



**Executive Meeting  
at  
Royal Hamilton Yacht Club  
Saturday, November 15, 2003**

**Minutes**

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Attendees: Colin Alston (Pres), Brian Thomson (V.Pres), Andrew Sensicle (Sec/Tres), Jim Schacht (Chief Handicapper), Ian Thomson (2<sup>nd</sup> Asst. Chief Handicapper), Diana Riley (Exec. Assist)  
Guests: Glenn Freeman (Past Sec/Tres), Mike Judd (BHYC handicapper)

- 1. CALL TO ORDER: 9:10 AM**
- 2. ACCEPTANCE OF MINUTES** - January 18, 2003 conference call. Motion to accept. M/S Jim/Brian. Carried
- 3. AGM** – Confirmation of Date and Location – January 10<sup>th</sup>, 2004 at Mimico.
- 4. FINANCIAL REVIEW AND FEES FOR 2004** – Andrew Sensicle reported as attached.
  - 1.a.** Proposal for 2004 renewals: to be presented to the members at the AGM.
  - 1.b.** Clubs opting out of the proposal in 1.a will be permitted to continue with all services as previously handled but at a higher certificate rate.
  - 1.c.** \$5000 towards the re-creation of Race Analysis program and Certificate Program. Glenn Freeman has someone to contact to have this done.
  - 1.d.** \$2000 added for Directors Insurance. Ian McKimmie to follow up on this to be implemented immediately.
  - 1.e.** Donation to the OSA for youth sailing. Denied. Glenn suggested significant donation to the OSA. To be presented to the members at the AGM.
  - 1.f.** \$2000 set aside to invite local designers to the AGM and pay for presentation. Note that this will be open to handicappers or rear commodores/fleet captains only.
  - 1.g.** Executive Assistant to receive a 4% increase in hourly rate for 2004.
  - 1.h.** \$1,000 added for Computer Supplies to obtain and update various programs.  
Note: The requested funding for some items has had to be reduced in order to avoid an excessively deficit budget.
- 5. MAILING ADDRESS OF THE ORGANIZATION** – A postal box will be rented and mail forwarded when needed to the executive assistant. Ashbridges Bay Yacht Club will no longer be used as our business address. M/S Jim/Colin. Carried.  
*Action: Diana Riley to make appropriate local arrangements.*
- 6. INFORMATION RELEASE** – In an effort to give our members more information, we will include items of interest from meetings etc. in the newsletters and make them

accessible to the public.

*Action: President and Chief Handicapper will approve release of information.*

7. **BYLAW ISSUE:** To include the following statement:

**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.

*Action: To be voted on by the members at the AGM.*

8. **LAWSUIT DISCOURAGEMENT** – The lawsuit discouragement statement, as set out by US Sailing, will be modified by a local lawyer and included on the back of the original certificate for all owners who renew in 2004. Sticker program to commence in 2005. An owner, by signing the certificate, will accept the conditions on the back of the certificate. By refusing, an owner's certificate becomes null and void. In addition, PHRF-LO will be requesting that all member clubs include a similar clause in their SI's.

*Action: Glenn Freeman will create an appropriate statement for the member's SI's. Colin Alston will contract a lawyer for the certificate statement.*

9. **EXECUTIVE ASSISTANT RESPONSIBILITY** – recommend that the Executive Assistant only deal with the Executive, Central Council and Handicappers with regards to answering owners questions about the race analysis. M/S Jim/Andrew. Carried.

10. **NEXT MEETING:** TBD

11. Adjournment 11:00 am.

**PHRF Executive Meeting 15/11/03**  
**Financial Review and Fees for 2004**

- INCOME up by about \$1400 mainly due to New certificates
- EXPENSES down by over \$6,000 due to lower office supplies, postage, salaries and misc. Also we did not undertake the special project.
- NET income will be over \$9,000
- TOTAL funds at E/O 2003 will be \$43,000
- US\$12,000 has been converted to CAN\$
- CAN\$12,000 1yr GIC has been purchased. Purchase more? How much/how long?
- ON-LINE banking has been set up to reduce/eliminate regular cheques

