



OFF SOUNDINGS CLUB

RICHARD H. ROBERTS, Race Secretary
60 Dart Street
New London, Connecticut 06320

866
(203) 443-4621 (R)
February 9, 1996

TO: Ernic Messer
FROM: Dick Roberts
SUBJECT: Cost Analysis

At the January 19th meeting, you gave me a copy of a Transaction Report for Race Mgmt and asked that I identify more specifically each of the items listed. This to be done to lead into a discussion as to which items should not be lumped in with the Race Secretary's expenses.

I took that report, which I recognize as a Quicken report, and entered the information it contains into a database, adding columns for the Quality Printer invoice number, the reason for the expense, and the place where I would Assign each expense, as discussed herein. I also added a line item number for use in this memo.

Last December, Neal O'Connell had sent me copies of some QP invoices and, using them, I was able to establish the reason for many of the line items. In late January, I then sent a copy of the database to Neal to see if he could identify any more. His response was helpful, as outlined in the following detailed analysis.

- Line 1. My gut feeling is that the cost of dockage for the Race Committee boats should be considered as a part of the Race Committee expenses, similar to the cost of hiring sleeping rooms.
- Line 2 You called it "Postage" but, as I noted in my letter to you and in the list of cost items, this covers all out-of-pocket expenses of the Race Secretary: postage, copies, supplies, telephone.
- Line 3 Neither Neal nor I have been able to identify this expense. Neal does note that he has an invoice for the return envelopes for the Annual Dinner where the cost for that is just 10¢ different: \$176.42. I think that expenses related to the Annual Dinner should be assigned to Annual Meeting or to Club Mgmt, not Race Mgmt.
- Line 4 I agree that launches by Oldport Marine are properly Race Mgmt Spr expenses.
- Line 5 Neither Neal nor I have been able to identify this expense. Assume Club Mgmt.
- Line 6 Neither Neal nor I have been able to identify this expense. Assume Club Mgmt.
- Line 7 Similar to Line 1, I feel that the cost of dockage for the Entertainment Committee Chairman's boat should be considered as a part of the Entertainment Committee expenses. If it is in his budget, perhaps the Entertainment Chairman would have more incentive to negotiate a reduction.

- Line 8 I fail to see the distinction between dues to ECSA and dues to US SAILING. The latter are assigned elsewhere, probably Club Mgmt, and dues to ECSA should be assigned to the same place.
- Line 9 This is a Measurer expense. When I was Measurer, Off Soundings was administering the Off Soundings Rule for many other clubs and non-member boats, which required the expense of letters, phone calls, etc. -- a somewhat larger effort than we now see. The way it is now, the Measurer's expenses are few (stationery, Measurement Data Forms, perhaps membership in the National PHRF body) and few of them are annual. I think the Measurer could have a small budget, but it might make more sense to include the Measurer under Club Mgmt or even under Race Mgmt Gen.
- Line 10 The "blue-paper" list; assign to Race Mgmt Gen.
- Line 11 This is the list of Measurers that is sent out with the Spring mailing. I get the names from Rabe and then reparse the list. Assign to Race Mgmt Gen.
- Line 12 Assign to Race Mgmt Spr.
- Line 13 Although printed in the Spring (so as to have them available should anyone ask for one early), this cost should be assigned to Race Mgmt Fall
- Line 14 This is to print the Spring First Notice and to mail it and Lines 10, 11 and 12 inserted into Line 17. Assign to Race Mgmt Spr.
- Line 15 We normally print 3300 large envelopes each year. In 1995, I was scheduled to be
Line 17 away for the second mailing (Spring Final Notice), so we printed 600 with Dieckerhoff's return address (so he could deal with any that came back). Each Race Series has three mailings, although we combine the Spring Results with the Fall First Notice. Assign to Race Mgmt Gen.
- Line 16 Print and mail the Spring Final Notice booklet, stuffed into Line 15. Assign to Race Mgmt Spr.
- Line 18 Print and mail Spring Results together with the Fall First Notice, stuffed into Line 17. Rather arbitrarily, assign to Race Mgmt Spr.
- Line 19 Video support in the Spring. I suppose one could make a case for Annual Meeting or for Club Mgmt or even Race Mgmt Gen, but assign to Race Mgmt Spr.
- Line 20 Similar to Line 19; assign to Race Mgmt Fall.
- Line 21 Acknowledgement postcards. I ran short last year and ordered a small quantity (75). This resulted in a set-up charge -- I've learned that lesson. I've already ordered the 300 for this year, even though I won't need them before April 22. Beverly was instructed to show Race Mgmt Gen on the order. Assign to Race Mgmt Gen.
- Line 22 Assign to Race Mgmt Fall. I guess we didn't have coverage in the Spring, but when we do, that should be assigned to Race Mgmt Spr.

