Grants Committee Meeting  
Wednesday, June 13, 7:15 p.m.  
via conference call

NOTE: All minutes are final only after approval by the Committee and all Committee decisions are subject to final approval by the Board.

Committee Members Present: Mark Mosley, Chair, Ron Lowe, John Ebie, Paul Garron and Karla Barnett and were present when the meeting was called to order.

Committee Members Excused: Jolene Wells, Laura Pagano and Deborah Lau

Staff Members Present: Craig Stephens, Sharon Smith-Mauney, Silvia Dueñas-Bielser and Fred Allemann

Mark Mosley, chair, called the meeting to order at 7:20 p.m.

1. Approval of Committee Minutes  
The following motion was duly made and seconded: RESOLVED, that the minutes of the May 3, 2007 meeting of the Committee be approved. The motion was approved by a vote of 4 in favor, 0 opposed, and no abstentions.

2. Chair Report – Mark Mosley

Mark Mosley reminded all Committee members that they are required to report to the Committee any contacts made by any individual outside of the Committee regarding a specific grant application. Mr. Mosley then reported that Mark Manning had contacted him by telephone on June 5 to discuss an individual grant application by Myiesha Simmons that was considered and rejected by the Committee at its May 3, 2007 meeting. Mr. Mosley advised Mr. Manning that, because the Committee’s deliberations are closed to the public, he (Mr. Mosley) was not at liberty to discuss the factors that may have influenced the Committee’s decision on Ms. Simmons’s application. Mr. Mosley then encouraged Ms. Simmons to apply again and gave Mr. Manning general advice, applicable to all applicants, on how to improve the quality of any application and thereby to increase the likelihood that the application will be approved by the Committee.

Mr. Mosley then discussed generally the need for each Committee member to protect vigilantly the integrity of the grant awarding process. Committee meetings are closed to the public in order to encourage a full, open, and candid discussion of the merits of each application. The Committee’s deliberations would be “chilled” if Committee members knew that whatever they say in the meetings, or how they vote on a particular application, might get communicated to the applicant or to others. Such communications would also subject the Committee to political pressures that would threaten to undermine the fairness of the process. The public’s perception of the Committee’s decision making process must not only actually be fair and unbiased, it must also be perceived by members of the public as fair and unbiased. Grants are therefore awarded or denied based strictly and exclusively on the merits of the applications. The Committee’s decisions are never affected, to any degree, by personal connections that the applicant may have with Committee members or with people who are in a position to influence Committee members. For this reason, any contact with any Committee member about any particular grant application must be reported to the full Committee at the next regularly scheduled Committee meeting and then reported in the Committee’s minutes, and such contacts must never effect, positively or negatively, to any degree, the Committee’s decision on any application. Communications to the Committee about any application are
welcome and encouraged, but they must be made to the entire Committee for proper dissemination to the Committee members.

Following this discussion, John Ebie reported that he had been contacted earlier this year by a relative of an applicant regarding a declination letter that was posted to the grant applicant. That applicant has not re-applied. If the applicant re-applies, Mr. Ebie will report the substance of that contact in greater detail at that time.

3. **Staff Report**
Sharon Smith-Mauney prepared the following report about our past and current efforts to market the availability of grants for the June 13, 2007 Committee meeting.

*Grants Marketing Overview for 2007*
We're at the halfway point for 2007 and the new Committee has done an exceptional job in furthering the section’s outreach and visibility through its grant making policies. To date (through May 31, 2007) the Committee has reviewed well over 75 grant applications and has awarded more than $56,000 in support to deserving programs, players and organizations throughout Northern California.

The success of this outreach to players, programs and organizations is supported by a comprehensive marketing and communications effort to ensure that as many qualified applicants as possible are aware of the various grant and scholarship opportunities available through the section. Marketing efforts include but are not limited to:

- Grant and scholarship information regularly featured in “Tennis Today,” electronic newsletter mailed to all USTA NorCal members;
- Regular updates on grant and scholarship opportunities posted on USTA Northern California website including Home page, Community Tennis page, Juniors page, Diversity page and “En Español” page;
- Standard grant and scholarship information permanently featured on Community Tennis page, Diversity page and “En Español” page;
- Grant and scholarship information disseminated via press releases to mainstream and ethnic media describing USTA Northern California programs and services;
- Grant and scholarship information particularly as it relates to college scholarships and travel and tournament assistance grants a standard feature in Junior Handbook;
- Grant information featured as part of regular mailing packets to organizational members, schools and diversity event participants;
- Grant and scholarship information regularly featured in “The Insider,” electronic newsletter to organizational members;
- Outreach event flyers targeting junior players, coaches, parents, organizational members and park and recreation associations regularly include information regarding grants and scholarships;
- Targeted email blasts regularly used to promote both national and section grant and scholarship opportunities;
- Grants and scholarships consistently promoted at outreach events, trade shows, expos, festivals, etc.;
- Special grants workshops are frequently integrated into events such as coaches’ workshops, junior workshops, Big Bold Bash, recreation workshops and other gatherings of participants and industry partners;
- Parks and Recreation associations received regular Public Facilities Funding information as part of the “Tennis in the Parks” initiative;
- Grant and scholarship information regularly featured in “Diversity Matters,” electronic newsletter regarding USTA Northern California diversity efforts;
• Community Tennis Coordinators get the word out to hundreds of potential applicants promoting grants and scholarships as a regular component of their face-to-face meetings.

Fred Allemann has prepared a budget summary of grants awarded in 2007, through May 31, 2007, and will distribute that summary in the next day or two to the members of the Committee and associated staff.

4. Individual Grant Applications

4.1. Kelly Chui
The following motion was duly made and seconded: RESOLVED, that the individual grant application from Kelly Chui, for $3,000 be funded in the full amount of $3,000, with an initial payment of $1,500 to be followed by a second payment of $1,500 following completion of the grant activities, submission of a grant accountability form and approval of the second payment by the chair of the Committee. The chair may, in his discretion, have the full Committee consider the release of the second payment if he determines that the applicant’s accountability form has raised significant questions about the applicant’s use of the grant funds. This procedure is the general procedure to be followed for all such awards.

Following discussion, the motion was approved by a vote of 4 in favor, 0 opposed, and 0 abstentions. The funds should be expensed against budget line mp/6140.10. There were no conflicts of interest.

4.2. Joseph Capaul
The following motion was duly made and seconded: RESOLVED, that the individual grant application from Joseph Capaul, for $1,500 be tabled, with staff directed to ask the applicant to resubmit the grant application, providing more detail about the specific tournaments (names, dates and specific costs), eliminating the stringer expense, and detailing the hours and cost of coaching. Following discussion, the motion was approved by a vote of 4 in favor, 0 opposed, and 0 abstentions. There were no conflicts of interest.

4.3. Ryan Fong
The following motion was duly made and seconded: RESOLVED, that the individual grant application from Ryan Fong, for $2,500 be funded in the partial amount of $1,000. Following discussion, the motion was approved by a vote of 4 in favor, 0 opposed, and 0 abstentions. The funds should be expensed against budget line mp/6140.10. There were no conflicts of interest.

4.4. Luke Gramza
The following motion was duly made and seconded: RESOLVED, that the individual grant application from Luke Gramza for $500 be denied. Following discussion, the motion was approved by a vote of 4 in favor, 0 opposed, and 0 abstentions. There were no conflicts of interest.

4.5. Steve Phrasavath
The following motion was duly made and seconded: RESOLVED, that the individual grant application from Steve Phrasavath, for $2,500 be denied. Following discussion, the motion was approved by a vote of 4 in favor, 0 opposed, and 0 abstentions. There were no conflicts of interest.

5. Organization Grant Applications

5.1. Antelope Community Tennis Association
The following motion was duly made and seconded: RESOLVED, that the organization grant application from the Antelope Community Tennis Association, for $2,000 be funded in the full amount of $2,000, with an initial payment of $1,000 to be followed by a second payment of $1,000 following completion of
the program, submission of a grant accountability form and approval of the second payment by the chair of the Committee. Following discussion, the motion was approved by a vote of 4 in favor, 0 opposed, and 0 abstentions. The funds should be expensed against budget line ct/a/6140.10. There were no conflicts of interest.

