

## MINUTES

<b>IN ATTENDANCE</b>	Joshua Conlin, Suzy Cossette, Christine Costamagna (Secretary), Martha Ehrenfeld, Ray Hixson, Cheri King, Michelle Nicholson, Andrea Norman, Craig Pasqua, Luis Reis, Jason Scalese (President) Pam Sloan (President-elect), and Jack Walker (Treasurer), Keith Wheeler (Delegate/Parliamentarian)
<b>ABSENT</b>	Gordon Collins, Mary Ryniewicz, Scott Winn
<b>ADVISORY DIRECTORS</b>	Michael Cooke
<b>NORCAL STAFF</b>	Summer Verhoeven, Executive Director; Darren Wenger, Director of Strategy and Operations
<b>LEGAL COUNSEL</b>	Jonathan Madison, Esq., The Madison Firm
<b>GUESTS</b>	None
<b>CALL TO ORDER</b>	6:32 PM

**I. Call to Order**

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

**II. Introduction of Guests**

President Scalese noted that there were no guests.

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

Mr. Pasqua read the USTA NorCal Mission Statement.

**IV. Public Comments**

It was noted that there were no public comments.

**V. Approval of Agenda**

President Scalese then asked for any changes to the agenda. It was suggested that the agenda items concerning the Ad Hoc Governance Committee, Sanction and Schedule Committee, and Adult Tournaments Committee be moved to Executive Session. Ms. Costamagna moved to approve the agenda as amended which was seconded by Ms. Norman. The motion passed by a vote of 11 in favor, 0 opposed, 0 abstentions.

**VI. Review of Meeting Parliamentary Procedures and Time Limits**

President Scalese spent a few minutes reminding the Board of the general parliamentary procedures to be followed during the Board meetings as well as the approved time allocations for discussion items.

**VII. Approval of Minutes**

President Scalese referred to the minutes from the June 15, 2022 Board meeting which were included in the meeting material. Ms. Norman moved to approve the June 15 minutes as amended which was seconded by President-elect Sloan. The motion passed by a vote of 11 in favor, 0 opposed, 0 abstentions.

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## 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 noting that there was 1 renewal and 1 new.

Mr. Conlin joined the meeting at the conclusion of this presentation.

## IX. Committee Updates/Action Items

### Strategic Planning Committee Update

President-elect Sloan, who also is the Chair of the Strategic Planning Committee, reported that this Committee has completed its review of the internal data collected. She commented on the status of the survey developed for frequent players, non-players, and non-tennis communities and it was expected that Board members will help distribute. She noted that the Committee has targeted 1000 responses to the survey.

### Nominating Committee Report

President Scalese provided a brief report on the status of the Nominating Committee. He noted that there were 8 positions open on the Board for the next term and that 8 people had been nominated. He reviewed the next steps for the Nominating Committee as well as timelines leading up to the election in November.

### Ad Hoc Committee Update

This agenda item was moved to Executive Session.

### Junior Council/Adult Tournaments/Wheelchair Committees

#### **Head Tax Refund to Organizations When Full Tournament Cancellation**

President Scalese called upon Ms. Norman to present. Ms. Norman began by noting that Organization Members continue to have financial challenges in running tournaments. She noted that one aspect of running tournaments that has not yet been addressed is the lost cost when a tournament is cancelled which includes referee fees, non-refundable court and facility rental fees and trophies. She reported that this proposal would be an additional source of revenue - a payment of the Head Tax that NorCal earns on every player entered in a tournament whether or not the tournament is held - that would help Organization Members recoup their costs in the event of a full cancellation.

Ms. Norman moved to approve the resolution concerning the head tax refund which was seconded by Ms. Cossette. Mr. Pasqua and Mr. Walker recused themselves. By a vote of 10 in favor, 0 opposed, 0 abstentions, the Board approved the following resolution:

- RESOLVED:** That, effective immediately, when a Tournament or Junior Circuit Event has been cancelled before a match is played, USTA NorCal shall make a payment to an Organization Member equivalent to the Head Tax collected for all accepted entries provided that:
- The tournament cancellation has been approved in writing by a member of the USTA NorCal staff;
  - The cancellation was for any of the following reasons: was due to inclement weather; was to protect the health and safety of the players; was unilaterally cancelled by NorCal for a reason that is not the fault of the Organization Member.
  - The Organization Member provides a completed W-9 within 30 days of the date of cancellation. If no Head Tax has been collected, no payment will be made.

