

NOTE: *These minutes were approved on June 10, 2024.*

Nancy DeSchane, chair of the Budget & Finance Committee, called the meeting to order at 8:01pm and roll call was conducted. The meeting was held by Google Meet video conference.

Committee Members Present: Nancy DeSchane (chair), Jason Scalese, Jack Walker, Frank Li, Karen Chen

USTA NorCal Staff Present: Summer Verhoeven (Executive Director), Darren Wenger (Dir. of Operations and Strategy)

Guests Present: Pamela Sloan (President)

1. **Discussion Topic – Review of Committee Charter:** The committee met and reviewed the 2024 committee charter to help education members on the role of the committee within the organization along with responsibilities and delegated authority.
2. **Review of Financial Statements:** The committee reviewed the latest financial statements as of the time of the meeting, which were the financial statements as of Oct. 31, 2023.
3. **Action Item Review – Budget Requests:** The committee reviewed four action items being presented by various committees that were due to be presented to the Board of Directors at the Jan. 17, 2023 meeting. After review of each item, a straw poll was taken of which the results are outlined below:
 - i. **Junior Tournament Customer Service Budget Request**
 - Straw Poll Results: 5 in favor, 0 opposed, 0 abstentions, and 0 recusals
 - ii. **Head Tax Removal – Junior Circuit Events**
 - Straw Poll Results: 4 in favor, 0 opposed, 1 abstention, and 0 recusals
 - iii. **2024 Net Gen Player Retention & Host Recruitment Budget Request**
 - Straw Poll Results: 5 in favor, 0 opposed, 0 abstentions, and 0 recusals
 - iv. **New USTA NorCal Website**
 - Straw Poll Results: 5 in favor, 0 opposed, 0 abstentions, and 0 recusals
4. **Action Item Review – ADA Compliance:** The committee reviewed an action item proposal to upgrade the NorCal section office, specifically the front entrance door, to ensure that the door is in compliance with ADA regulations. After discussion, it was recommended by the committee that an ADA compliance consultant be hired to complete an analysis of the entire NorCal office and for the organization to spend funds necessary to bring the office into compliance as needed.
5. **Establish Meeting Schedule:** The committee discussed establishing a meeting schedule for the remainder of the year. It was decided to meet at a minimum quarterly, but schedule meetings each month on the 2nd Monday of each month at 8:00pm in the event that more frequent meetings were needed to review and provide feedback on budget related action items submitted by various committees.

There being no further issues or discussion to come before the committee, the meeting was adjourned at 9:11pm.