

# TUCSON SAILING CLUB

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24 JANUARY 2021

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PROCEDURES

Updated by: 2020 Bridge



# Introduction

This Manual is intended to aid the incoming Commodore and Bridge. The Tucson Sailing Club's Bylaws, referenced in this Manual are the Bylaws approved in September 26, 2017. This document was previously updated and maintained by Judy Patrick; there needs to clarity on who will update it in the future.

In addition to providing more information on the committee chair duties and responsibilities there is Appendix with a chronology of events, lists and more details of events important to the Tucson Sailing Club (TSC).

## THE BRIDGE

### **Elected**

- ***Commodore***
- ***Vice Commodore***
- ***Rear Commodore***
- ***Secretary***
- ***Treasurer***

### **Appointed**

- ***Past Commodore***
- ***Sailboat Measurer***
- ***Safety Officer/Fleet Surgeon***

## Commodore

The Commodore acts as the Bridge's Executive Officer, appoints committees, signs contracts and written documents of the TSC; presides over the Executive Committee's monthly meetings and the General Meetings. Responsibilities and duties include:

- Is a voting member of the Bridge.
- Interpret existing TSC policies as well as business expense policies related to the club.
- Appoint non-elected officers (i.e. Safety Officer/Fleet Surgeon, Sailboat Measurer).
- Recruit standing committee members (i.e. Racing, Membership) and Chairpersons with approval of the Bridge.
- Provide all Bridge officers and committee chairs a copy of their job descriptions.
- Set yearly calendar of events in conjunction with the Bridge.
- Monitor standing committee progress, related to their goals and responsibilities (insuring the ramadas are reserved for the spring and fall picnics).
- Preside and prepare monthly agenda for Bridge and General Membership Meetings.
- May sign checks up to an amount approved by the Bridge; over said amount must be co-signed with the Treasurer.
- Appoint a Nomination Committee for next Year's Bridge.
- Recruit a host and co-host for the Commodores Annual Installation Banquet; aka Change of Command. Help plan and coordinate the evening program.
- Evaluation all exceptions to policy and make recommendations to the Bridge for approval when necessary,
- Recommend goals for standing committee duties.
- Develop and recommend methods and systems to improve efficiency and quality of the TSC.
- Uphold the integrity of the TSC and its Bridge.
- Pass Commodore flag to new Commodore and to be flown at TSC functions.
- New commodore to arrange for outgoing Commodore's appreciation gift.
- Obtain previous year's award trophies and have them engraved with the new

recipient names. Trophies are awarded at the Change of Command Banquet.

- Independently choose the Service Award and Sailor of the Year Recipients.
- Form committee for determining the other annual award recipients, i.e. Hard Luck, Most Improved, Rock and Shoals. As of 2020 the Stinkpotter, Captain Bligh and Pony Express Awards were been retired.
- Facilitates an open, inclusive and transparent decision making process within the Bridge.
- Facilities the development of an annual budget within the Bridge at the beginning of the year.

### Vice Commodore

The Vice Commodore assists the Commodore. Duties and responsibilities include:

- In the Commodore's absence presides over the Bridge's monthly meetings and the General Meetings.
- Is a voting member of the Bridge.
- Assist the Rear Commodore in arranging programs for the General Membership meetings.
- Serve on the TSC'S race committee as appointed by the Commodore.

### Rear Commodore

The Rear Commodore assists the Commodore and Vice Commodore and officiates in their absence. Duties and responsibilities include:

- Arrange programs for the General Membership meetings.
- Serve on any Club's committees as appointed by the Commodore.
- Is a voting member of the Bridge.

### Secretary

The duties of the Secretary are to record the business of the TSC, receive and answer all communications, keep the minute of all meetings and coordinate the meeting minutes be posted in the *Windbreaker* and TSC Website. Other tasks include:

- Confirm and document Quorum of Bridge Meetings.
- Confirm and document Quorum of General Meetings for the transaction of business.
- Is a voting member of the Bridge.
- Send Meeting Minutes to the Bridge for review and approval.