5.2. **City of San Jose Parks, Recreation & Neighborhood Services**

The following motion was duly made and seconded: RESOLVED, that the two organization grant applications from the City of San Jose Parks, Recreation & Neighborhood Services for $4,200 (Backesto Park for $2,200 and Bramhill Park for $2,000) be combined and the combined applications funded in the partial amount of $2,200, with an initial payment of $1,100 to be followed by a second payment of $1,100 following completion of the program, submission of a grant accountability form and approval of the second payment by the chair of the Committee. Following discussion, the motion was approved by a vote of 4 in favor, 0 opposed, and 0 abstentions. The funds should be expensed against budget line mp/7160. There were no conflicts of interest.

5.3. **Friends of Golden Gateway**

The following motion was duly made and seconded: RESOLVED, that the organization grant application from the Friends of Golden Gateway, for $1,500 be funded in the full amount of $1,500. Following discussion, the motion was rejected by a vote of 1 in favor, 3 opposed, and 0 abstentions. No further motions were made and, as a result, this application is denied. There were no conflicts of interest.

5.4. **Fremont Tennis Center**

The following motion was duly made and seconded: RESOLVED, that the organization grant application from the Fremont Tennis Center, for $2,500 be denied. Following discussion, the motion was approved by a vote of 3 in favor, 0 opposed, and 0 abstentions. Committee member Karla Barnette recused herself from the discussion and the vote as she plays on grant applicant Carol Conidil’s USTA League Team.

5.5. **Hanford High School**

The following motion was duly made and seconded: RESOLVED, that the organization grant application from Hanford High School, for $9,018 be funded in the partial amount of $2,500, with an initial payment of $1,250 to be followed by a second payment of $1,250 following completion of the program, submission of a grant accountability form and approval of the second payment by the chair of the Committee. Following discussion, the motion was approved by a vote of 4 in favor, 0 opposed, and 0 abstentions. The funds should be expensed against budget line ct/b/6140.10. There were no conflicts of interest.

5.6. **Northern Nevada/Tahoe Wheelchair Tennis Association**

The following motion was duly made and seconded: RESOLVED, that the organization grant application from the Northern Nevada/Tahoe Wheelchair Tennis Association, for $1,440 be funded in the full amount of $1,440, with an initial payment of $720 to be followed by a second payment of $720 following completion of the program, submission of a grant accountability form and approval of the second payment by the chair of the Committee Following discussion, the motion was approved by a vote of 4 in favor, 0 opposed, and 0 abstentions. The funds should be expensed against budget line ct/d/6140.10. There were no conflicts of interest.

5.7. **Orosi High School Tennis**

The following motion was duly made and seconded: RESOLVED, that the organization grant application from Orosi High School Tennis, for $1,760 be funded in the full amount of $1,760, with an initial payment of $880 to be followed by a second payment of $880 following completion of the program,
submission of a grant accountability form and approval of the second payment by the chair of the Committee. Following discussion, the motion was approved by a vote of 4 in favor, 0 opposed, and 0 abstentions. The funds should be expensed against budget line ct/b/6140.10. There were no conflicts of interest.

5.8. Badger Tennis Future Stars
The following motion was duly made and seconded: RESOLVED, that the organization grant application from Badger Tennis Future Stars, for $878 be funded in the full amount of $878. Following discussion, the motion was approved by a vote of 3 in favor, 1 opposed, and 0 abstentions. The funds should be expensed against budget line ct/a/6140.10. There were no conflicts of interest.

6. Adjournment
The following motion was duly made and seconded: RESOLVED, that Committee adjourn tonight's meeting at 9:40 p.m. The next monthly meeting will be an all-day face-to-face at a tennis facility in the Bay Area on either Saturday, June 30, Sunday, July 1, Saturday, July 7, Sunday, July 8, Saturday, July 14 or Sunday, July 15. The purpose of this all-day meeting is to afford the Committee an opportunity to get to know each other better and to evaluate and improve upon the procedures for awarding grants. At the meeting, the Committee shall consider (a) the publication of written criteria that will guide the awarding of individual and program grants and (b) additional methods for promoting general awareness of the availability grant funding throughout the tennis community. Staff will poll the Committee members and associated staff in the next day or two to see what date works best for the largest number of individuals, and will set a date and location. The motion was approved by a vote of 4 in favor, 0 opposed, and no abstentions.

Fred Allemann, Secretary of the Meeting