



Annual General Meeting

Saturday, January 10, 2004

Mimico Cruising Club

Minutes

ATTENDEES: Colin Alston (Pres & TORE), Brian Thomson (V. Pres), Andrew Sensicle (Sec/Tres), Jim Schacht (Chief Handicapper), Bill Crandall (1st Asst. Ch.Hand), Ian McKimmie (2nd Asst. Ch.Hand), Glenn Freeman (GHPRF), Norm Behring (SSYRA), John Crawley (TORW) and 32 Handicappers/representatives/guests from various clubs.

1. The meeting was called to order at 10:05 am.
2. Minutes from February 01,2003 AGM were reviewed.
Motion to accept M/S Glenn Freeman/Ian McKimmie. Carried.

3. REPORTS

3.1. REPORTS FROM EXECUTIVE:

Colin Alston (President) – Welcome and thanks to Mimico for hosting. Reviewed overall value of PHRF-LO against other PHRF in North America. PHRF-LO still maintains one of the lowest, if not the lowest price for a certificate in North America due primarily to the fact that much of the work is done by volunteers. Example: Lake Erie \$35 US yearly, BC Sailing \$35 Cdn yearly, Lake Michigan \$45 US yearly etc. Pleased with the progress seen over the last 10 years in the approach to setting, reviewing and changing ratings. Performance analysis improvements and improved reporting has enabled PHRF-LO to make better decisions and continued fairness throughout the system. Will be working on better education for the handicappers by way of seminars, such as the one scheduled today. By request, a show of hands indicated unanimous interest in these kinds of seminars. A second seminar will be planned for early March or April. Pier-review of all outgoing mail on PHRF-LO letterhead has been put in place. Presently, working on setting up a PHRF upper chamber (perhaps 3 people) who will act as elders in the organization. Their directive is to act as communications and/or support liaisons for individuals and districts. They will be available to attend meetings or answer questions.

Brian Thomson (Vice Pres.) – Reported working on getting all owners at his club to have a certificate and worked with Eastern Yachting Council regarding setting up of fleets manual for fleet divisions in the Flying Sails and NFS fleets.

Andrew Sensicle (Sec/Tres) – Deferred report until financial review.

Jim Schacht (Chief Handicapper) – Tendered his resignation. Recommended that all handicappers review the bylaws in the handicapper's manual as Central Council and administration rely on them to supply the information as directed. Reinforcement of the necessity for handicappers to ensure that non-certificate holders, who race using a PHRF-LO rating, obtain and keep current a PHRF-LO certificate. Reported on 3 meeting (2 meetings and 1 conference call) that were

held during the year. Items included: 4 & 5 Alert boats, grievances, Asymmetrical Sails calculations, NFS/FS convergence, new rating reviews, non certificate holders in analysis, possibility of new district north of Toronto and reduced costs through less printing and more uploads to the web.

Bill Crandall (1st Asst) – nothing to report. Offered to help or do presentation at district meetings. Request to ensure proper certificate information is submitted to administration.

Ian McKimmie (2nd Asst) – Reported responding to concerns at some clubs and districts. Endorses further education for owners and handicappers through attending meetings or seminars. Has been working on directors/officers insurance and modifications to the handicapper's manual.

3.2. REPORTS FROM THE DISTRICT CHIEFS:

Brian Thomson for Dave Poulin (Eastern) – Reported holding 2 meetings and rating around 8 boats.

Glenn Freeman (Golden Horseshoe) – Reported holding 2.5 meetings in which 8 new boats were rated. A review of certificate fees at other PHRF organizations that appear to charge nothing concluded that fees were being charged but hidden in other charges. Reported that all clubs in district have submitted race results. Corrected problem with measurements on a Kirby 25. Provided LYRA with available handicappers throughout the event. Thanks from the district to Jim Schacht for all his help over the years.

Hank Stewart for Bob Fields (Rochester) – Unable to report for district but welcomed all to Rochester YC for the 2004 LYRA event.

