

DTC combined monthly Board Meeting and General Membership Meeting on Wednesday
4 February 2015

In attendance were, Dennis Anderson, Susan Berman, Janine Carlson, Chris Dewees, Veronica Dunn, George Haver, Cheri Herman, Brett Lee, Al Medviz, Patty Nishi, Sharon Polis Opfell, Carol Rose, Carolyn Teragawa, Grace Vaughn, Scott Walker, Art & Georgene Williams and Frans de Waard. The meeting was called to order at 6:10 pm at the Clubhouse.

1. Previous Minutes of Meeting

The minutes of the January Board meeting were approved without changes.

2. President's Report

Cheri Herman chaired the meeting, because Kelli O'Neil could not attend due to sickness. This meeting being the combined annual membership meeting and monthly board meeting, about one half of board members were up for (re)election. All existing board members who had completed a 2 year term made themselves available for re-election.

Cheri nominated the candidates for Board positions as follows:

Name	Position
Dennis Anderson	Clubhouse Manager
Janine Carlson	Webmaster
Jeff Chale	Men Interclub Rep
Chris Dewees	Treasurer
Carol Rose	SATA/ USTA Liaison
Frans de Waard	Secretary

All candidates were re-elected by acclamation.

In addition, Veronica Dunn made herself available to fill the position of Social Director, after the resignation of Linda Deos. She was also elected by acclamation.

3. Vice-President's Report

Because city councilman Brett Lee attended the meeting, the Community Tennis Plan, which has been sent to the mayor and the council members by Kelli, was discussed before the elections. George reported that he and Kelli attended the last city council meeting, at which Rob Davis stated that he finds the plan useful input to the council.

Brett mentioned that he did read the plan, and that he also finds it good input to the council. In particular he mentioned the recommendations and the cost information. Chris highlighted the possibility of a USTA grant. Asked what else the DTC can do to facilitate the issues, Brett recommended that DTC members continue writing letters (or e-mails) to the council and the Enterprise, to keep the issue on the front burner. Brett also suggested that multiple letters is better than a single one on behalf of a group, also because each writer will highlight other considerations. He further mentioned that he is in favor of maintaining existing facilities before spending money on new facilities. Brett expects that monies for tennis courts are expected to be available in 2016, but some repairs could possibly be done this year. The council will discuss the budget at a meeting in about 6 – 8 weeks.

After Brett left, Scott Walker asked if there is a formal process for lobbying the council. For now Brett's recommendations are all we have, and Grace will send an e-mail to the membership along those lines.

Finally, it was agreed that Chris will send the plan to the UCD tennis club president, and Susan will develop a template for "letters to the editor and council" for board review and comments, after which it will be send to the membership.

4. Treasurer's Report

Chris provided the DTC Treasurer's Report for January 2015 (see attachment).

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5. Club Pro report

Nothing to report.

6. Membership Report

Nothing to report.

7. School Liaison

Nothing to report.

8. City Liaison Report

See section 3.

9. Newsletter Report

Susan agreed to include "Drop-in" in a press release she will prepare. She also obtained agreement from Georgene and Art Williams to be featured in the next newsletter.

10. Social Director Report

It was agreed to wait for further contact from the organizers of the proposed "Tennis Carnival".

Frans agreed to draft a message on Drop-in for the bulletin board; to be discussed at the next meeting.

11. SATA/ USTA Report

Nothing to report.

12. Webmaster Report

Cheri asked Janine if the webpage on membership dues payments could be revised by putting the same donation link that's on the Membership page on the Home page for better visibility. Post meeting note: there are still other options to be looked at.

13. Women Interclub Rep

Nothing to report.

14. Men Interclub Rep

Nothing to report.

15. Clubhouse Manager Report

Frans and Dennis reported that the enclosed message box has been repaired and has been re-attached to the bulletin board; the key is in the clubhouse.

Cheri will ask Dale if he can collect used tennis balls and put those in the bin in the clubhouse. If Dale agrees, this will also be posted on the bulletin board.

16. Open Forum

Frans mentioned the issue of the unannounced "donations" of exercise equipment showing up in the clubhouse. He proposed that, with board agreement, it will be sold and the proceeds to go to the DTC. It was agreed that Cheri first checks with Dale, before proceeding along these lines.

The meeting adjourned at 7.30pm. The next meeting will be on Wednesday, March at 6.00 pm in the clubhouse.