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**RESOLVED FURTHER:** That the form of 2023 USTA NorCal Sanction Agreement be amended incorporate the terms of the Head Tax payment policy into the applicable cancellation clause.

**RESOLVED FURTHER:** That any and all policies related to payments and/or grants to an organizer by USTA NorCal when a tournament is cancelled are hereby rescinded.

## Sanction and Schedule Committee

### **Amendments to USTA NorCal Tournament Sanctioning Regulations & USTA NorCal Sanction Agreement**

President Scalese called upon Ms. Norman to review the amendments included in the meeting material. Ms. Norman first referred to those amendments related to the tournament sanctioning regulations. She noted that upon the request of NorCal staff, it is recommending parameters for when and if NorCal will permit a non-sanctioned tournament to be listed on Serve Tennis. She also noted that upon the request of NorCal staff, junior tournaments must now specify in the tournament titles, key information that helps players identify the type of tournament they are entering.

With respect to the sanction agreement, Ms. Norman noted that date changes are needed to update the agreement for use in the future and that the proposal clarifies that staff may approve the enumerated requests for change and adds to the list of request the change in Tournament Level.

Ms. Norman concluded by noting that Mr. Madison has done a preliminary review of these proposals and has advised that nothing is of concern.

Ms. Norman moved to approve the amendments presented which was seconded by Ms. Cossette. In response to questions, Ms. Norman noted that the Sanction and Schedule Committee has already awarded these tournaments and this is just a change to the feature of the tournaments. By a vote of 12 in favor, 0 opposed, 0 abstentions, the Board approved the following resolutions:

**RESOLVED:** That, effective immediately, the USTA NorCal Tournament Sanctioning Regulations are hereby amended as follows:

1. A new Comment is added to follow Regulation 1, Meaning of "Sanctioning" to describe the handling of non-sanctioned tournaments as follows:

**Regulation 1. Comment:** Organization Members are permitted by the USTA to use the Serve Tennis platform to host non-sanctioned tournaments; however, in order for those tournaments to appear on the platform, a Sectional Association must give permission for a non-sanction tournament to be in the platform. USTA NorCal has established the following policies related to giving such permission:

- A \$50 fee will be charged, *except that* the fee will be waived for an Organization Member that is a non-profit corporation or a school.
- NorCal reserves the right, at its sole discretion, to refuse to give permission for a non-sanctioned tournament to be in the platform.

2. New Regulation 5.F.ii. is added as follows:

**F. Additional Requirements.** In addition to meeting the Safe Play Approval requirements set forth in the USTA NorCal Sanction Agreement, an approved sanction is conditioned on the applicant meeting the following additional requirements no later than the 1st day of the month two months prior to the start date of the Tournament (For example, if the Tournament start date is April 15th, the conditions must be met no later than February 1st).

**ii. Required Junior Tournament Titles.** The following terms must be included in the titles of the following junior tournaments:

**a. Level 3.** All Level 3 tournaments will include in the title "USTA NorCal," "Sectional Championships," and the age division(s). For example, USTA NorCal Boys' 18 & 18 Sectional Championships.

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- b. Level 4 Excellence.** All Level 4 tournaments will include in the title "Excellence," and the age division(s). For example, Boys' 18 & 18 Excellence.
  - c. Level 4 & Level 5 Super Series.** All Level 4 and Level 5 Super Series tournaments will include in the title "Super Series," and the age division(s). For example, Boys' 18 & 16 Super Series.
  - d. Level 4 & Level 5 Dominant Duo.** All Level 4 and Level 5 Dominant Duo tournaments will include in the title "Dominant Duo," and the age division(s). For example, Boys' 18 & 16 Dominant Duo.
  - e. Level 5 Championship.** All Level 5 Championship tournaments will include in the title "Championship," and the age division(s). For example, Boys' 18 & 16 Championship.
  - f. Level 6 Ratings Round Robins.** All Level 6 Ratings Round Robin tournaments will include in the title "Ratings Round Robin." For example, ABC Club Ratings Round Robin.
- There are no requirements for the titles of other Level 6 Tournaments and Level 7 Tournaments.