- Provide electronic copy of the Bridge Meeting Minutes to the TSC *Windbreaker* Editor and Webmaster for posting.
- Coordinate with the TSC Webmaster to archive the Meeting minutes.
- Send thanks, by note card or electronically, to General Meeting Speakers and presenters.
- Send acknowledgments/thanks to donors as directed by the Bridge.
- Ensure the meetings are recorded according to the rules and TSC By Laws.

### Treasurer

The duties of the Treasurer are to manage the finances of the TSC. Responsibilities include:

- Is a voting member of the Bridge.
- Maintain records of the TSC's revenue and expenses and shall be prepared to furnish a monthly income and expense report and event reports upon occurrence at the Bridge Meetings.
- May sign checks up to an amount approved by the Bridge; checks in an amount higher than approved amount must be co-signed by the Commodore.
- Ensure the TSC insurance policy is current and premiums paid.
- Present a Yearly Income and Expense Report to the incoming Bridge and assist with developing the annual budget.
- When new Officers are elected, take two (2) copies of the Meeting Minutes (with the changes that state what the TSC will be doing in the change of command); have the Commodore sign one copy to submit to the Bank and the Bridge signs the other copy for the TSC.
- The Treasurer is one of the two signers on the Bank account – Well Fargo is the bank. The other co-signer is the Commodore.
- Coordinate with Membership Chair on membership dues received by mail.
- The Treasurer sends invoicing notices to advertisers for the TSC Website and the *Windbreaker*.
- The Treasurer shall pay the following bills, as noted (monthly and annually) as they come due: the annual Corporation paperwork renews, the Post Office Box, Wild Apricot, Go Daddy, US Sailing dues, Chubb Liability Insurance, and other miscellaneous bills ( i.e. park permit for picnics, regatta related items).
- Keeper of the checkbooks, deposit stamps; all of the previous Treasurer's files.
- Balance the checkbook monthly.

- Before leaving town make certain the Commodore has checks to cover whatever expenses occur during the Treasurer's absence.
- Assist Commodore and Bridge in annual budget preparation.

### Past Commodore

The Past Commodore offers guidance from experience as Commodore. Duties and Responsibilities include:

- Help maintain continuity of purpose and direction for the TSC.
- Participate in budget development
- Participate in General Meetings.
- Is a voting member of the Bridge.
- Assist with committee work.

### Sailboat Measurer

The duties of the Sailboat Measurer are to measure and rate all sailboats.

Responsibilities include:

- Review of the entries to the Regattas and confirm boat rating and fleet break down.
- Hear requests for consideration of rating re-evaluations and render final decision.
- Coordinate with Race committee Chair and Commodore on scoring.
- Is a voting member of the Bridge.

### Safety Officer/Fleet Surgeon

The Safety Officer/Fleet Surgeon is also known, in past TSC documents, as the Safety Afloat Chair. Duties and responsibilities include:

- Is a voting member of the Bridge.
- Responsible for at least one boating safety/seamanship presentation a year.
- In lieu of a presentation the Safety Officer can provide two articles in the *Windbreaker*. Outlining the importance of our safety on the water. These should be timed to give provocative thought prior to the racing and cruising season on the TSC calendar.
- The Safety Officer may be called upon by the Rear Commodore to provide a program for a monthly meeting, as the schedule of events is laid out for the

current year. This may take the form of bringing in a first-aid expert, a video or other item of interest, or just a talk by a qualified speaker. The Safety Officer may bring in someone or do this task himself/herself.

## Committees

Per the TSC Bylaws, there are seven (7) standing committees, the chairs are appointed by the Commodore.

***Audit***

***Membership***

***Cruise***

***Race (Regattas)***

***Social***

***Public Relations***

***Welcome***

In addition to these committees the Commodore may also appoint other committees and chairs, i.e. Dinghy, Website, Windbreaker, Banquet Picnic, etc.

### Audit Committee

The Audit Committee is appointed by the Commodore every other year with the responsibility of performing a financial review of the TSC's financial records and report finding to the Bridge. This should occur prior to new Treasurer taking office.

### Membership Committee

The Membership Committee Chair assists the Commodore with the Membership. Duties and responsibilities include:

During each Month:

- Pick up membership applications at General Meetings, PO Box (both paper format) and the electronic format on the website, along with payment of dues.
- Call prospective member and let the person know the application will be present to the Bridge at the next scheduled Bridge meeting for approval.