- Line 23 (The whole database is for expenses -- these are negative expenses, or deposits) I
Line 24 have no idea what these represent, or where they should be assigned. See Line 29 for
a thought.
- Line 25 Print Fall Results and mail. My invoice copy showed \$1106.30, but Neal had a
corrected one (reduced by \$100 + tax), which matches the check amount. Assign to
Race Mgmt Fall
- Line 26 Print and mail the Fall Final Notice booklet, stuffed into Line 17. Assign to Race
Mgmt Fall.
- Line 27 Dyer Dhow Derby Notice, prepared by Neal. (We are eligible to participate in that
event because we donated a Dyer Dhow to the Seaport -- which has nothing to do with
whether we run our Spring and Fall Race Series, and hence nothing to do with the Race
Secretary.) Assign to Club Mgmt.
- Line 28 Notice for the Shelter Island YC Barbeque, done at their request. Note that the cost is
less than usual, for 600 copies, because we used black ink and the copies were run on
a copier (@ 6¢ each), not printed. Staples would charge 4¢ each. Assign to Race
Mgmt Fall.
- Line 29 I have no idea what this is for. If it is to pay mooring fees you have collected (perhaps
for Line 23 and 24?), it doesn't really matter, because it's a wash. These could be
assigned Club Mgmt or even to Race Mgmt Fall.
- Line 30 Not shown on your Quicken list is payment for envelopes and letterheads I ordered in
Line 31 the spring of 1995. Neal gave me the invoice numbers and dates. Assign to Race
Mgmt Gen.

Not shown on your Quicken list is the expense of Guest Invitation Application forms,
which I had printed in late 1994 and in the spring of 1995. (They were re-done
after the Board modified the procedure at its April meeting.) I may have done those at
Sir Speedy -- but I've had a falling out with them and am reluctant to go and quiz
them about it. For 1996, I've had 100 run off by Quality Printer using the copier
(probably costing \$5.30); note that Beverly was instructed to identify that order as
Race Mgmt Gen.

I've made a second print-out, which includes a sub-total by the Assign column, which might be
useful. I've also gone and made a new cut at the Race Mgmt budget, reflecting what is in this
memo. I recognize that your comments and identification of the "unknowns" may change what's
shown and assigned in the enclosed print-outs.

There is an unknown having to do with the charges of the Quality Printer Office Center. Each of
the mailings requires a set of labels, and I don't know if that cost is in the QP invoice or if there
is a separate invoice from the Office Center. In addition, the Office Center maintains for me the
Guest List and the Complementary List mailing label file, and there is a cost associated with that.
Perhaps Neal can shed some light on the Office Center invoices. (I've included a \$200 guess in
the Race Mgmt draft budget, although it may be that we can't tell how much is Race Mgmt.)