3. Make a correction to Regulation 10.B.ii. to remove the reference to Level 5 Super Series, which do not apply to this provision:

## 10. Mileage and Concurrent Tournaments.

### B. Junior Tournaments.

#### ii. Tournaments Concurrent with Level 6 Ratings Round Robins ~~and Level 5 Super Series.~~

The only equal or lower-level Junior tournament that may be sanctioned concurrent with a Level 6 Ratings Round Robin is a Level 7 Tournament.

**RESOLVED:** That, effective with Organization Members applying for 2023 USTA NorCal Tournament, the USTA NorCal Tournament Sanctioning Agreement is hereby amended as follows:

1. All references to 2022 are changed to 2023; and
2. Section 14.C. Change Requested by Organizer, is amended to clarify that NorCal staff may approve a permitted change requested by the Organizer, and added to the list of permitted requests is a request to change the Level of the Tournament, all as set forth below:

## 14. Notice and Approval of Change.

**C. Change Requested by Organizer.** Organizer must receive written approval from NorCal staff in the event any information provided on the sanction application has materially changed. This includes, but is not limited to:

- person serving as Event or Tournament Director,
- person serving as Tournament Referee,
- the Level of the Tournament,
- tournament site(s),
- Event or Tournament dates,
- entry/registration fee,
- registration opening or closing date,
- events and/or divisions offered (*except* when events are combined pursuant the applicable USTA NorCal Junior Circuit Regulations, USTA NorCal Junior Tournament Regulations, or USTA NorCal Adult, Family & Wheelchair Rules.
- changes to match and/or scoring format(s),
- change to a draw format, and
- changes to limited draw size, or placing a limit on the draw size.

Absent written approval by NorCal, any material change constitutes a breach of this Agreement and may result in the revocation of a sanction.

It was noted that Tournament Approvals were moved to Executive Session.

### Adult Tournament Committee

This agenda item was moved to Executive Session.

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## Adult Leagues Committee

### **2023 Leagues Calendar**

President Scalese called upon Ms. Costamagna to review the proposed 2023 Leagues calendar. Ms. Costamagna noted that the calendar is similar to 2022. She reported that the only major difference is the Adult 65 & Over Daytime League being moved a month later.

Ms. Costamagna moved to approve the resolution concerning the 2023 Leagues calendar which was seconded by Mr. Walker. Mr. Hixson inquired whether any significant concerns had been expressed by members about the 2022 calendar. A brief discussion ensued regarding the timing of the Adult 65 & Over Daytime League, which was an issue for the 2022 season, and it was noted that that the 2023 one-month delay for this league may be effective in addressing those concerns. Ms. Costamagna noted that there had been no feedback from players on the timing in 2022 but that staff is looking at surveying players after each league season for immediate feedback. By a vote of 12 in favor, 0 opposed, 0 abstentions, the Board approved the following resolution:

**RESOLVED:** The 2023 USTA NorCal Adult Leagues Calendar, attached as Exhibit A, is approved.

## Constitution and Rules Committee

### **Confidentiality Policy**

President Scalese called upon Mr. Hixson to review amended action item concerning the USTA NorCal Board and Committee Member Confidentiality Policy. Mr. Hixson noted that this Policy was originally brought to the Board in May. He reported that revisions were made based upon Board feedback in the June meeting, and that Mr. Madison had reviewed it as well. It was agreed that the certification for exiting Board/Committee members was not necessary and that Board candidates would also be required to comply.

Mr. Hixson moved to approve the USTA NorCal Board and Committee Member Confidentiality Policy which was seconded by Mr. Wheeler. By a vote of 12 in favor, 0 opposed, 0 abstentions, the Board approved the Policy as presented.

### **Audit Committee Formation**

President Scalese provided an overview of the need for an Audit Committee for USTA NorCal on the recommendation from the non-profit outside counsel. He reported that it is currently not a standing committee. He named who would serve on this Committee and noted that a charter would be presented at the next Board meeting.