At Bridge Meeting:

- If paper applications are received in person or by post office/mail, Membership Chair inputs into TSC website. Website will show membership status as PENDING.
- Copy the applications to present at the Bridge meeting.
- In person meeting is held, in person (i.e. not virtual) then bring/present applications to Bridge for review/ask Executive Committee members to sign off.
- If meeting is virtual (via ZOOM as the case during the 2020 Pandemic outbreak) then the presentation is verbal; a verbal approval is requested.
- Give the checks (dues payment received with application) to the Treasurer.
- Payment, online, is required with online new member applications.
- Notify prospective new member of approval, invite new member to the next General Meeting, advice that should start receiving Windbreaker/announcements of meetings and events.

Before General Meeting:

- Order name badge for the new member.
- Assign member number and enter it online deleting PENDING status.

At General Meeting:

- Introduce new member to Commodore, other officers, members'/attendees.



- When Membership Committee Chair is called to report: ask new member to come forward, introduce self, speak a little about self and receive name badge and other gifts (Ships Store voucher). Also advised to leave Name Badge in Name Badge case or be responsible to bring and wear at future meetings.

### Cruising Committee

The Cruising Chair is responsible for planning and implementation of cruises, usually in Mexico/the Sea of Cortez and usually in conjunction with the two (2) annual regattas in Mexico.

The Cruising Committee shall offer planning services, maps, pre-cruise meetings, information on the required visas and paperwork required in Mexico and any other information to the potential cruisers. It is also the responsibility of the Committee to assure that the potential attendees are seasoned enough and equipped well enough to stand alone in the cruising process. Safety afloat is most important and one person in trouble can jeopardize the safety and progress of all involved. It is also important that each contributes to the fun of all.

Cruises are of the offshore and coastal types. The Cruising Committee may offer more than one cruise, where 'cruising greenhorns' are suggested to take the easier and hone their skills before venturing on an overnight crossing. Each cruise should have a leader, whose responsibilities include shepherding their flock and accounting for the group.

### Race (Regattas) Committee

The Regatta Race Committee Chair is responsible for the planning and implementation of the Spring and Fall Regattas. Duties and responsibilities include:

- Planning and coordinating the regatta.
- Confirm, with the Bridge, the regatta race and related social events' dates/times.
- Development of the budget for Bridge approval.
- Oversee the regatta function and handling issues that come up.
- Secure the Race Committee, chase boat, San Carlos Marina event permit, and award dinner venue.
- Coordinate with the TSC Webmaster for online early registrations.
- Make sure the new applications are delivered to the race committee.
- Coordination with the Race Registration and Raffle Coordinators.

- See Appendix for more information.

### Social Committee

The Social Committee Chair assists in planning the food and entertainment for events.

### Public Relations Committee

The Public Relations Chair seeks opportunities to promote the TSC using media contacts, social media, publishing articles of activities and promoting the Sailing School held in April.

### Welcome Committee

The Welcome Committee Chair makes a concerted effort to welcome new members to TSC, by featuring in the *Windbreaker*, setting up with TSC members for mentoring.

## **Additional TSC Committees**

The following additional committees/positions have also been critical to the TSC's goals. With the advancement of technology (email, social media, and TSC website) there is a need for further updating this Manual to better memorialize how the tasks are now done.

Chairs, to these committees are also appointed.

***Dinghy Race***

***Windbreaker Editor***

***Tucson Webmaster***

***Club Store***

***Calling***

***Historian***

***Directory***

***Sailing Class***

### Dinghy Racing Committee

The Dinghy Racing Committee Chair is a volunteer who manages the Laser Fleet. Duties and responsibilities include:

- Be an active member by attending Bridge meetings and General Meetings.
- Make sure the boats are ready for scheduled picnics in the Spring and Fall.
- Maintain boats and trailers in a ready to go condition for TSC members' use.
- Be available to check boats and equipment out to other responsible members.
- Create sign out sheet for boat equipment to ensure replacement of lost or damaged parts before next use.
- Coordinate and assist with TSC picnics, (beer, food, ramada, permits)
- Take responsibility for the damage prevention of the fleet by making sure only responsible persons use the boats.
- Take charge of scheduling participants for each race heat.
- Become familiar with racecourse planning and setups.
- Learn the racing rules and protest committee procedures.
- Present the Top Gun Award to new Champion.