Norm Behring (South Shore) – Reported a couple of meetings where several new boats were rated. Reported a growing Beneteau 36.7 fleet in his district.

Colin Alston (Toronto East) – Reported 2 meetings. Noticed a trend towards modifying boats. Announced resignation as District Chief and Vic Corum of Highland as taking on this position.

John Crawley (Toronto West) – Reported 3 meetings with many new ratings. Reiterated the Asst. chief handicappers concerns about incorrect information being submitted on certificate applications. Some Alberg 30s and 37s still have the incorrect prop designation, some boats being incorrectly classed and boat modifications not being reported.

4. NOMINATIONS/ELECTION OF OFFICERS – Jim Schacht tendered his resignation as Chief Handicapper. All other officers indicated they would stand again for the 2004 season. No nominations for these positions came from the floor.

The current officers were re-elected for 2004 with the exception of Chief Handicapper. Ian McKimmie was nominated for the position of Chief Handicapper. M/S. Andrew Sensicle/Ian Mylet. Carried.

Due to the fact that Ian McKimmie presently held the position of 2nd Asst. Chief Handicapper. 2nd Asst. Chief Handicapper nomination was requested, preferably from the US side. Bob Porter (Guest) was nominated. M/S. Hank Stewart/Jim Schacht. Carried.

2004 Executive Slate

President – Colin Alston

Vice President – Brian Thomson

Secretary Treasurer – Andrew Sensicle

Chief Handicapper – Ian McKimmie

1st Asst. Chief Hand – Bill Crandall

2nd Asst. Chief Hand – Bob Porter

5. BUSINESS:

5.1. 2003 Financial Review – Andrew Sensicle – presented as attached.
Motion to accept as written. M/S Andrew Sensicle/Andrews Hooker

5.2. 2004 Budget Proposal & Membership fee review – Andrew Sensicle – presented as attached with fee proposal for 2004 renewals. Noted:

- \$ 5000 toward re-creation of Race Analysis and Certificate program.
- \$2000 added for Directors Insurance.
- Donation to the OSA (requested by Glenn Freeman)
- \$1,000 added for Computer Supplies to obtain and update various programs.

Andrew explained that the amount requested for the re-creation of the Race Analysis and certificate program was decreased to \$3000 for 2004 and the remainder to 2005 to avoid a large budget deficit. Motion to approve the \$5000 in order for this to be completed in 2004. M/S. Glenn Freeman/Rick Sellens. Carried.

Due to the current deficit position, Glenn Freeman removed his request for a donation to the OSA at this time.

A lengthy question and answer period regarding the fee proposal and budget ensued. See attached. Motion to accept Fee Proposal and Budget for 2004. M/S. Andrew Sensicle/Andrews Hooker. Carried (1 vote against was noted)

5.3. Bylaw Change the following paragraph will be added to the bylaws: Motion to accept as written. M/S. Colin Alston/John Crawley. Carried.

5.1.1 The Officers of the organization are mandated to protect the present and future viability of the organization. This includes appropriate Directors Insurance, as well as, reserving the right to confirm the appointment of a PHRF-LO member club handicapper; additionally, the Executive reserves all rights regarding the issue of (including renewals) a PHRF-LO handicap certificate.

5.4. Member Review and acceptance.

NEW – Sail Georgina Association (Sutton, Ont)

Rochester Corinthian Sailing Club

Motion to accept new members. M/S. Brian Thomson/Andrews Hooker. Carried.

6. NEW BUSINESS

6.1. The following items were directed to Central Council:

- Paul McDonald – Request to review boats that are well established but now have soft ratings due to less aggressive sailing.
- Rick Sellens – Some boats that need to be addressed are not being looked at.
- Marcel Laroche – Concerned that the performance analysis is based on human performance and not boat potential.

Jim Schacht responded: Handicappers should bring to their district meeting any boat class (not unique to their district) that they feel should be reviewed by Central council. If the district approves, the District Chief Handicapper will raise these concerns at the next Central Council meeting. Although the analysis is based on human performance, Central Council looks at the overall fleet performance and utilizes the knowledge and experience of the members of Central council when looking at any particular boat class.

