

## **NCTTA Board of Directors Meeting August 21, 2011**

In attendace: Willy Leparulo (WL), Joe Wells (JW)late 9:05pm, Chris Wang (CW), Randy Kendle (RK), David Del Vecchio (DD) Late 8:52pm, Francois Charvet (FC) Ed Toomey – Recruitment; Michael McFarland- Marketing

Absent: Seemant Teotia, Andy Kanengiser, Abe Benham, Brayden Glad  
MTG started at 9:01pm

- 1) Meeting Minutes from July 17, 2011 passed unanimously 6-0-0
- 2) Approval of Upstate NY, Canuck Division, Carolina and Upper Midwest approved 6-0-0
- 3) Bylaw Motions

### **Motion 1 – Replacing historian by HR coordinator**

Move to replace the “Historian” position by the new board member position “HR coordinator” effective immediately. Bylaws will be adjusted accordingly by replacing section 6 with the above HR coordinator position description.

#### **Section 6. HR Coordinator**

*The HR coordinator shall sit on the Board of Directors and shall be primarily responsible for activities related to staff and volunteers. In addition, the HR coordinator shall also be responsible for alumni affairs.*

*Specifically, the HR coordinator will:*

- a) Pro-actively anticipate volunteer and staff requirements to devise an appropriate recruiting strategy, and supervise volunteer recruitment (including division directors, regional directors, committee members, task force members, etc.).*
- b) Work towards fostering high retention amongst volunteers and staff, providing support and mentoring as needed. Also, design appropriate staff and volunteer benefits and other appreciation measures.*
- c) Help draft and maintain up-to-date job descriptions, and help coordinate elections when applicable.*
- d) Lead alumni development efforts.*
- e) Supervise or take a key role in staff and volunteer review and evaluation procedures.*
- f) Design and help provide adequate training for new people joining NCTTA.*
- g) Deal with administrative procedures with respect to staff and volunteers such as securing ethical contracts and “on-boarding” new people.*

*As a member of the board, the HR coordinator will also be expected to participate regularly in board discussions, e-mail threads, and governance including recommending and voting on motions. In additions, the HR coordinator is expected to chair and lead the alumni development committee.*

Motion proposed by WL

Seconded by FC

Motion passes 4-0-0

### **Motion 2 – Adjust bylaws section 3.**

Move to adjust the NCTTA bylaws to reflect the removal of a historian position as follows:

**Section 3. Organization.**

*At each meeting of the Board of Directors, the President, or, in the absence of the President, a Vice President, shall preside, or in the absence of either of such officers, a chairman, chosen by a majority of the Directors present, shall preside. The President shall appoint one of the officers present at the meeting to record the minutes.*

*The NCTTA shall not discriminate on the basis of age, color, disability, gender, national origin, race, religion, creed or sexual orientation. It is the policy of the NCTTA to refrain from discrimination into its governance policies, programs and activities based on the above*

Motion proposed by WL

Seconded by FC

Motion passes 4-0-0

**Motion 3 – Adjusting League Director Representative Term**

Move to make the term of the “League Director Representative” a 2-year term rather than one year term, effective starting with the next elected League Director Representative.

Motion proposed by WL

Seconded by CW

**Discussion:**

- Elections should take place in Spring not now so let the current bylaws take its place so we can renew the election in one year’s time
- who would vote Division Directors and Regional Directors or just the former?
- suggestion that this election be an interim election
- League Director Representative definition needs to be added to bylaws
- Regional Director definition needs to be added to bylaws

Motion proposed by WL

Seconded by CW

Motion passes: 4-1 (DD)-1 (JEW)

**Motion 3a---adjust bylaws 2c**

The NCTTA bylaws, section 2c will be adjusted as follows:

*c) All Board members with the exception of the USATT Representative, shall serve two year terms, but are eligible for re-election. Each Director shall hold office until the expiration of the term for which he or she was elected and until his or her successor has been elected and qualified or until his or her death, resignation, or removal, whichever comes earlier.*

Discussion:

- This is a step in the right direction, not perfect but something

Motion Proposed by: WL  
Seconded by: RK  
Motion passes 4-0-2 (JEW and DD)

### **Regional Director Budget Document**

-Table 1 and Table 2 will contain the "Example" watermark on them and Section 5 Performance Review will be taken out and moved to RD handbook. FC will do this  
-DD wants to make extra revisions and would like for board to take a look at them, FC vehemently disagrees; WL asks what changes and why; DD suggests the examples could be better.  
*WL asks if there are any objections with current document (w/o) DD revisions and document is unanimously approved*

### **Regional Director Handbook**

-Performance review is discussed upon where it will be placed and (DD) will find a home for it  
*WL asks if there are any objections with current document (w/o) DD additions but with the understanding it will be there (Performance Review) and document is unanimously approved*

### **Division Director Handbook**

-CW released this document and decided to put deadline for approval/discussion on hub

### **Rules/Regulation Document**

-Doubles wordage on 5.3 removed and transferred to 7.4 (DD) will do it

### **Registration/Results Update**

Teams Registration page updated by Dan; FC wants his address given for people to mail in  
Singles Registration page will be worked on in October

### **Results Update**

-Spreadsheets will be updated and exported into Danserver for the nctta website  
-question about how to activate the teams on results page (will ask Dan)

### **2011 Connect Conference**

-DD, JEW, and WL will be attending and will be talking to various cities in the hopes of procuring cities for 2013 Championships

### **NCTTA Website**

-DD suggests to send him list of suggestions about improvements from website

### **Awards at Regionals (logistics)**

-DD team winners and Singles winners are awarded at Regionals (1<sup>st</sup> place teams coed and women and 1<sup>st</sup> and 2<sup>nd</sup> place singles for men and women)

-LDR takes charge of this area

-FC encourages to get 3 quotes from trophy companies and then tell FC and where to send and will be sent

**@Nationals Banquet:**

-Regional Teams Coed and Women; Regional Singles men and women, National Singles men, women, National Doubles men's and women's

**Mtg Adjourned 11:07pm**