### Windbreaker Editor

The *Windbreaker* Editor is responsible for producing and electronically distributing the TSC's publication named the *Windbreaker*, in PDF format. Traditionally it is produced and distributed monthly except for July. Deadline for transmitting articles is the 10<sup>th</sup> of the month. Duties and responsibilities include:

- Incorporate the Commodore's Corner article in the *Windbreaker*.
- Incorporate the Bridge Meeting Minutes in the *Windbreaker*.
- Notifications of events such as General Meetings, Picnics, Sailing Regattas, etc.
- Notifications of upcoming deadlines such as Regatta registration
- Update advertisements.
- Notification of upcoming election and Slate of nominated TSC members for officer positions.
- Articles of events, sailing educational information photos, placement of advertisements and listing of classified ads.

### TSC Webmaster (updated 1/23/21)

The TSC Webmaster maintains the website, keeping it current, up to date and

interesting. Duties and responsibilities include:

- Members update their own information. The Membership Chair is responsible for adding new members with training and assistance from the Webmaster and can correct any member related information. The Treasurer is responsible for recording cash and check payments for dues and events with training and assistance by the Webmaster.
- The Windbreaker chair is responsible for uploading the Windbreaker with assistance and training by the Webmaster.
- The Webmaster uploads all event information into Wild Apricot as it is received.
- The Webmaster uploads the Bridge Meeting Minutes as received.
- Reply to email messages received from members and general browsers.
- The Webmaster controls access to Administrative functions and sets authorizations to others as needed. Wild Apricot and Word Press have separate authorizations. The Webmaster needs to insure that is at least one other member with full authorization on each of the servers (Wild Apricot and Word Press) in the event the Webmaster is disabled.
- Everyone with some level of Administrative rights has access through their own TSC password to Wild Apricot. With Word Press the initial password is assigned by an administrator, but the member is free to sign in and change it. Those with full rights have the authority to remove and grant rights in both.
- Webmaster uploads all posts to website.

The TSC owns 2 domains. The primary (TucsonSailing.com) is registered with NameCheap.com and the secondary (which redirects to the primary) is registered with GoDaddy.com. TSC uses Wild Apricot Membership Software augmented by Word Press. The Wild Apricot software is hosted on Wild Apricot. The Word Press portion is hosted by Deanna Keahey (gratis). All membership information is on the Wild Apricot server. The menu structure and the posts are all on the Word Press server.

### Club Store

The Club Store provides merchandise, of a nautical nature, to the general membership at a reasonable cost. The Bridge's approval is secured before committing to any purchased of new merchandises. The Club Store Chair researches suppliers for merchandise keep accurate records of all transactions relating to the sale and purchase of merchandise. The Club Store is set up to present merchandise to the members at each general

meeting.

### Calling Committee

The duties of the calling committee traditionally were to call the general membership to inform them of an upcoming event such as the Sprint Picnic, Fall Picnic, Loft Party, Change of Command Banquet, or any other event. Currently an email is sent to the membership with this information; however additional follow up is often necessary.

### Historian

The TSC Historian is responsible for compiling and storing the TSC history. Duties and responsibilities include:

- To do this successfully, the historian must be an active member with interest in collecting and organizing materials of interest to the TSC. These should take the form of pictures, articles, newspaper clippings, past copies of the Windbreaker and other memorabilia from TSC events.
- Historical collections should be made available to anyone in the TSC who might be interested in seeing them. At least once a year, the data should be brought to club events. This could be at a picnic, a meeting or one of the scheduled parties for all to see. This opportunity should be advertised in advance to the membership.

Possibly instead of one individual, this could perhaps be a committee function. Maybe a long term member would be willing to store the history while the historian compiles a yearbook/document for presentation at the event and periodically during the year a committee gets together to work on this document.

### Directory

Prior to the TSC Website Directory was established, the Directory Chair was responsible for contacting other committee heads and solicit updates for annual directory update. These would include current Bridge, calendar and membership dates; any changes in the bylaws, update of awards, club history and racing information. There would be updates of cruising information, border crossing and road conditions as appropriate. Currently this function primarily rests with the TSC Webmaster.

