

Minutes of January 14, 2008 Brunswick County Tennis Association Board Of Directors Meeting

President Michaela Richardson called the meeting to order at 7:05 PM. Present were Karen Holbrook, Dag Egede-Nissen, Randy Wrigley, Sarah Benjamin, Kathleen McNamara, Kay Brannon, Jan Denney, Tony Regnier, Karen MacKinnon, Michaela Richardson, and Ron Madden. Since this was the first meeting for this new Board of Directors, Michaela made some welcoming remarks. She reported that the BCTA had received its annual CTA (Community Tennis Association) grant from the USTA. The purpose of this grant, in the amount of \$400, is to promote and support community-based tennis activities. She also mentioned that BCTA also had received its 2008 certificate of membership in the USTA.

Secretary - Randy Wrigley stated that the minutes for the November 2007 meeting had previously been distributed via email. He asked for additional corrections, and there were none. By unanimous vote, the November 12, 2007 meeting minutes were approved.

Treasurer – Kay Brannon stated that our checking account balance is \$3405. The treasurer's report was approved by unanimous vote.

Insurance – Michaela indicated that we had received an invoice in the amount of \$165 for our annual USTA liability insurance policy, and that was passed on to Kay after it was unanimously agreed to pay it. Tony Regnier asked if we have an actual copy of the policy. Dag Egede-Nissen indicated that he thought that we did not have a copy.

Membership – Sarah Benjamin introduced Kathleen McNamara as a member of a subcommittee (also includes Cathie Rod) helping Sarah with the membership operation. Sarah reviewed some of the proposals that had come out of the effort she and several others put forth at a meeting several months ago. A revised membership form was reviewed and approved. A target date of 4/7 for the production of the membership directory was reached after allowing for one month after the start of Team Tennis play for folks to get registered as BCTA members. Sarah also reviewed the parameters associated with the cover contest for the directory; various forms of artwork will be accepted, and the winners will be determined at the March BOD meeting. She also mentioned that we need to get more folks involved in soliciting ads for the directory.

Michaela brought up the point of how do we communicate with those members that do not have email access. After some discussion, it was determined that for those few folks in that situation, there were BOD members who live close to them and who will act as information conduits.

Team Tennis – Ron Madden and Karen MacKinnon introduced themselves as the Men and Women's Team Tennis coordinators, respectively. They are in the process of firming

up the number of teams and associated team captains. A captain's lunch will be held on 2/20. Play should start the week of 3/10 and finish on 5/17.

Youth Tennis - Karen Holbrook reported that the lunch for last summer's volunteers was held recently, with several comments coming from the participants. They thought the revised starting time (9 in the morning) for the youth sessions was a good idea, as was the use of the foam balls, portable nets, and "throw-down" lines. They suggested a possible small stipend for each location leader, to be used as seems appropriate to that location (small prizes, more foam balls, etc.). Another suggestion was for having different levels of play targeted at different locations, and possibly having follow-up instructions later in the summer for advanced players. There were also some suggestions not associated with the youth tennis; restart ladder activities, and have activities targeted for folks under 30 years of age.

Tony commented, related to the youth tennis, that a youth golf program he has been associated with, First Tee, has similar goals of providing additional help to those participants showing promise.

Dag suggested that Karen organize a sub-committee to review and expand upon the suggestions she mentioned.

Facilities – Dag said that he will be doing the facilities arrangements and scheduling this year, and asked that Ron and Karen get the number of teams and the captain's names in each league to him as soon as they have the information available.

Newsletter – Jan Denney asked that material for the next newsletter be sent to her via email before 2/7 or after 2/26; she will be away between those dates.

Other Business – The outstanding action items were addressed, and results are noted below. In order to have something in writing that describes the activities and responsibilities of each officer and committee chair, Michaela asked that each committee chair and officer write up a position description, perhaps asking the previous person holding that position to help. A draft template of this position description will be attached to the final minutes and the board will review it at the next meeting. She feels that having these position descriptions in writing will help ease the transition between previous officers and committee chairs and the new ones.

The meeting was adjourned at 8:10 PM. The next meeting is at 7 PM on Monday February 11 at the BEMC building on Rt 17.

Respectfully submitted, Randy Wrigley

Action Items:

Mike Heath - follow up with USTA for ideas on how to hold a "Back To Tennis" night;
status -> ON HOLD

Mike Heath – develop budgeting process; status -> CARRIED OVER

Mike Heath – 4 or 5 regional representatives to attend BOD meetings; status -> CARRIED OVER

Karen Holbrook – plan luncheon for summer youth tennis volunteers; planning in progress; status -> CLOSED

Sarah Benjamin – review results from membership/directory revamp meeting; status -> CLOSED

Sarah Benjamin – delay 2008 directory until after spring Team Tennis starts; status -> CLOSED

All – write up job description; status -> NEW