Action Items for the next meeting:

1. George to hand the Community Tennis Plan to Christine Helweg. **Closed**
2. Kelli to distribute the Community Tennis Plan to the City Council Mayor, Parks & Recs Commission and High School principal and Athletic Director. **Closed**

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3. Grace to distribute the Community Tennis Plan to all DTC members with a request to write supporting letters. **Closed**
4. Grace to send out an invitation to all members inviting them to attend the annual membership meeting. **Closed**
5. Grace to send an e-mail to the membership to state that members are encouraged to continue writing letters to the council and the Enterprise. **New**
6. Chris to send the Community Tennis Plan to the UCD tennis club president. **New**
7. Susan to prepare a template for "letters to the editor and council" for comment by the board members, after which Grace will send it to the membership. **New**
8. Cheri to ask Dale on collection of used tennis balls. **New**
9. Cheri to ask Dale about the "donated" exercise equipment that showed up unannounced in the clubhouse. **New**
10. Frans to draft a bulletin board message on Drop-in. **New**
11. Janine to revise the dues payment webpage to allow for donations to be paid at the same time. **New**

Attachments

- Agenda, February combined General Membership and Board meeting
- Treasurer's Report for January 2015
- Updated Board member rosters

Agenda Items for the combined DTC monthly Board Meeting and General Membership Meeting on Wednesday, 4 February 2015

1. Approve Minutes from the Board Meeting held on 7 January 2015.

2. Elections and By-laws

Action Item: Nominating Committee to nominate Board member candidates (see table below)

Action Item: Elect and/ or re-elect Board members

The Social Director position is open and the following Board Members are up for re-election.

Name	Position	Election Date
Dennis Anderson	Clubhouse Manager	February 2013
Janine Carlson	Webmaster	February 2013
Jeff Chale	Men Interclub Rep	February 2013
Chris Dewees	Treasurer	February 2013
Carol Rose	SATA/ USTA Liaison	March 2013
Frans de Waard	Secretary	February 2013

3. Davis Community Tennis Plan

Informational Item: Plan to distribute plan to City Council, Parks and Rec. Commissioners and DJUSD officials. Support letters from members.

Informational Item: Determine way to calculate court usage.

4. Treasurer's Report

5. USTA Request to Host Promotional Tennis Event (Tennis Carnival) at Community Park

Informational Item: Need someone to contact USTA about event.

6. Walnut Message Board Relocation

Informational Item: Items to be posted to board.

7. New Business\Open Forum

Informational: Tennis ball donation to youth programs.

DTC Treasurer's Report for January 2015

Wells Fargo Business Checking balance 1/31/15 was \$ 6079.32

Inflows:

\$ 1580.32—dues
\$ 60.00--donation

Outflows:

\$ 100.00— required transfer to Savings

Wells Fargo Business Savings Balance 1/31/15 was \$ 3937.61

Inflows:

\$ 100.00—transfer from checking
\$.09--interest

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1. Liability insurance process is done and certificates given to co-insured City of Davis and Davis Joint Union School District.
 2. Dues are flooding in as SATA and USTA seasons near. Most people now use PayPal, but I've received about 10 responses at the PO Box.
 3. Received tax information from Pam Mainini and will begin to work on it during February. Will give the Board a summary of our 2014 finances as the tax filing date nears.
 4. Have not received our 4th quarter invoice for court usage from the City. Emailed Kristina McCellin to remind her.

Prepared and Submitted by Christopher Dewees, DTC Treasurer

Name	Position	Election Date
Dennis Anderson	Clubhouse Manager & Men SATA Rep	February 2015
Susan Berman	Public Relations	December 2014
Janine Carlson	Webmaster	February 2015
Jeff Chale	Men Interclub Rep	February 2015
Veronica Dunn	Social Director	February 2015
Chris Dewees	Treasurer	February 2015
George Haver	City Liaison	January 2014
Dale Hersch	Pro	N/A
Grace Vaughn	Membership Chair	November 2014
Kelli O'Neill	President	January 2014
Cheri Herman	Vice President	April 2014
Patty Nishi	School Liaison	March 2012
Carol Rose	SATA/ USTA Liaison	February 2015
Carolyn Teragawa	Women Interclub Rep.	January 2014
Frans de Waard	Secretary	February 2015

DTC Board Members, Responsibilities and Latest Election Dates

Name	Officers of the Board of Directors	Election Date
Kelli O'Neill	<p>President The President shall be the chief executive of the corporation and preside at all meetings of the DTC and the Board of Directors. In addition, s/he shall appoint all committees with the concurrence of the Board; coordinate strategic plans, objectives and projects in consultation with the Board or a committee; sign checks and collaborate with the Treasurer when accounting for club funds; sign contracts and agreements or other official documents; have general supervision over the business and affairs of the accounts and general concerns of the DTC; and be an ex-officio member of all committees.</p>	January 2014
Cheri Herman	<p>Vice President The Vice President, in the absence of the President, shall preside at the meetings of the board of Directors and shall assume the duties of the President during his/her absence.</p>	April 2014
Frans de Waard	<p>Secretary The Secretary shall keep the minutes of all DTC Board of Directors meetings and the General Meeting; be a custodian of all documents of the DTC; distribute minutes of board meetings for approval, and publish a final version for board approval; be responsible for Club correspondence; and give notice to all Board members of regular and special Board of Directors meetings.</p>	February 2015
Chris Dewees	<p>Treasurer The Treasurer shall be responsible for keeping a full and accurate record or the accounts of the receipts and disbursements of the DTC; monitor income, expenses and account balance and summarize monthly; present financial reports monthly to the board; pay for approved activities of the board and the club members assuring receipts are provided for each expense; maintain an accounting of all recurring payments such as bank fees, liability insurance, court fees, team fees, etc. The Treasurer also serves as the liaison to the Club Professional(s).</p>	February 2015