cc: Andy Anderson
Neal O'Connell

Race Secretary 1995 Expenses

02/11/96

Line	Date	Num	Description	Category	Amount	QP	Invoice	Reason	Assign
1	03/14/95	2092	Bl Boat Basin	Race Mgmt Spr/Dockage	\$315.00		xxx	Dockage; Race Committee	Race Cmte Spr
2	03/20/95	2094	Dick Roberts	Race Mgmt Postage	\$116.96		xxx	Postage/Copies/Phone	Race Mgmt Gen
3	04/05/95	2097b	QP	Race Mgmt Spr/printing	\$176.52				Club Mgmt
4	04/05/95	2101	Oldport Marine	Race Mgmt Spr/Launches	\$2304.00		xxx	Launch Service at Block Island	Race Mgmt Spr
5	05/04/95	2097	QP	Race Mgmt Spr/printing	\$186.97				Club Mgmt
6	05/04/95	2103	QP	Race Mgmt Spr/printing	\$617.86				Club Mgmt
7	07/06/95	2107a	Carl Fast	Race Mgmt Spr/Dockage	\$67.50		xxx	Dockage; Entertainment Cte	Entertainment S
8	07/20/95	2115	ECSA	Race Mgmt Fees	\$125.00		xxx	Annual Dues	Club Mgmt
9	07/20/95	2116a	QP	Race Mgmt Fall /printing	\$258.64		14230	Measurement Data Certificate (500)	Club Mgmt
10	07/20/95	2116b	QP	Race Mgmt Fall /printing	\$105.42		15000	OSC Accommodation Standards	Race Mgmt Gen
11	07/20/95	2116c	QP	Race Mgmt Fall /printing	\$65.38		15001	List of Measurers	Race Mgmt Gen
12	07/20/95	2116d	QP	Race Mgmt Spr/printing	\$151.20		15007	Spring Entry Blank	Race Mgmt Spr
13	07/20/95	2116e	QP	Race Mgmt Fall /printing	\$151.20		15008	Fall Entry Blank	Race Mgmt Fall
14	07/20/95	2116g	QP	Race Mgmt Fall /printing	\$1068.20		15035	Spr First Notice/mail	Race Mgmt Spr
15	07/20/95	2116h	QP	Race Mgmt Fall /printing	\$104.33		15239	600 Envelopes (ECD)	Race Mgmt Gen
16	07/20/95	2116i	QP	Race Mgmt Fall /printing	\$1980.51		15323	Spr Booklet/mail	Race Mgmt Spr
17	07/20/95	2116j	QP	Race Mgmt Spr/printing	\$415.48		15328	2700 Envelopes (RHR)	Race Mgmt Gen
18	09/12/95	2120	QP (3773)	Race Mgmt Fall/printing	\$1126.61		15505	Spr Results/Fall First Notice/mail	Race Mgmt Spr
19	09/12/95	2131	Ken Mahler	Race Mgmt Spr Video	\$124.29		xxx	Video suport	Race Mgmt Spr
20	10/12/95	2135	Ken Mahler	Race Mgmt Fall Video	\$135.95		xxx	Video support	Race Mgmt Fall
21	10/12/95	2131	QP	Race Mgmt Fall/printing	\$57.40		3828	75 Postcards	Race Mgmt Gen
22	10/17/95	2135	James A Shear, MD	Race Mgmt Fall	\$200.00		xxx	Medical Coverage	Race Mgmt Fall
23	10/18/95		Deposit	Race Mgmt Fall	(\$50.00)		xxx	???	Club Mgmt
24	11/09/95		Deposit	Race Mgmt Fall	(\$50.00)		xxx	???	Club Mgmt
25	12/18/95	2136a	QP	Race Mgmt Fall/printing	\$1000.30		15841	Results/mail (Note Amount correction)	Race Mgmt Fall
26	12/18/95	2136b	QP	Race Mgmt Fall/printing	\$2257.76		15852	Fall Booklet/mail	Race Mgmt Fall
27	12/31/95	2143	QP	Race Mgmt Fall/printing	\$74.20		3891	Dyer Dhow Derby Notice	Club Mgmt
28	12/31/95	2143	QP	Race Mgmt Fall/printing	\$38.16		3798	Shelter Island Notice (copier)	Race Mgmt Fall
29	12/31/95	2144	Shelter Island YC	Race Mgmt Fall	\$100.00		xxx	???	Club mgmt
30		?	?	?	\$58.17		14987	Envelopes - RHR (4/21/95)	Race Mgmt Gen
31		?	?	?	\$54.05		14986	Letterheads - RHR (4/21/95)	Race Mgmt Gen
					\$13337.06				

Race Secretary 1995 Expenses
(Show sub-totals)

