

Abilene Tennis Association Board Meeting Minutes

Abilene Country Club – Tapestry Room



Tuesday November 28, 2017 at 6:00 pm

Board Members present: Beverly Guthrie, Kevin Crousen, Lydia Couch, and Valerie Giles

Board Members unable to attend: Mary Noel Corn, Jimmy Schaeffer, and Julie Beckham

Other Attendees: There were no other attendees

Business

Kevin Crousen called meeting to Order. Minutes from the October 24 board meeting were presented. Kevin Crousen made a motion to approve, Valerie Giles seconded, all approved.

The Board discussed the need to create contractor agreements ATA has with Alan Pratchel - Referee, Chris Redman – Tournament Director, Melinda Roberson – JTT Tennis Coordinator, and for the new Adult Coordinator. These agreements should be completed and signed by January 2018.

Treasurer's Report –Beverly Guthrie

Beverly Guthrie handed out financial information reflecting a current total bank balance of \$72,225.62. The Board reviewed the financial statements. Valerie Giles made a motion to approve the Treasurer's Report, Lydia Couch seconded, all approved.

Committee Updates

Officials and Referees and Fundraising Committees

The Board discussed the process to certify officials and the ability to complete most requirements online to become provisionally certified. Discussed talking with local university coaches to recruit students to become officials.

Community Tennis Development & Marketing

The website has been updated to reflect the cancelled December Open, the Adult Coordinator RFP and timeline, and the upcoming adult tennis "Town Hall" and tennis "Open Forum". Beverly Guthrie and Lydia Couch now have an Editor role.

Recommend the Board considers upgrading the website in early January. Such upgrade is necessary to be able to export registration information (JTT, adult), set-up banquet tickets on-line and take payments. Valerie Giles will research what the fee will be. Currently the website is free, with a \$5/month hosting cost.

Ben Giles is currently our IT Technology Support person. Valerie Giles is the system administrator.

Fundraising – Banquet, Texas Slam, US Open Tickets

The Board discussed the new USTA rules for getting US Open Tickets. The tickets can no longer be raffled, but must be bid on in either a silent auction or live auction where the minimum bid is \$5,000. As a smaller tennis community in the state, it will be difficult to hold such an event with bids at \$5,000 or more.

Adult Tennis

The Adult Committee has not met since last board meeting. An email notification went out to area tennis players about the success of the Halloween mixer, as well as to let them know of the Adult Tennis Coordinator RFP and to invite them and pass the word about the upcoming town hall meeting.

USTA leagues:

- The Tri-level tournament will be Feb 9-11, 2018. There are 2 Abilene teams in system. Final roster due 11/30.
- We have a tentative schedule for 2018
- A bid was submitted on 11/22 to USTA Texas for holding the Mixed 18 & Over sectionals to be held Oct 5-7, 2018
 - ACVB to provide \$1,400 in funds

Tournaments:

- December Abilene Open cancelled
- Consider having monthly UTR tournaments for 2018

Other opportunities for play:

- Halloween Mixer had 16 adults participate. Xiangling Zhang and Gary Range were the King of the Court winners.
- ACC ladies doubles league (Adam Ewing)
- ACC club championship Dec 8-10
- Rose Park – no information

Marketing and communications:

- Initial brochures have been distributed
- Website – post USTA Adult league calendar for next year
- Town hall scheduled for Sunday, Dec 10, 230-330pm CST in Lounge at ACC
 - Agenda TBD – suggestions? Social play, fundraising, volunteers

Coordinator update:

- Susan Clark and Karen Wilkins resigned effective November 1, 2017. An Exit interview held November 14.
- An RFP for Adult Tennis Coordinator position was created and posted to ATA website, along with anticipated timelines.
- USTA Texas Adult Coordinator training to be held on Dec 2. Amanda Friday will pick up a manual for ATA since no one from Abilene can attend.

ATA governance planning:

- Create adult league rules and standard fees – leverage San Antonio and Austin docs

- Create captain's handbook – leverage Austin docs
- Create contract agreement for coordinator services including pay structure

Junior Tennis

- Abilene USTA Tournaments – the November SCMZ Nov 18-20 went well. A CMZ will be Dec 9-10 weekend. ATA will need 4 or 5 volunteers to hand out shirts to players on Saturday morning from 8-10am. The ATA Board cancelled the December Open since there was no TD available as Chris Redman was unable to cover the event. ATA is currently in need of another local TD; we have asked all 3 local University & Assistant Coaches and none are interested at this time.
- JTT Abilene Leagues: Texas State Sectionals were Nov 17-19 at Newks. Five teams from Abilene participated. Reminders about new JTT League rules for Spring 2018 are: setting new Age cutoffs to April 30 for Spring season, October 31st for Fall Season and keeping Aug 31st for Summer National Track Season. There will be "Open" Team registration for Summer National Track Sectionals, so no league will be played to advance. Just put your teams together. Also levels will no longer be named Beg, Int or Adv but x.x NTRP and below and then 'Open' JTT for Adv levels. Spring & Summer sectionals may be in San Antonio and Austin. Registration for Spring Leagues will begin in late January.
- ATA Banquet: May 2nd, 2018 is ATA Banquet Date. Volunteers from all area High Schools will be on ATA Banquet Committee. Beverly Guthrie will contact Mr. McClure to see if they are willing to participate in the banquet this year.
- USTA Texas Jr. Slam – The Texas Jr. Slam Committee has begun to meet and prepare for the June tournament.
- USPTA Junior Team Abilene - Looking forward to 2018 tourney in New Braunfels. In order for the Abilene teams to stay in the Condos, a check needs to be sent early January to Chris Singer in Tyler. Beverly Guthrie made a motion to pay the amount necessary to hold the Condos, Lydia Couch seconded, all approved.
- The Board discussed a bonus for the JTT Coordinator contractor. Beverly Guthrie made a motion to approve, Kevin Crousen seconded, approved.
- ATA is planning to hold a UTR Tournament January 20, 2018. Chris Redman as agreed to run the tournament, Eric Huntley (Lubbock) has agreed to do the draws for us. We will charge \$30/player, of which UTR charges between \$2 and \$3/player. We will pay court fees of \$150 and pay the TD a set amount plus an amount per player.

Financial and Operations

- The 1023 Application has been completed by Davis Kinard & Company, signed and the \$850 application fee and mailed to the IRS the week before Thanksgiving. The Application was to reactivate our 501c4 and switch to a 501c3. We await the IRS for approval.
- The CTA/NJTL registration has been completed with the help of Julie, Cathie Coleman and Veronica.

- The 2018 CTA Evaluation & Capacity Building Grant is in process. We are requested to send our Bylaws, 2018 Board of Directors Contact List, 2018 Board of Directors Meeting Schedule, 2018 Budget, 2018 Goals, Strategic Plan, and 2017 CBG Year End Report. We are not applying for a Capacity Grant.

Upcoming Business

The Board will meet January 7, 2018 to work on ATA's strategic plan which will include short-term and long-term plans. We will also work to establish the 2018 budget.

The Board is inviting the local high school and middle school coaches and their assistants to a Coach's Dinner on January 28th at 5pm. We are interested in what the coaches would like to see ATA do this year and in future years and how we can continue to partner with them.

The meeting adjourned at 7:55pm.

Announcements

- Next Board meeting is January 23, 2018.

Prepared by: Valerie Giles, December 8, 2017