Ms. Norman moved to approve the formation of the Audit Committee which was seconded by Ms. Costamagna. By a vote of 12 in favor, 0 opposed, 0 abstentions, the Board approved the following resolution:

**RESOLVED:** The Board of Directors of USTA NorCal establishes an Audit Committee which will have the following members:

Pam Sloan, Chair  
Christine Costamagna  
Nancy DeShane  
Andrea Norman  
Keith Wheeler

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Ms. Nicholson left at the conclusion of this presentation.

## X. Treasurer's Report

President Scalese called upon Mr. Walker to provide the Treasurer's report. Mr. Walker noted that Ms. Aguilar has been out of the office so updated financials with the variances were unavailable. He expressed no concerns with the financials. A brief discussion ensued regarding the budget planning process, including involvement with the management team, for 2023. Mr. Walker commented on the need for updated software and that a budget request would be presented to the Board in the near future. Mr. Wenger noted that the audit conducted by Moss Adams is in its final stages with the final statements being made available in the next few weeks.

## XI. President's Report

President Scalese briefly commented on the meetings he has attended and discussions around pending legal matters. He commented on the US Open as well as the loss of Peter Burwash. He reported that the August and October Board meetings would be in person at the USTA NorCal office. He reported that the Executive Committee met to approve President-elect Sloan as the USTA NorCal nominee for the Barbara Williams Service Award. President-elect Sloan asked if the new USTA CEO has mentioned anything on any of his national calls about the future of the USTA to which President Scalese noted that more information would be provided at the US Open.

## XII. Executive Director's Report

President Scalese called upon Ms. Verhoeven to present her Executive Director Report. Ms. Verhoeven began by noting that all staff was now in place. From an Adult Leagues perspective, she reported that NorCal has the highest number of registrations out of all of the sections. She reported on the recent Executive Director training in Nashville where Lew Sherr outlined priorities including energizing the culture, recasting from the bottom up, digital transformation and collaboration. She highlighted the activities surrounding the Mubadala Classic, including the August 2 Board retreat. She commented on upcoming League sectionals and the Level 4 wheelchair tournament in Silicon Valley. She reported that NorCal won the Gar Glenny Cup. She commented on the CTA leadership meeting as well as the first annual NorCal staff picnic. Mr. Pasqua inquired about the Community Development workshop that used to be hosted by National. Ms. Verhoeven concluded by commenting on the remote work policy.

## XIII. Delegate's Report

President Scalese called upon Mr. Wheeler to provide his Delegate's report. Mr. Wheeler noted that the delegates would be meeting tomorrow to discuss the proposed bylaw and regulations amendments to be voted on at the meetings held in New York during the US Open.

Mr. Wheeler moved to approve the bylaw and regulation amendments and to authorize Mr. Wheeler, as delegate, to vote on USTA NorCal's behalf which was seconded by Mr. Walker. Board members raised concerns about the regulation changes on officiating and it was suggested that Mr. Wheeler bring back additional information to the Board. Mr. Wheeler pulled his motion.

President Scalese called for a 5 minute break at 8:51 pm.

## XIV. Executive Session

Ms. Norman moved to go into Executive Session at 8:56 pm which was seconded by Ms. Costamagna. By a vote of 11 in favor, 0 opposed, 0 abstentions, the Board moved into Executive Session.

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Mr. Pasqua moved to come out of Executive Session at 9:49 pm which was seconded by Mr. Walker. By a vote of 9 in favor, 0 opposed, 0 abstentions, the Board moved out of Executive Session.

**XV. Old Business**

President-elect Sloan noted that the item under old business was tabled.

**XVI. Adjournment**

The meeting was adjourned at 9:50 pm.

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## **EXHIBIT A**

### 2023 USTA NorCal League Calendar

Draft Revised: 7/11/2022

**Early Start 2023 Adult 40 & Over Reno/Tahoe - must be completed by September 2023; Nationals: October 2023**  
Team registration: July 11, 2022 Closes: August 1, 2022  
Season opens: August 22, 2022 Season Closes: November 21, 2022 (13 weeks/10 matches)  
P: December 1-4, 2022; December 8-11, 2022  
S: May 5-7, 2023

**Early Start 2023 Mixed 18 & Over Reno/Tahoe - must be completed by September 2023; Nationals: October 2023**  
Team registration: July 11, 2022 Closes: August 1, 2022  
Season opens: August 22, 2022 Season Closes: November 21, 2022 (13 weeks/10 matches)  
P: December 1-4, 2022; December 8-11, 2022  
S: April 28-30, 2023