02/11/96

Line	Date	Num	Description	Category	Amount	QP Invoice	Reason	Assign
2	03/20/95	2094	Dick Roberts	Race Mgmt Postage	\$116.96	xxx	Postage/Copies/Phone	Race Mgmt Gen
10	07/20/95	2116b	QP	Race Mgmt Fall /printing	\$105.42	15000	OSC Accommodation Standards	Race Mgmt Gen
11	07/20/95	2116c	QP	Race Mgmt Fall /printing	\$65.38	15001	List of Measurers	Race Mgmt Gen
15	07/20/95	2116h	QP	Race Mgmt Fall /printing	\$104.33	15239	600 Envelopes (ECD)	Race Mgmt Gen
17	07/20/95	2116j	QP	Race Mgmt Spr/printing	\$415.48	15328	2700 Envelopes (RHR)	Race Mgmt Gen
21	10/12/95	2131	QP	Race Mgmt Fall/printing	\$57.40	3828	75 Postcards	Race Mgmt Gen
30		?	?	?	\$58.17	14987	Envelopes - RHR (4/21/95)	Race Mgmt Gen
31		?	?	?	\$54.05	14986	Letterheads - RHR (4/21/95)	Race Mgmt Gen
					\$977.19			
4	04/05/95	2101	Oldport Marine	Race Mgmt Spr/Launches	\$2304.00	xxx	Launch Service at Block Island	Race Mgmt Spr
12	07/20/95	2116d	QP	Race Mgmt Spr/printing	\$151.20	15007	Spring Entry Blank	Race Mgmt Spr
14	07/20/95	2116g	QP	Race Mgmt Fall /printing	\$1068.20	15035	Spr First Notice/mail	Race Mgmt Spr
16	07/20/95	2116i	QP	Race Mgmt Fall /printing	\$1980.51	15323	Spr Booklet/mail	Race Mgmt Spr
18	09/12/95	2120	QP (3773)	Race Mgmt Fall/printing	\$1126.61	15505	Spr Results/Fall First Notice/mail	Race Mgmt Spr
19	09/12/95	2131	Ken Mahler	Race Mgmt Spr Video	\$124.29	xxx	Video suport	Race Mgmt Spr
					\$6754.81			
13	07/20/95	2116e	QP	Race Mgmt Fall /printing	\$151.20	15008	Fall Entry Blank	Race Mgmt Fall
20	10/12/95	2135	Ken Mahler	Race Mgmt Fall Video	\$135.95	xxx	Video support	Race Mgmt Fall
22	10/17/95	2135	James A Shear, MD	Race Mgmt Fall	\$200.00	xxx	Medical Coverage	Race Mgmt Fall
25	12/18/95	2136a	QP	Race Mgmt Fall/printing	\$1000.30	15841	Results/mail (Note Amount correction)	Race Mgmt Fall
26	12/18/95	2136b	QP	Race Mgmt Fall/printing	\$2257.76	15852	Fall Booklet/mail	Race Mgmt Fall
28	12/31/95	2143	QP	Race Mgmt Fall/printing	\$38.16	3798	Shelter Island Notice (copier)	Race Mgmt Fall
					\$3783.37			
3	04/05/95	2097b	QP	Race Mgmt Spr/printing	\$176.52			Club Mgmt
5	05/04/95	2097	QP	Race Mgmt Spr/printing	\$186.97			Club Mgmt
6	05/04/95	2103	QP	Race Mgmt Spr/printing	\$617.86			Club Mgmt
8	07/20/95	2115	ECSA	Race Mgmt Fees	\$125.00	xxx	Annual Dues	Club Mgmt
9	07/20/95	2116a	QP	Race Mgmt Fall /printing	\$258.64	14230	Measurement Data Certificate (500)	Club Mgmt

Race Secretary 1995 Expenses
 (Show sub-totals)

02/11/96

Line	Date	Num	Description	Category	Amount	QP Invoice	Reason	Assign
23	10/18/95		Deposit	Race Mgmt Fall	(\$50.00)	xxx	???	Club Mgmt
24	11/09/95		Deposit	Race Mgmt Fall	(\$50.00)	xxx	???	Club Mgmt
27	12/31/95	2143	QP	Race Mgmt Fall/printing	\$74.20	3891	Dyer Dhow Derby Notice	Club Mgmt
29	12/31/95	2144	Shelter Island YC	Race Mgmt Fall	\$100.00	xxx	???	Club mgmt
					\$1439.19			
1	03/14/95	2092	BI Boat Basin	Race Mgmt Spr/Dockage	\$315.00	xxx	Dockage; Race Committee	Race Cmte Spr
					\$315.00			
7	07/06/95	2107a	Carl Fast	Race Mgmt Spr/Dockage	\$67.50	xxx	Dockage; Entertainment Cte	Entertainment S
					\$67.50			
					\$13337.06			