**BUDGET PROPOSAL 2004**

- ASSUMPTIONS are that we do not want to continue building a sinking fund at the same rate as before. We will continue to trim expenses and reduce labour, a large part of which would be a proposed new system for handling certificates.
- EXPENSE budget reflects this years actual trend with reductions in misc., supplies, postage, printing and salaries. Amounts included for projects and training
- INCOME budget proposes a C\$20 fee for certificates (US\$15) and C\$85 membership fee (US\$60)
- NET income over expense should be \$5,089 giving a total of estimated funds at E/O 2004 of \$48,225.
- SHRINKAGE is again pegged at a conservative renewal rate of 80% for certificates and 95% for member clubs
- WORK HOURS for EA have been reduced by 14% to 600

**Proposed System for Certificates**

- Clubs to be billed in advance for the number of expected certificates based on previous year.
- We supply a list of all boats at the club. Handicappers would check boats to be renewed, delete others and send in changes or new applications in the usual way.
- Once paid we would process all renewals, new certificates and changes without any further billing, only printing new or changed certificates.
- Rush charges would be paid separately by Visa with the application.
- The following year adjustments would be made to reflect the adds and cuts.
- If a club wishes to opt-out then the old manual system would be used at an increased fee of C\$30 per certificate (US \$25).

## 2004 Budget Proposal

12/11/2003

	<u>Cdn</u>	<u>US</u>	<u>US as Cdn</u>	<u>2003 Budget</u>	<u>Estimated 2003 Actual</u>	<u>2004 Budget</u>
<b>Income</b>			1.35			
Certificates - Renewal(1)	22,534	4,144	5,594	18,937	17,794	24,097
Certificates - New(2)	2,627	555	749	2,800	5,059	0
Club Dues	3,349	523	705	4,442	4,420	3,800
Other	949	155	209	1,187	1,532	100
<b>Total</b>	<b>\$29,459</b>	<b>\$5,377</b>	<b>\$7,258</b>	<b>\$27,366</b>	<b>\$28,805</b>	<b>\$27,997</b>

<b>Expenses</b>						
Communications	2,000	0	0	2,000	1,828	2,000
Computer Supplies	650	0	0	650	630	1,300
General Funds (Misc)	1,200	0	0	1,200	621	900
<b>Insurance</b>			0	0		2,000
Membership Dues	250	550	743	1,095	1,011	1,100
Office Supplies	1,200	0	0	1,200	830	1,000
Postage	2,500	0	0	2,500	835	1,000
Printing	2,300	0	0	2,300	1,519	2,000
Publications	0	150	203	230	195	230
Salaries	13,125	0	0	13,125	12,005	11,700
Special Projects(3)	1,500	0	0	1,500	0	3,000
Training	0	0	0	0	0	2,000
Travel	250	100	135	404	0	200
<b>Total</b>	<b>\$24,975</b>	<b>\$800</b>	<b>\$1,080</b>	<b>\$26,204</b>	<b>\$19,474</b>	<b>\$28,430</b>
<b>Net Inc (Exp)</b>	<b>\$4,484</b>	<b>\$4,577</b>	<b>\$6,178</b>	<b>\$1,162</b>	<b>\$9,331</b>	<b>-\$433</b>

Rate Proposal		Certificate	Membership
<b>US</b>	new or changed	\$20.00	\$75.00
	renewals	\$20.00	
	new or changed	\$15.00	\$50.00
	renewals	\$15.00	

Note  
 (1) Renewals 1202  
 (2) New/changed 0  
 (3) Conversion Cert. Prog. to Access/VB

1-Oct-03		Canadian \$	
Canadian funds		\$15,680	
Can GIC		\$17,000	
US funds	\$306	\$299	
US GIC		\$0	
<b>Total</b>		<b>\$32,978</b>	

<b>Current funds</b>	<b>\$32,978</b>
<b>Estimated net at EO 2003</b>	<b>\$9,331</b>
<b>Estimated funds at EO 2004</b>	<b>\$41,876</b>
<b>One year expense fund</b>	<b>\$20,000</b>
<b>Funds available</b>	<b>\$21,876</b>