### Sailing Class

A two session class, preferably a Tuesday and Thursday or two consecutive Tuesdays are help in which the basics are presented. A small fee is charged primarily to cover the cost

of the literature provided.

## Events

***Change of Command Banquet***  
***Picnics (Spring & Fall)***  
***Auction***  
***Raffle (50/50 at General Meetings)***  
***Race Regatta Raffle***  
***Loft Party***  
***Top Gun Races***

### Change of Command Banquet

The Change of Command Banquet event occurs in January in lieu of a general membership meeting. The purpose of the event is to install the Commodore, Bridge officers for the forthcoming year, honor and thank the outgoing Commodore and Bridge, Award the Sailor of the Year, as well as the other standing club trophies and special trophies recognizing members past achievement and disasters, such as Rocks and Shoals or any other special awards.

The location of the Change of Command dinner generally (but not always) changes from year to year. It is best to make reservations by April, as January is a busy month for organization events. Traditionally the Viscount Suites has been the Banquet location; if a different location is desired then research should include menus, costs, liquor prices and facility descriptions. The recommendation should be presented to the Bridge at the April meeting.

The Bridge must approve the location and budget for the event. With approval, the coordinator makes the reservation and delivers any deposit checks that may be required of the TSC. The Change of Command dinner has occasionally had a theme

that warrants costumes i.e. Riverboat Gamblers, Pirates, etc. Themes should be nautical and can generate fun decorations and activities for entertainment. The Riverboat Gambler event resulted in great 1880's costumes, a Dixieland band and rental gambling tables.

The coordinator should recommend to and secure the Bridge's approval for entertainment. If a theme for the event has been determined, entertainment related to the theme should be considered. Entertainment should be booked before September.

The club traditionally uses the Change of Command a mechanism for collecting annual dues. Two people should be provided a table, chairs and membership list indicating type of membership and prepayment and placed near the entry to collect for the event and dues. Some members like to pay in advance and will send checks to the Treasurer or the coordinator. *Windbreaker* notices of the Change of Command should state where prepayment should be sent.

The banquet room should be set up with a podium, preferably with a microphone and sound system for conducting officer installation and presenting awards. If live entertainment is being planned, make sure there is adequate room and electrical facilities. If dancing is contemplated after dinner, a hardwood dance floor is necessary. A table near the podium is needed for the awards.

The program usually consists of a cocktail hour, dinner, awards, change of command and entertainment/dancing. It is good to allow one hour for cocktails, 45 minutes for dinner, 45 minutes for awards, and change of command and two to three hours for more cocktails, entertainment and dancing.

The outgoing Commodore should select a master of ceremonies for the event to present awards and conduct the installation of officers. The outgoing Commodore solely determines the recipients of the remaining discretionary awards. There are usually "Rocks and Shoals" awards given for members who have perpetrated entertaining sailing related disasters during the year. The Commodore should appoint a Rocks and Shoal chairman and committees sometime in October. The Rocks and Shoals chairman is usually the presenter of these awards at the banquet and is

responsible for preparing small trophies to commemorate the various disasters being honored.

The outgoing Commodore or his delegate must round up the standing trophies in December and get them engraved with recipient's names prior to the Change of Command. It has been traditional that a small six (6) or eight (8) inch silver bowl trophy be given to the previous year's Sailor of the Year to permanently commemorate their achievements. The small bowl, engraved with the sailor's name and year of the ward, is awarded to the outgoing Sailor of the Year just prior to the award of the new Sailor of the Year.

After dinner, the master of ceremonies is responsible for saying some things (hopefully entertaining and humorous) about the activities and achievements of the club during the past year and then introduces the Rocks and Shoals chairman who will present those wards. The master of ceremonies then presents all the standing awards and finally introduces the Commodore after a recap of the year under his/her leadership. The Commodore then introduces the new incoming Commodore, turns over the gavel as a symbol of the transfer of the command. The incoming Commodore assumes command and thanks everyone; introduces the incoming Bridge and committee chairs and closes with a speech about the upcoming year.

While not all of the responsibilities for elements of the event rest with the coordinator, it is the coordinator's responsibility to remind the Commodore and the Bridge when certain things must be done to ensure an enjoyable event and to help these members where necessary.

