, the Board moved out of Executive Session.

## **XVII. Old Business**

President Scalese asked if there was any old business to cover which there was none.

## **XVIII. Adjournment**

The meeting was adjourned at 10:50 pm.