



Performance Handicap Racing Fleet L.O.

C/O ASHBRIDGE'S BAY YACHT CLUB
30 Ashbridge's Bay Park Road
Toronto, Ontario, CANADA
M4L 3W6

Bill Visser
1703 - 24 Leith Hill Rd.,
Willowdale Ontario
M2J 1Z3

Minutes of Executive Meeting - November 6, 1993

Meeting attended by John Smart, Brian Thompson and Bill Visser, at National Yacht Club.

Unpaid Clubs

Clubs that have not paid their dues will have any future applications returned to them with a cover letter indicating that as a non-member, they are not entitled to a certificate. Certificates already issued will be honoured for the valid period as identified on the certificate.

Clubs that have not paid their dues will not receive any technical or PHRF-LO related material.

Financial Reports

Financial reports presented. In summary, year end balance is projected to be \$10,000 in the Canadian Funds account, and \$4,500 in the US Funds account.

Letter from Diana Riley

Item 1 - Working from home

PHRF-LO does not have a concern with the request, with the following provisions :

- 1 All materials used for non-PHRF-LO activities will be replaced.
- 2 Maintenance costs for equipment (copier, printer, etc) will be shared in a proportionate manner.
- 3 PHRF-LO remains the owner of records of the equipment, and as such requests that sufficient records be kept to be able to arrive at an accurate estimate of workload, should the need arise.

Item 2- Pay increase for Diana

The Secretary / Treasurer will engage in discussions with Diana regarding the pay raise. Some consideration should be taken into account for the use of the equipment for non-PHRF-LO activities (see above). In keeping with this, a new rate of \$12.75/hour (\$.50 increase) will take effect as of the AGM (January 8).

AGM - Executive Meeting

Bill will confer with Yvonne, Steve and Steve on the timing. Tentatively 9AM on January 8, however, if everyone is in town the night before, perhaps Friday night (January 7) would suffice.

Election of Officers

Bill will poll the group, to determine what positions are being vacated. It was suggested that since Steve Cramer indicated that he would stand as 2'nd assistant Chief Handicapper for one year to allow for transition, Bob Yuille of Britannia Yacht Club may be a good candidate for this position.

AGM

Agenda items were reviewed, in addition to the agenda as outline in the by-laws. These items are (with owners):

- 1 Report from Central Council regarding Asymmetrical Spinnakers - Yvonne Parlour.
- 2 Trophies - is there a potential for additional trophies in racing organizations on Lake Ontario - John Smart.
- 3 New Forms - Yvonne Parlour
- 4 PHRF Boats - John suggested that a special technical committee be formed to review what is defined as a PHRF boat. This would include looking at including a disclaimer on PHRF-LO certificates that effectively state that a PHRF-LO certificate is not acknowledgment that the certificate holder is an offshore vessel. Also, what is the effect of the new course configurations on the basis for the SP rating. This committee would report to the Chief Handicapper. Part of the research would include meeting with US Sailing and ORC representatives, as funding allows. This committee should have a preliminary report for June 1,

1994, and a final report due for the 1995 AGM. Owner of this item will be John Smart and Yvonne Parlour.

- 5 Change to By-Law 5.6 by amending as follows :
The Chief handicapper position will be filled from the current District Chiefs, who have held the position of District Chief for a minimum of one year. The Chief Handicapper shall retain responsibilities of District Chief as was before their selection as Chief Handicapper. The Chief Handicapper shall hold the position for two years.
- 6 Report on use of MOSS factor - Youngstown Yacht Club.

Executive assistant - Job Description

As requested, Diana has prepared a job description / procedures manual for the Executive Assistant position. Bill will copy and distribute with minutes, for review and comment.

Upcoming LYRA and OSA Meetings

LYRA annual meeting will be held on Saturday, November 13 at NYC. John Smart will attend to represent PHRF-LO. OSA Meeting will be held January 9. John Smart or Bill Visser will attend.

PHRF-LO Representative at Events

Brian reported that he was still working on building a relationship with large inter-club events. It was decided that we would endeavor to have a PHRF-LO committee available for each event to be in a position to issue new SP ratings and discuss or resolve concerns from the competitors. Brian will continue to work on the logistics of putting this in place.

Reciprocal Certificates

The question was raised regarding reciprocal certificates, specifically with the St Lawrence River and Lake Erie groups. Should this exist, then PHRF-LO should honour certificates from these groups, but will issue a Temporary Certificate for the event that they are attending using the PHRF-LO numbers. Further discussion on this topic has been deferred to the Executive Meeting at the AGM.