### Picnics Spring & Fall

The reservations for the picnic ramada need to be made as early as the Bridge decides on the dates. Sailing School held prior to the Spring Picnic is a goal and the sailing school participants (members/potential future-members) are encouraged to attend.

Ramada #3 at Silverbell Lake, near the launch ramp, is a very much in demand so it has to be reserved early. Reserve it for the day of the event and for 100 people. A fee for the ramada and beer permit must be paid at this time. The permit needs to be given to the person who will be first to arrive at the ramada, the day of the picnic. It is a good



idea for the first to arrive to bring a broom and use it to clean away any debris. In past years a keg of beer was purchased however that has evolved into pre-purchase of a smaller quantity of beer in cans. There needs to be an inventory of the plates, glassed, cups, napkins, forks, spoons and knives. Keep a large chest with all this stored in including cooking utensils. Every few years the inventory needs to be replenished. See Appendix for list of groceries.

#### Raffle (50/50 at General Meetings)

The 50/50 Raffle is the sale of raffle tickets with the prize being 50% of the proceeds; the other 50% goes to the TSC General Fund. It is a fun social event and a nice perk for the winner – an incentive to attend the General Meetings. The 50/50 raffle coordinator, and assistants, sell two-part tickets at the General Meeting and mix the tickets in a TSC ticket cage, drawing one winning ticket just prior to the introduction of the speaker. The money is counted, and the winner is announced and receives 50% of the total amount gathered.

#### Race Regatta Raffle

The Race Regatta Raffle is an event held to help offset the expenses of hosting the race (regatta). It is covered in the Appendix.

#### Loft Party

The Loft Party is a summer social event traditionally held in mid-July. The Bridge and Social Chair decide on menu, if catered or potluck or combination. Traditionally attendance has been TSC members only with guests brought by TSC members. See Appendix for more information and suggested lists for sample menu and list for set up/clean up.

#### Top Gun Races

These are held in conjunction with the Picnics (Spring and Fall) with the TSC lasers. See the Dinghy Racing Committee for more information.

#### Auction

The annual auction is held at one of the General Meetings with the goal of repurposing donated items with the bid amounts/proceeds going to the TSC General fund. The donated items are brought to the general meeting by the TSC members; the Auction

Chair is the auctioneer with the assistance of a volunteer record keeper to coordinate the payment process.

## Awards

The following is a list of the Awards given annually:

### Top Gun Award

This award is given to the winner of the Top Gun Races held each Spring and Fall in conjunction with the Picnic.

### Distinguished Service Award

This award is given in recognition of the most significant contribution to the TSC during the year. Awarded by the Commodore, this perpetual trophy is a beautiful statue of an old mariner standing on driftwood. This award was designed and constructed by TSC member and artist Charles Kilmer.

### Hard Luck Sailor Award

The TSC recognizes the member who has achieved the greatest nautical disaster. The perpetual trophy is made of part of a bent mast and other symbols of nautical catastrophes.

### Most Improved Sailor

This award is given in recognition to the member who has demonstrated the most improvement of their sailing skills during the year. The brass lantern perpetual trophy is awarded at the Change of Command Banquet to the recipient selected by the Awards Committee.

### Stinkpotter Award

This award is given in recognition of the longest or most sailing under power. The award consists of a mounted camshaft and piston that could be used for a small dingy. Its recipient is determined by the Bridge. Currently retired.

### Captain Bligh Award

This brass cup topped by an enormous winch handle is symbolic of forced servitude and is awarded to the first mate of the member who has demonstrated the most demonic

leadership afloat, reminiscent of the trophy's namesake. Currently retired.

#### Sailor of the Year Award

This award is presented by the Commodore to the member who has made the greatest contribution to the Club or achieved the greatest sailing accomplishment during the year. The large silver bowls perpetual trophy is awarded at the Annual Banquet. The previous year's recipient is given a small engraved bowl to keep.

#### Pony Express Award

This perpetual trophy of a sailboat crested by a horseshoe is awarded to commemorate the sailing skills of the Captain who achieved the lowest total elapsed time around the buoys in both Mexico (May and Fall Regattas). Currently retired as of 2019.

