San Antonio Tennis Association Board Meeting

September 17, 2018

Pulman, Cappuccio & Pullen, LLP

2161 NW Military Highway, Suite 400

San Antonio, Texas 78213

Attendees:

Antonio Garza

Carlos Uribe

Cari Richardson

Jerry Smith

Debbie Greider (Non-voting)

Marlo Carr

Cheryl Ellison

Eric Pullen

Daniel Coffee

Bill Hurt

Owena Yang-Totorica

Patrick Hernandez

Meeting called to order at 6:31 p.m.

1. Approval of Last Meeting Minutes
   1. Discussion of Executive Session and Persons in Attendance.
   2. Discussion of date for General Membership Meeting – November 1st not discussed as date. Correct date is November 12th – deleting reference to 11/1
   3. Meeting minutes changed to reflect that Shelley Galbraith prepared the minutes and to reflect 8/20/18 meeting date.
   4. Motion to Approve: Jerry Smith
      1. Second: Carlos Uribe
      2. Vote taken – all vote to approve.
2. President’s Report – Cari Richardson
   1. New Board Members
      1. Intro of Eric Pullen as Secretary
      2. Patrick Hernandez – Diversity Chair
      3. Cheryl Ellison – Programs Chair
      4. Facility Chair – open position
      5. Parliamentarian – open position
   2. Discussed Ann Ross as Board member but no vote. Ann is currently on the by-laws committee.
   3. Parliamentarian is an appointed position.
   4. Meeting with USTA Texas Sectional Reps
      1. USTA Reps very positive concerning SA Tennis
      2. Reference to strategic plan.
      3. USTA mentioned Juniors as growth opportunity
   5. Calling all Tennis Contacts
   6. Participated in Staff Meetings
   7. Participated in Leagues Committee
3. ED Report
   1. NJTL Update – Met with Veronica Nichols
      1. 12 Slides from Antonio
      2. NJTL Run by Roger Ojeda
      3. Summary of National Junior Tennis and Learning.
      4. Focused on less fortunate and under resourced kids
      5. 645 kids for Summer as of 8/1/18
      6. Antonio discussed growth over 2017 registrations
   2. Cohort of NJTL Capacity
      1. Current summary – SATA in Program
      2. Two Annual meetings
      3. Defer letter for application for grants
      4. Program Grant and Capacity Building Grant
         1. Last board meeting approved application for Programs Grant of 15K
            1. But now going to ask for 25K.
         2. Unrelated to capacity building grant (20-50k) – Matching Grant.
            1. Encouraged by USTA Rep to apply for both grants
            2. Have to raise new money to match the grant.
            3. Potential Use of Paul Weigand Foundation grant in connection with NJTL

Currently using Weigand money for summer programs

When do we have to re-apply for Weigand funds annually

We do not submit application on an annual basis.

* + - 1. Due Dates 10/22/18 (Program Grant) and Capacity Building Grant 10/17/18
    1. No indication that there is a grant from USTA Texas
    2. Debbie gave history of grants – Explanation of deferral request because of decision not to utilize funds to match grant. Was concern regarding depletion of available cash.
    3. In 2018, Applied for NJTL Junior Program Grant
    4. Previously submitted 75K bid for capacity grant.
  1. ED Recommend a Program Committee
     1. Make recommendations on grant applications
     2. Finalize Grant Requests
     3. Cari recommends ad hoc committee
        1. Discussion of timing and program criteria
        2. Educational component – healthy snacks, etc.
     4. Daniel discussed going back to Wiegand to ask for essentially new donation for NJTL matching
  2. Cari Richardson - Motion to increase Program Grant to 25K
     1. Second: EAP
     2. Vote Taken. – All in favor
  3. Capacity Grant – Cari Richardson wants to ask for only what we can support and raise to match.
     1. Fairchild Tennis Center
     2. City owned – Not utilized by Parks and Rec
     3. Near Alamodome
     4. Could be used for NJTL to service community cohort program
     5. ED – Use Fairchild for program and enter into strategic partnerships with city departments
     6. ED Prepared three potential cost spreadsheet.
  4. Cari Richardson recommends approving a max amount to be requested for the Grant
     1. Minimum grant amount request is $20,000.00.
     2. Daniel recommends that we set this amount as approved,
        1. Motion by Daniel Coffee – 20K capacity grant for NJTL program, which a matching grant
        2. Second by Marlo Carr.
        3. Vote: Vote approved.
  5. Boots on the Court
     1. Dick Stockton – Tennis Legend
     2. Free Tennis Clinics for Military
     3. 5 people registered
     4. Assistance with Advertising
     5. October 20th
  6. McFarlin Tennis Center Award
     1. 2018 Outstanding Facility Award, presented in NYC during US Open
  7. BOD Application online
     1. Jerry Smith
     2. By-Laws do not match officer description
        1. Cari Richardson mentioned centralized volunteer database.
        2. Membership and Volunteer Chair
        3. Add description for Parliamentarian
  8. Office Space for Antonio; internet issues.
  9. Pillars
     1. Growth of leagues
        1. 121K In revenue, budgeted 128K through august
        2. Expenses 45K, 60K budgeted
        3. 76k profit on leagues
     2. Programs
        1. 12K expenses budgeted; 36K actual
     3. Tournaments – 14 a year
        1. 800 at adult sections
        2. 208K revenue actual v. 186K budget
        3. Profit of 64K; budgeted 41k

1. Review of Financials – Carlos Uribe
   1. Review of Frost Bank account negative balance
      1. Bookkeeper has access, Carlos says viewing only privileges
      2. Updated firewalls, and security.
      3. Carlos encouraged board to review financials
   2. Discussion of Gala accounting issues
      1. Need separate accounting for Gala
   3. Sending financials to Board before meeting
   4. Budget Process
      1. Finance Committee needs to meet 15 days in advance of next board meeting; October 8th (for Finance Committee to Meet)
      2. Programs, Leagues, JTT, Diversity.
2. Action Items
   1. Continue with Tennis on Wheels
   2. Leagues – Rules Change
      1. Bill Hurd
      2. Approved by Leagues Committee
      3. Added one sentence regarding Texas Sections and Nationals under 21 day make-up rule.
      4. Float Match Rules
      5. Cari mentioned that website needs to be addressed to make it mobile friendly
      6. Bill Motion to approve
         1. Second by Jerry Smith
         2. Motion passes
      7. Second proposed rule change to incorporate under 21 day rule.
      8. Daniel Coffee Motion
         1. Second Carlos Uribe
         2. Motion passes
   3. Programs
      1. JTT Coordinator
         1. Need to post online application
         2. Discussion with Veronica and Daniel
         3. Part-time position – approximately 12-15K per year.
   4. Nominating Committee
      1. Focus on three open positions
      2. Market positions
      3. General Membership Meeting no earlier than 11/12/18.
         1. Looking at new location to increase attendance
         2. Current Board Member Needs to Re-Apply
3. By-Laws to be Addressed at Next Board Meeting
4. Meeting Adjourned 9:12pm