John Smart
President

Bill Visser
Secretary/Treasurer

Cash Flow Report

1/1/93 Through 12/31/93

Category Description	1/93- 3/93	4/93- 6/93	7/93- 9/93	10/93- 12/93	OVERALL TOTAL
INFLOWS					
Bank Charges	0.00	0.00	-5.00	0.00	-5.00
Certificate Revenue	470.00	5,560.00	3,220.00	0.00	9,250.00
Member Club Dues	60.00	1,800.00	180.00	0.00	2,040.00
Other Income	0.00	0.00	15.00	0.00	15.00
US Funds Conversion	0.00	6,281.50	0.00	0.00	6,281.50
Inflows - Other	0.00	104.31	0.00	0.00	104.31
TOTAL INFLOWS	530.00	13,745.81	3,410.00	0.00	17,685.81
OUTFLOWS					
Computer Supplies	100.00	0.00	14.90	0.00	114.90
Dues payable	0.00	200.00	0.00	0.00	200.00
Miscellaneous	0.00	-0.08	0.00	0.00	-0.08
Miscellaneous Charges	272.63	0.00	0.00	0.00	272.63
Office Supplies	32.35	18.40	662.05	0.00	712.80
Postage charges	260.06	449.01	270.83	0.00	979.90
Print and Photocopy	155.11	222.67	45.43	0.00	423.21
Salaries and Wages	575.76	1,010.63	655.38	606.37	2,848.14
Telephone and other Comm.	180.56	237.60	251.50	159.13	828.79
Travel Expenses	307.69	0.00	0.00	0.00	307.69
TOTAL OUTFLOWS	1,884.16	2,138.23	1,900.09	765.50	6,687.98
OVERALL TOTAL	-1,354.16	11,607.58	1,509.91	-765.50	10,997.83

Account Balances Report By Quarter
As of 12/31/93

Acct	1/1/93 Balance	3/31/93 Balance	6/30/93 Balance	9/30/93 Balance	12/31/93 Balance
ASSETS					
Cash and Bank Accounts					
Cdn account 0786086	2,513.32	1,159.16	12,766.74	14,276.65	13,511.15
Total Cash and Bank Accounts	<u>2,513.32</u>	<u>1,159.16</u>	<u>12,766.74</u>	<u>14,276.65</u>	<u>13,511.15</u>
TOTAL ASSETS	<u>2,513.32</u>	<u>1,159.16</u>	<u>12,766.74</u>	<u>14,276.65</u>	<u>13,511.15</u>
LIABILITIES	0.00	0.00	0.00	0.00	0.00
OVERALL TOTAL	<u>2,513.32</u>	<u>1,159.16</u>	<u>12,766.74</u>	<u>14,276.65</u>	<u>13,511.15</u>

Cash Flow Report
1/1/93 Through 12/31/93

11/5/93
PHRFUSA-PHRFUSA

Category Description	1/93- 3/93	4/93- 6/93	7/93- 9/93	10/93- 12/93	OVERALL TOTAL
INFLOWS					
Certificates Revenue	0.00	2,550.00	480.00	0.00	3,030.00
Club Dues	60.00	600.00	100.00	0.00	760.00
Funds conversion	0.00	-5,000.00	0.00	0.00	-5,000.00
Other Income	0.00	10.00	5.00	0.00	15.00
TOTAL INFLOWS	<u>60.00</u>	<u>-1,840.00</u>	<u>585.00</u>	<u>0.00</u>	<u>-1,195.00</u>
OUTFLOWS					
Dues payable	465.00	0.00	0.00	0.00	465.00
Miscellaneous Charges	373.09	0.00	0.00	0.00	373.09
Office Supplies	1.81	0.00	0.00	0.00	1.81
Postage charges	35.89	0.00	0.00	0.00	35.89
Publication Subscriptions	0.00	131.07	0.00	0.00	131.07
TOTAL OUTFLOWS	<u>875.79</u>	<u>131.07</u>	<u>0.00</u>	<u>0.00</u>	<u>1,006.86</u>
OVERALL TOTAL	<u>-815.79</u>	<u>-1,971.07</u>	<u>585.00</u>	<u>0.00</u>	<u>-2,201.86</u>

Account Balances Report By Quarter
As of 12/31/93

11/4/93
PHRFUSA-PHRFUSA

Acct	1/1/93 Balance	3/31/93 Balance	6/30/93 Balance	9/30/93 Balance	12/31/93 Balance
ASSETS					
Cash and Bank Accounts					
US Funds 7309009	6,730.75	5,914.96	3,943.89	4,528.89	4,528.89
Total Cash and Bank Accounts	<u>6,730.75</u>	<u>5,914.96</u>	<u>3,943.89</u>	<u>4,528.89</u>	<u>4,528.89</u>
TOTAL ASSETS	<u>6,730.75</u>	<u>5,914.96</u>	<u>3,943.89</u>	<u>4,528.89</u>	<u>4,528.89</u>
LIABILITIES	0.00	0.00	0.00	0.00	0.00
OVERALL TOTAL	<u><u>6,730.75</u></u>	<u><u>5,914.96</u></u>	<u><u>3,943.89</u></u>	<u><u>4,528.89</u></u>	<u><u>4,528.89</u></u>