# Thank You

To TSC members ~

Many thanks to the past and present TSC members whose time and dedication have been the fabric of this unique organization. Below we list the names of some of the contributors to past updates to this manual and encourage the current membership to pass it forward.

***Rex Weedon – Commodore & Meeting agendas***

***Deana & Ned Pos – Raffle & Ships Store, Picnics***

***Judy & Bob Patrick – Change of Command &***

***David Brinkley – Past Commodore***

***Carol Ray – Secretary Duties***

***Gaye George – Treasurer***

***Loretta Peto – Audit***

***Louise Renneckar & Carol Ray – Membership Chair***

***Duff Fletcher – Webmaster***

***2019 & 2020 TSC Bridge***

***Brian & Dorothy Dolan***

## ***APPENDIX***

*Chronology of Events*

*Picnic Lists*

*Loft Party List*

*Regatta Race Registration*

*Regatta Raffle Procedure*

*Bridge Meeting Sample Agenda*

*General Meeting Sample Agenda*

## Chronological Events/Tasks supplement to TSC Procedures

### January

- No Bridge Meeting- traditionally none in Jan.
- Plan Change of Command (COC) Banquet.
- Incoming commodore gets gift for outgoing commodore.
- Decide on Perpetual award recipients.
- Track down perpetual awards for COC Banquet.
- Have tags/labels made for perpetual awards.
- COC Banquet- no General Meeting

### February

- Bridge Meeting/Incoming Commodore assumes command.
- Prepare the year's budget review/discussion at Bridge meeting.
- Start setting year's schedule; to include Sailing classes, Spring and Fall picnic, loft party, regattas, cruises.
- Advance Memorial Weekend (May) Regatta's Information to share
- Change signature authority at bank
- Reserve Ramada near the ramp for Picnics.
- General Meeting

### March

- Bridge Meeting
- Renew insurance and USSA affiliate membership.
- Confirm May Regatta awards banquet venue. Line up shirts and trophies.
- Set budget for May Race and overall annual budget.
- Reservations for May Regatta
- Trophies prep for May Regatta
- General Meeting

### April

- Bridge Meeting
- Reservations for Change of Command Banquet in January
- General Meeting
- Set loft party date for July.
- Track down Top Gun trophy and update plates.
- Sailing Class
- Spring Picnic
- Early registration for May Regatta
- May Cruise coordination meeting.

### May

- Bridge Meeting
- General Meeting

- May Regatta
- May Cruise

#### June

- Confirm Loft Party preparations advancing
- Bridge Meeting
- General Meeting

#### July

- Bridge Meeting
- Loft Party – no General Meeting

#### August

- Bridge Meeting
- Confirm reservations/preparations advancing for Fall Regatta
- Trophies prep for Fall Regatta
- General Meeting

#### September

- Fall Regatta Registration
- Bridge Meeting
- Commodore appointed Nomination Committee (for 2021 Bridge).
- Confirm Venue and reservations for January Change of Command.
- Fall Cruise Coordination Meeting
- Fall Picnic at Columbus Park/lake
- Early registration for Fall Regatta

#### October

- Bridge Meeting
- General Meeting
- Fall Regatta
- Fall Cruise

#### November

- In Windbreaker: Print sample ballots w/next year's Bridge
- Bridge Meeting
- General Meeting
- Reminder of December Christmas Party
- General Meeting (includes Election for Next year's bridge)

#### December

- Advertise Change of Command Banquet in January
- Bridge Meeting
- No General meeting – Christmas Party instead
- Start gather of perpetual awards, from previous Change of Command Banquet's recipients, for Change of Command Banquet.

### **Picnic Lists (Spring and Fall)**

Buy the main course for an average of 80 people. COSTCO seems to be the easiest place to get almost everything. Plan to shop a day or two before the picnic. Your shopping list should include:

- 3 packages of lean ¼ pounds hamburger (18 patties/per package).
- 1 package of Jumbo Franks, 2 packages of spicy Italian sausage.
- 2 packages of boneless, skinless chicken breast. This can vary depending on how many people are expected. The packages at COSTCO are larger than the typical grocery store. If not bought at COSTCO, the number must be increased.
- Package of rolls for above items.
- Charcoal, two large bags.
- Ketchup, Mustard Pickle Relish, or the handy prepackage of the three.
- 3 cases of assorted soda to include some diet. Two cases of small water bottles.