- 7. NEXT MEETING:** January 29, 2005 at Youngstown Yacht Club.
Lake Shore Yacht Club volunteered to host the 2006 AGM.
- 8.** There being no other business, the meeting was adjourned at 12:15 p.m.
- 9. TRAINING / INFORMATION SEMINAR – KEVIN PIPER OF HAARSTICK SAILS**

2003 Financial Review

	Cdn	US	US as Cdn	Total	Budget	Variance
Income			<i>\$1.35</i>	<i>Conversion Rate 2003</i>		
Cert.- Renew (1)	\$15,036	\$2,120	\$2,862	\$17,898	\$18,937	(\$1,039)
Cert. - New (2)	\$4,088	\$720	\$972	\$5,060	\$2,800	\$2,260
Dues	\$3,450	\$550	\$743	\$4,193	\$4,442	(\$250)
Other	\$1,697	\$117	\$158	\$1,855	\$1,187	\$668
Total Income	\$24,271	\$3,507	\$4,734	\$29,005	\$27,366	\$1,639
Expenses						
Communications	\$1,778		\$0	\$1,778	\$2,000	\$222
Computer Supplies	\$630		\$0	\$630	\$650	\$20
General Funds	\$517	\$407	\$549	\$1,066	\$1,200	\$134
Insurance				\$0	\$0	
Membership Dues	\$270	\$550	\$743	\$1,013	\$1,095	\$83
Office Supplies	\$882		\$0	\$882	\$1,200	\$318
Postage	\$861		\$0	\$861	\$2,500	\$1,639
Printing	\$1,519		\$0	\$1,519	\$2,300	\$781
Publications		\$195	\$263	\$263	\$230	(\$33)
Salaries	\$12,418		\$0	\$12,418	\$13,125	\$708
Special Projects			\$0	\$0	\$1,500	\$1,500
Training			\$0	\$0	\$0	\$0
Travel			\$0	\$0	\$404	\$404
Total Expenses	\$18,876	\$1,152	\$1,555	\$20,430	\$26,204	\$5,774
Net Inc (Exp)	\$5,395	\$2,355	\$3,179	\$8,575	\$1,162	\$7,413

2003 Fund Review		
	Start	End
Canadian Funds	\$8,573	\$12,492
CDN GIC	\$0	\$17,000
USA Funds (rate: 1.2943)	\$3,829	\$415
USA GIC (rate: 1.2943)	\$9,060	
Total	\$21,462	\$29,907
Start of 2003		\$21,462
Net Inc (Loss)		\$8,575
End of 2003		\$30,037
One Year Expense Fund		\$20,000
Funds Available		\$10,037

Certificate Review		
	Expected	Received
(1) Renewals	828	639
(2) New	100	182
Total	928	821
Renewal Percentage:		77.17%
Reduction in Certificates		107

2004 Budget Proposal

	<u>Cdn</u>	<u>US</u>	<u>US as Cdn</u>	<u>2003 Budget</u>	<u>2003 Actual</u>	<u>2004 Budget</u>
Income			1.30	<i>Conversion Rate 2004</i>		
Certificates - Renewal(1)	19,057	3,677	4,779	18,937	17,898	23,836
Certificates - New(2)	0	0	0	2,800	5,060	0
Club Dues	3,278	523	679	4,442	4,193	3,957
Other	100	40	52	1,187	1,855	152
Total	\$22,435	\$4,239	\$5,511	\$27,366	\$29,005	\$27,945
Expenses						
Communications	2,000	0	0	2,000	1,778	2,000
Computer Supplies	1,300	0	0	650	630	1,300
General Funds (Misc)	600	300	390	1,200	1,066	990
Insurance	2,000		0	0	0	2,000
Membership Dues	350	550	715	1,095	1,013	1,065
Office Supplies	1,000	0	0	1,200	882	1,000
Postage	1,000	0	0	2,500	861	1,000
Printing	2,000	0	0	2,300	1,519	2,000
Publications	0	220	286	230	263	286
Salaries	11,700	0	0	13,125	12,418	11,700
Special Projects(3)	3,000	0	0	1,500	0	3,000
Training	2,000	0	0	0	0	2,000
Travel	100	80	104	404	0	204
Total	\$27,050	\$1,150	\$1,495	\$26,204	\$20,430	\$28,545
Net Inc (Exp)				\$1,162	\$8,575	-\$600