**2023 Adult 40 & Over League - must be completed by September 3, 2023; Nationals: October 2023**  
Team registration: November 7, 2022 Closes: December 5, 2022  
Season opens: January 2, 2023 Season Closes: March 13, 2023 (10 weeks/10 matches)  
P: March 23-26; March 30-April 2; April 13-16, 2023  
S: May 5-7, 2023

**2023 NorCal Adult 40 & Over Daytime League**  
Team registration: November 7, 2022 Closes: December 5, 2022  
Season opens: January 2, 2023 Season Closes: March 13, 2023 (10 weeks/10 matches)  
P: March 20-24; March 27-March 31; April 10-14, 2023  
S: May 5-7, 2023

**2023 Mixed 18 & Over League - must be completed by September 24, 2023; Nationals: November 2023**  
Team registration: November 7, 2022 Closes: December 5, 2022  
Season opens: January 2, 2023 Season Closes: March 13, 2023 (10 weeks/10 matches)  
P: March 16-19; March 23-26; March 30-April 2, 2023  
S: April 28-30, 2023

**2023 NorCal Adult 65 & Over Daytime League - National Invitational: January 2024**  
Team registration: December 5, 2022 Closes: January 9, 2023  
Season opens: February 6, 2023 Season Closes: April 14, 2023 (10 weeks/10 matches)  
P: April 24-28; May 1-May 5, 2023  
S: May 16-18, 2023

**2023 Adult 18 & Over League - must be completed by August 27, 2023; Nationals: October 2023**  
Team Registration: January 23, 2023 Closes: February 21, 2023  
Season opens: April 10, 2023 Season closes: June 18, 2023 (10 weeks/10 matches)  
P: July 6-9, July 13-16; July 20-23, 2023  
S: August 4-6, 2023

**2023 NorCal Adult 18 & Over Daytime League**  
Team Registration: January 23, 2023 Closes: February 21, 2023  
Season opens: April 10, 2023 Season closes: June 16, 2022 (10 weeks/10 matches)  
P: July 10-14, July 17-21; July 24-28, 2023  
S: August 4-6, 2023

**2023 Adult 55 & Over League - must be completed by September 17, 2023; Nationals: October 2023**  
Team Registration: January 23, 2023 Closes: February 21, 2023  
Season opens: March 20, 2023 Season closes: May 28, 2023 (10 weeks/10 matches)  
P: June 8-11; June 15-18; June 22-25, 2023  
S: July 14-16, 2023

**2023 Mixed 40 & Over League - must be completed by October 8, 2023; Nationals: October/November 2023**  
Team Registration: April 24, 2023 Closes: May 22, 2023  
Season opens: June 19, 2023 Season closes: August 27, 2023 (10 weeks/10 matches)  
P: September 7-10; September 14-17; September 21-24, 2023  
S: October 6-8, 2023

**2023 NorCal Adult 70 & Over Daytime League**  
Team registration: July 3, 2023 Closes: July 31, 2023  
Season opens: August 28, 2023 Season Closes: November 3 2023 (10 weeks/10 matches)  
P: November 13-17; November 27- December 1, 2023  
S: December 12-14, 2023

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#### 2023 NorCal Combo League

**Team registration:** July 3, 2023

**Closes:** July 31, 2023

**Season opens:** August 28, 2023

**Season Closes:** November 5, 2023 (10 weeks/10 matches)

**P:** November 16-19; November 30- December 3; December 7-10, 2023

**S:** January 19-21, 2024

#### 2023 NorCal Combo Daytime League

**Team registration:** July 3, 2023

**Closes:** July 31, 2023

**Season opens:** August 28, 2023

**Season Closes:** November 3, 2023 (10 weeks/10 matches)

**P:** November 13-17; November 27-December 1; December 4-8, 2023

**S:** January 19-21, 2024

#### 2023 NorCal Mixed 55 & Over League - **National Invitational: 2024**

**Team registration:** July 3, 2023

**Closes:** July 31, 2023

**Season opens:** August 28, 2023

**Season Closes:** November 5, 2023 (10 weeks/10 matches)

**P:** November 9-12; November 16-19; November 30-December 3, 2023

**S:** December 8-10, 2023