

Pacific Northwest Tennis Officials Association

Meeting Minutes

February 1, 2023

Call to Order: by Scott Pennington at 7:05pm via Zoom.

Attendance: Directors: Holly Weyhrauch, Scott Pennington, Mitchell Roth, Camilla George, Tony Hernandez, Barb Silvey, Denise Alexander; **Excused:** Barbara Anderson; **Member:** Mick Horton.

Interviews with Board Candidates: Following solicitations for candidates to fill the Board vacancy created by Siamak's resignation, only one application from Mick Horton was received. The Board reviewed Mick's biography and statement of interest and then conducted an informal Q&A with Mick about his background, interests and expectations for serving on the Board. Barb Silvey moved, Denise 2nd, to appoint Mick Horton to fill the vacancy for the remainder of Siamak's term, ending in June, 2023, and up for re-election at the Annual Meeting in April, 2023. **Approved 7-0.** Mick had to leave the meeting at 7:30 for a prior commitment.

Approval of Agenda: Agenda was approved as submitted.

Approval of Minutes: The minutes of the November 9, 2022 meeting were approved as submitted. The minutes of the January 4, 2023 meeting were approved as submitted.

Officer Reports

-- **Treasurer:** Barbara

- Bank balance: \$2462; Committed: \$1230; Available: \$1232.
- Expenses paid: \$32 to renew website domain name with GoDaddy; \$46 reimbursement to Denise for plaque and postage.
- USTA/PNW Payment Tax Forms: 1099-NEC forms were filed for the 5 officials who received more than \$600 in USTA/PNW payments. To file and track the forms, Barbara used an app that cost \$16.69 and requested reimbursement.
- 2023 Dues Report: \$300 collected in January. Payments were received from 42 officials. Payment methods were: PayPal – 18, Zelle – 15, Check – 9.
- PayPal Account: Last dues payment was received January 31st. PayPal requires 3 days to transfer funds to bank account. The PayPal account will be closed February 6 after all funds are transferred.

-- **President:** Scott

- USTA COE: Chair applications are due 2/5/23.
- ITA Town Hall: Seattle/UW on 2/9/23.
- USTA Mentoring Program: Call for mentors
- Elece Fiocchi: Has new roles, including recruitment of Officials. Much improved response and interaction with TOA through Elece

Old Business

-- **2023 USTA/PNW Contract:** At the January Board meeting, the USTA/PNW contract was rejected due to the inclusion of the lump-sum payment provision, and USTA/PNW was notified of the intention of the TOA to work without a contract. Subsequently, USTA/PNW submitted a revised proposal without the lump-sum payment provision. This provided an opportunity to revisit and clarify other terms in the new contract proposal.

The travel reimbursement policy was discussed and all agreed that, as independent contractors, mileage reimbursement should be based on total round trip miles travelled. The per diem rate for overnight housing/travel was set at \$50 and the food allowance per 8 hour shift was raised from \$12 to \$15.

Additional clarification is needed on several items: 1. Solo Officials are by default serving as Referee and will be billed at the Referee rate. 2. The 40 hour weekly work limit is unworkable in some situations and needs to be clarified or eliminated. 3. The independent contractor form needs to be revised to serve as an umbrella agreement for all USTA/PNW events. 4. The invoice submission process in the proposal is unclear whether invoices are to be submitted individually by Officials or whether Assignors can submit invoices on behalf of Officials. It is a significant benefit to Officials to have Assignors handle the invoicing, since the Assignors are more familiar with the details of the rate structure and any exceptions to the published rates. 5. There is a question about when shadowing is allowed in Adult tournaments that needs to be clarified

There was unanimous support for signing a USTA/PNW contract if agreement can be reached on the preceding items. Scott was tasked with transmitting the proposed changes to USTA/PNW.

- **Invoicing Proposal:** Barbara introduced the idea that Assignors could send preview invoices to Officials for approval before submitting the invoices for payment. Of those present, all indicated they already did, or would be willing to adopt such a procedure to reduce the chances for confusion and incorrect billing.

Committee Reports

- **USTA Section Chair:** Denise
 - Recruiting Process: There was discussion on the contact process for new prospects. Denise will direct prospect to the appropriate shadow assignor. 4 prospects in the last month after a news item appeared in the PNW newsletter.
- **Shadow Assignors:** Denise, Holly, Barb, Mitch, Camilla
 - 4 USTA prospects: 2 are new; 1 needs exit interview; 1 is non-responsive, may be moving to MI. Updates on other inactive prospects were discussed. Scott will forward names of prospects for ITA training.
- **Grievance Committee:** Holly, Barbara, Siamak
 - No report.
- **Workshop Committee:** Tony, Barb, Denise
 - USTA 2nd quarter workshop deadline is 2/10/23. What workshops are needed?
 - Tony would like a Chair workshop, which is needed for National chair.
 - Camilla noted interest in Roving Clinic for June 3rd. She will arrange for facilities and request trainer.
- **Bylaws Committee:** Mitch, Barbara, Camilla
 - No report.
- **Awards Committee:** Denise, Barb
 - Ivar Hushar was very pleased to receive honorary plaque.

Director Comments:

Next Meeting: Wednesday, March 1, 2023 @ 7:00pm PDT via Zoom.

Adjournment: Barb moved, Denise 2nd, to adjourn at 9:22pm.

Respectfully submitted,



Mitchell Roth, Secretary