2004 Fund Review		
	US\$	Canadian \$
Start of 2004		
Canadian funds		\$12,492
Can GIC		\$17,000
US funds	\$320	\$415
US GIC		\$0
Total		\$29,907
Current funds		\$29,907
Net Inc (Exp)		(\$600)
Estimated funds at EO 2004		\$29,308
One year expense fund		\$20,000
Funds available		\$9,308

Rate Proposal	Certificate	Membership
CDN - New	\$20.00	\$75.00
renewals	\$20.00	
US - New	\$15.00	\$50.00
renewals	\$15.00	

Note

- | | |
|---|------|
| (1) Renewals | 1198 |
| (2) New/changed | 0 |
| (3) Conversion Cert. Prog. to Access/VB | |



Performance Handicap Racing Fleet
Lake Ontario

Hamilton: 905-692-0202
Toll Free: 1-800-488-9885
Email: phrflo@primus.ca
WWW.PHRF-LO.ORG

Dear Handicapper,

New Billing System for Certificates

In order to reduce costs, improve service and reduce payment delinquency, it is proposed to change the way we bill member clubs and charge for new and renewed certificates.

I believe it will make life easier particularly for the handicappers who will not have to chase people for cash or deal with cheques, cash and applications while rushing to get out onto the racecourse.

Firstly, we propose to reduce the certificate fee to \$20.00 Cdn (US \$15).

We are recommending that all member clubs add this amount automatically to their racing fee for the season.

In the spring, member clubs will be billed for their membership fee plus C\$20 (US\$15) for every certificate holder they had in the previous year.

Once paid, we would process all renewals, new certificates and changes without any further charges. In future years only new or changed certificates would be printed.

PHRF will supply a list of all certified boats at the club. Handicappers would check boats to be renewed, delete others and send in changes or new applications in the usual way.

Rush requests would be handled separately. The applicant would pay the "Rush surcharge" separately by Visa at the present rate of \$10.

Membership fee to be increased to C\$175 (US\$125) but includes five "free" certificates. This eliminates the 5-boat "penalty" charge.

If a club wishes to opt-out then the old manual system would be available at an increased fee of C\$30 (US\$25) per certificate. Fees for re-printing certificates due to changes (not including address or club changes) or lost certificates would increase to \$10. The "Rush certificates surcharge" would increase to \$20.

Please discuss this with your club executive prior to our Annual General Meeting January 10th, 2004, as this is when this will be proposed and voted on.

Thanking you in advance,

Andrew Sensicle
Secretary/Treasurer



Performance Handicap Racing Fleet
Lake Ontario

Hamilton: 905-692-0202
Toll Free: 1-800-488-9885
Email: phrflo@primus.ca
WWW.PHRF-LO.ORG

New Billing System Q&A

At our Annual General Meeting on January 10th, 2004 the members voted in favor of the proposed changes in the way we handle all certificate payments in the future. There was a unanimous vote in favor of this change with only one vote against, but not without a lengthy question and answer period. It became apparent that further explanation was necessary. Therefore, we are including below some of the questions and answers that were presented at the meeting.

Q. Now that PHRF is back on track financially, can we return to a 3-year certificate?

A. It would be possible, although there are inherent problems when trying to budget over a 3 year period when not every years income is equal. When there is a budget shortfall in one year but a surplus in another, it becomes hard to determine whether rates should increase to cover the shortfall or hope that there are no problems in the following years to cover it. Yearly renewals allow for much easier and safer budgeting. This also ensures that rate increases or decreases can be made with confidence.