Mail date	Item	Date	Printer	Invoice	Ink	Sheets	Pages	QTY	Cost	Tax	Postage	Mail	Total	Code	Which	Budget	Remarks
04/19/96	ORC Safety Standards		QP		Blue	1	2	600	\$110.00				\$110.00	1	Race Mgmt Gen		Blue paper
04/19/96	List of Measurers		QP		Blue	1	1	600	\$70.00				\$70.00	1	Race Mgmt Gen		
04/19/96	9x12 Envelope (Roberts)		QP		Blue	1	1	3300	\$550.00				\$550.00	1	Race Mgmt Gen		
04/19/96	Dear Skipper Postcards		QP		Blue	1	1	300	\$100.00		\$60.00	300	\$160.00	1	Race Mgmt Gen		
	Guest Invitation Form		Staples?		Black	1	2	100	\$50.00				\$50.00	1	Race Mgmt Gen		
	RHR Out-of-Pocket Costs								\$200.00				\$200.00	1	Race Mgmt Gen		For the year 1995
	QP Office Center Support		QP						\$200.00				\$200.00	1	Race Mgmt Gen		
	Sir Speedy costs		SrSpdy						\$0.00				\$0.00	1	Race Mgmt Gen		
	Stationery		QP						\$0.00				\$0.00	1	Race Mgmt Gen		
	Envelopes		QP						\$0.00				\$0.00	1	Race Mgmt Gen		
	Budget Figure								\$0.00				\$0.00	1	Race Mgmt Gen	\$1400.00	
									\$1280.00	\$0.00	\$60.00		\$1340.00			\$1400.00	
04/19/96	Spring Entry Blank		QP		Blue/Red	1	2	600	\$175.00				\$175.00	2	Race Mgmt Spr		Red ink on one side
04/19/96	Spr First Notice		QP		Blue	5	9	600	\$770.00		\$455.00	580	\$1225.00	2	Race Mgmt Spr		
06/07/96	Spring Booklet		QP		Blue/Red	C + 20	3C + 40	600	\$1770.00		\$455.00	580	\$2225.00	2	Race Mgmt Spr		Cover/Red ink on one page
07/12/96	Spr Results/Fall First Notice		QP		Blue	8	14	600	\$1180.00		\$320.00	580	\$1500.00	2	Race Mgmt Spr		
	Launches (Block Island)								\$2500.00				\$2500.00	2	Race Mgmt Spr		
	Doctor								\$200.00				\$200.00	2	Race Mgmt Spr		
	Mahler								\$125.00				\$125.00	2	Race Mgmt Spr		
	Budget Figure								\$0.00				\$0.00	2	Race Mgmt Spr	\$8000.00	
									\$6720.00	\$0.00	\$1230.00		\$7950.00			\$8000.00	
07/12/96	Fall Entry		QP		Blue/Red	1	2	600	\$175.00				\$175.00	3	Race Mgmt Fall		Red ink on one side
09/06/96	Fall Booklet		QP		Blue/Red	C + 20	3C + 40	600	\$1770.00		\$455.00	580	\$2225.00	3	Race Mgmt Fall		Cover/Red ink on one page
09/06/96	Shelter Island Notice		QP		Black	1	1	600	\$75.00				\$75.00	3	Race Mgmt Fall		Orange paper
10/11/96	Final results		QP		Blue	5	9	600	\$1180.00		\$320.00	580	\$1500.00	3	Race Mgmt Fall		
	Doctor								\$200.00				\$200.00	3	Race Mgmt Fall		
	Mahler								\$140.00				\$140.00	3	Race Mgmt Fall		
	Budget Figure								\$0.00				\$0.00	3	Race Mgmt Fall	\$4500.00	
									\$3540.00	\$0.00	\$775.00		\$4315.00			\$4500.00	
													13605.00			13800.00	
	ECSA Dues								\$125.00				\$125.00	4	Club Mgmt		
10/11/96	Dyer Dhow Derby Notice		QP		Blue	1	1	600	\$75.00				\$75.00	4	Club Mgmt		Incl with results (Secretary)
	Measurement Data Cert		QP						\$0.00				\$0.00	4	Club Mgmt		No need to print more
									\$200.00	\$0.00	\$0.00		\$200.00			\$0.00	
	Dockage -- RC Boats								\$350.00				\$350.00	5	Race Cmte Spr		
	Dockage -- RC Boats								\$0.00				\$0.00	5	Race Cmte Fall		
									\$350.00	\$0.00	\$0.00		\$350.00			\$0.00	
	Dockage -- Ent Cte Chmn								\$75.00				\$75.00	6	Entertainment S		
	Dockage -- Ent Cte Chmn								\$0.00				\$0.00	6	Entertainment F		
									\$75.00	\$0.00	\$0.00		\$75.00			\$0.00	
									\$12165.00	\$0.00	\$2065.00		\$14230.00			\$13900.00	

Transfer to other budgets

Not shown are costs for including a flyer from The Club House.
 Tax is not shown separately in these budget projections, but is understood to be included in the "Cost" amount.

Skippers' Comments

Most of the comments from skippers had to do with the Newport venue:

Too far (33)

Too many other simultaneous activities (8)

Too costly with uncertain anchorage/mooring (11)

Go there, do that (6)

If we do it, race Saturday to BI (3)

Won't increase either participation or membership (4)

The popularity of the BI venue is very apparent with (12) supporting comments and (3) suggested going to BI twice a year, although (2) proposed switching Newport for BI.

A number of comments addressed the principle of change:

Keep considering changes (4)

Rotate the venues (4)

There was advice for the RC:

Change the scoring

Change the ratings

Make course boards larger (2)

Finish the SI race off Crescent Beach

No dead downwind for non-spinnaker boats

There also was general advice:

Use Port Jefferson as a venue

Race in the Fishers Island area (4)

Make it easier for Western guys

Have cruise races (2)

Switch SI and BI

SIYC might not welcome us back (2)

Don't like the SI venue