Additional Board Members

Susan Berman	<p>Public Relations, including the Newsletter The Newsletter Editor shall collect information for DTC newsletter. Role involves; preparing and proofing copy, emailing final newsletter to members and prospective non-members, and posting to DTC web site. In addition, editor will assist in proofreading and mailing the DTC roster and publishing Board meeting minutes. The newsletter will be in electronic form, but a paper newsletter will be available to membership upon request. The PR role also involves writing press releases for DTC events and news that will be submitted to local media.</p>	December 2014
Grace Vaughn	<p>Membership Chair The Membership Chair shall coordinate membership records; prepare and distribute annual club roster; provide up to date membership application for membership renewal; provide membership flyers and distribute to club members to recruit new members; distribute membership applications to community sites such as recreation department, libraries sports stores, tennis stores, etc.; keep membership changes up to date and provide periodic updates for publication in the newsletter; contact new members and invite them to club activities.</p>	November 2014
Carol Rose	SATA/ USTA Representative	February 2015

DTC Board Members, Responsibilities and Latest Election Dates

	<p>The SATA/ USTA Representative shall attend and vote at all SATA meetings; communicate with USTA when needed; report SATA & USTA information to DTC Board; distribute SATA team/league information to the Interclub Coordinator for distribution as needed.</p>	
<p>Carolyn Teragawa Jeff Chale</p>	<p>Women and Men SATA Interclub Coordinators The Interclub Coordinator shall oversee the development and participation of SATA/USTA league play. This includes recruitment and naming of league representatives and team captains; provide direction and leadership to league Coordinator(s) and captains; distribute SATA Fall, Summer, and Spring league Roster packets to league representatives and captains; assure team rosters are submitted by deadline; mentor representatives and captains regarding roster and club rules; assure team fees are collected and submitted to Treasurer.</p>	<p>January 2014 February 2015</p>
<p>Janine Carlson</p>	<p>Webmaster The Webmaster shall maintain web host contract; administer the web site; post Club news to Web site; and update web information for membership regularly.</p>	<p>February 2015</p>
<p>Dale Hersch Sally Hosley</p>	<p>Tournament Directors The Tournament Director shall direct and oversee tournament events for DTC activities; advertise events as needed; assign duties to event coordinators to set up and close down events; work with interclub/ intracub coordinators to set up events; manage write ups for the newsletter prior to and following each event, to include information location, time, participants, draws, event outcomes, and summary of event; and assist the President and Vice President with updates to the annual Calendar of Events.</p>	<p>N/A</p>
<p>Veronica Dunn</p>	<p>Social Activities Director The Social Activities Director shall direct and oversee social events; advertise events as needed; set up and close down events; manage write ups for the newsletter prior to and following each event ; inform the other board members with updates to the annual Calendar of Events concerning the dates of Social activities; and report results to Board.</p>	<p>February 2015</p>
<p>George Haver</p>	<p>DTC Liaison to the City of Davis The City of Davis Liaison shall provide communication between the DTC and the City. The DTC and DTC members shall bring questions, concerns, regarding these matters to the attention of the City Liaison for the purpose of reporting such or, when possible, resolving such matters. The City of Davis Liaison shall report status of all activities directly to the Board of Directors, communicate with the City as necessary and attend City Council meetings as appropriate with the President, and/or other Board Members. The DTC shall report all court needs to the City; such as, repair of nets, light malfunctions, etc.</p>	<p>January 2014</p>
<p>Patty Nishi</p>	<p>Davis Joint Unified School District Liaison (DJUSD Liaison) The DJUSD Liaison shall provide communication between the DTC and the DJUSD. The DTC members shall bring questions, concerns or requests of the DJUSD to the attention of the DJUSD Liaison for the purpose of reporting such, or, when possible, resolving such matters. The DJUSD Liaison shall report status of all activities directly to the Board of Directors, communicate with the DJUSD monthly and attend DJUSD meetings as necessary; and shall report as necessary to the DTC Board of Directors.</p>	<p>March 2012</p>
<p>Dennis Anderson</p>	<p>Clubhouse Manager The Clubhouse Manager shall monitor the condition of the clubhouse and initiate or propose measures for maintenance or improvements.</p>	<p>February 2015</p>