Q. With this proposed system, if our club has 20 current (2003) certificate holders, the club will be billed \$475.00 (\$20 x 20 plus \$75)

A. Yes, you will be billed in advance for 20 certificates plus the regular dues amount of \$75.

Q. What if 5 of those certificate holders do not renew? The club will be paying an extra \$100 for certificates that they have not collected fees for.

A. Technically yes, although, you will not be sending any funds in for new or changed certificates that you might have. We have found that in most clubs, the number of certificate holders stays relatively the same from year to year. Some do not renew but new owners apply.

Q. So if our club has 30 current certificate holders and only 20 of them renew and we get no new certificates, the club would have to carry the difference for the year?

A. Yes. The difference would be corrected on the following years Dues (ie: the club would only be billed for 20 certificates in 2005). Remember, that this can work both ways. If all your owners renew and you also get 5 new certificates, PHRF will carry the cost for the year.

Q. Let me get this straight, once our club has paid the dues, we can present any number of new or changed certificates during the year without any further charge?

A. Yes.

Q. Will a list of certificate holders be sent so that we can see who is being renewed and could we review the list before you send us the bill and remove any owners who we know are not renewing?

A. Yes and No! A list will be attached to the Dues notice, but unfortunately, our budget and fees have been set based on the number of certificates that expire in 2003. If we removed any of these owners prior to sending out the 2004 Dues, we would end up with a shortfall, as we will not be collecting funds for new certificates.

Q. So how do I (the handicapper) notify you that an owner is renewing?

A. All handicappers will be copied in on the Dues notice and owners list sent to the club, either by mail or email. All you will have to do is to review the list and mark any owners that you know

will be racing/renewing their certificate and forward it to PHRF-LO. All the certificates will be updated and the new certificates (see below *) will be sent out all at one time.

Q. How do I process a New or Changed Certificate?

A. This will still be done on a Certificate application form and submitted in the usual way except that no payment will be necessary.

Q. What about Rush Certificates?

A. There will still be the \$10 fee payable to PHRF for any requests that require immediate response. This will be payable by Visa only.

Q. What if an owner loses his/her certificate?

A. There is a \$10 re-print fee payable by the owner direct to PHRF.

Q. My club has already had its annual meeting and “voted not to accept this proposal” or “cannot change the amount of our racing fees for this year”

A. The fees could still be collected by the race committee or handicapper independently and submitted “en bloc”. However, the Manual “opt out” option is still available for any clubs who find it impossible to incorporate this change. By opting out, your Dues/certificates/renewals/changes etc. will continue to be processed as they always have in the past. The only change would be the associated fees. New or Renewed Certificates - \$30
Change or re-issue certificate - \$10
Rush certificate - \$20

We would like to encourage all clubs to consider the “Pay in Advance” option for 2005.

Q. By opting out, we are being penalized an extra \$10 for each certificate.

A. Unfortunately, this is the extra cost that PHRF incurs to process a certificate the way we have in the past. A budget analysis was done using the old method and the cost for a certificate would be \$28 in 2004. Therefore, by opting out, you are only paying an additional \$2, but with the bill in advance system you will be saving PHRF and your members \$8.

Q. Will the new Membership fee of \$175 (which includes 5 pre-paid certificates) be applicable if you opt out?

A. No. If you opt out, your membership fee will be \$225 (\$75 plus 5 certificates at \$30).

Q. When will the Dues Notice be sent out?

A. The Dues Notices are sent out around February 1st of each year. See Mailing/Web calendar attached.

* For 2004 only

All certificates are being printed with a lawsuit discouragement statement on the back of it. The “sticker program” (that was previously introduced) will begin in 2005.

Note: All prices have been quoted in Cdn Funds.

US Conversion Price List	Pay in Advance	Opt Out
Dues	\$125 (includes 5 certificates)	\$175 (includes 5 certificates)
Certificates	\$15	\$25
Rush and re-print	\$7.50	\$15