At the grocery store purchase:

- Mayonnaise in a plastic bottle.
- Lettuce, Tomatoes, Onions.
- Sliced cheese.
- Lighter Fluid & Lighter.

Bring along three ice chests – one has all the meat products in it, two are for beer.

Two plastic tubs for soda and ice. They are included in picnic inventory.

A large slicing knife is a good thing to bring for slicing tomatoes and onions, unless they are done before you leave home.

### **Loft Party List**

Menu: The menu, as well as if potluck or catered dictates the kind of supplies to be purchased.

Number: Approximately 60 – 75 persons. Guests welcomed.

Suggested Supplies: Tables and chairs need to be ordered at least two weeks in advance from a rental supply house such as Party Concepts. Generally, they will ask for payment at time of delivery. Deliver on Friday before the event and picked up on Monday after the event. The following quantities are based on an attendance of 60 – 70 people.



- Chairs, 65 white plastic
- Banquet Table, 8 tables 40-inch diameter size
- Buffet tables, 3 tables 6-feet long
- Bar Tables, 2 tables 6-feet long.
- Worktables, 1 table 6-feet long.
- Tablecloths, 8-banquet round – color chosen by host.  
6- 6-feet long – color chosen by host.
- Napkins, 65-color chosen by host.
- Chafers, 2 with four 1-hour pans- sterno included
- Extra pans, 6-2-inch full hotel plans.
- Bar BQ grills, usually furnished by TSC members, but can be ordered by rental agency.
- Charcoal, 2-20 pound bags and 1 can of starter.
- Cooking utensils
- Paper supplies, 100 large plates, 75-soup bowls, 100-forks, knives, spoons, 100-large cups, 75-small cups.
- Beverages, 1 – beer keg with dispenser and pump usually obtained by a volunteer TSC member.  
2-cases 8 or 10 oz water  
2 – 1/2 gallon rum, vodka or gin.  
1-case each 7up, coke, diet Pepsi.  
2-boxes wine red/white.  
6-40 pounds bags ice for drinks.  
Coolers, 4-bags ice for cooling water and sodas.
- Plastic pitchers – 2 for dispensing beer or drinks.
- Ice scoops, 2.
- Bar towels, 6.
- Typical menu: Example Only  
8 – 10 lbs. shredded barbeque beef  
8 – 10 lbs. shredded barbeque pork  
40 chicken breasts  
12 lbs. Polish Sausage  
3 bottles barbeque sauce  
Note: Other complements furnished potluck by TSC members such as salads, desserts or side dishes.
- Misc. supplies, salt, pepper, sugar, cram, 3 garbage cans, 1 box garbage bags and coffee.
- Buffet serving Utensils: Host and TSC members.
- IMPORTANT: appoint a clean-up committee of 5 – 6 people to return on Sunday to stack tables and chairs for pick up on Monday. Try to get most of the work

done Saturday evening if possible. Outside lighting may be necessary – can be ordered by rental company.

Directions to host property to be sent out by separate email one to two weeks prior to the party.

Theme, table decorations and lighting to be managed by host; lighting can be supplied by Rental Company.

### **Race Regatta Registration**

Recommendation that there be a Race Registration Coordinator, preferably the TSC Treasurer with at least four (4) volunteers. The following items will be needed:

- Online registration and applications for last minute registrants.
- Alphabetized Spreadsheet of registrants showing names, what is ordered (T-shirts, Award dinner, amount paid, amount owed, Boats entered).
- Alphabetized spreadsheet with order and date ordered for race packets.
- Spreadsheet by class, sail number, boat type, PHRF, Captain, Time finished.
- Raffle tickets must have money kept separate.
- T-shirts sold separately must have money kept separate.
- \$50 in change for T-shirts, \$50 in Change for Raffle tickets, and \$100 in Change for registration table with pouches.
- TSC check to pay for dinner. If credit card is needed Treasurer will use her “no international fees” card and upon submission of invoice will be reimbursed.
- Bags for race packets.

Before registration, prepare bags for each registrant from the spreadsheet provided by the Race Chair. Write their name, number of dinner tickets, T-shirts etc. on front of each bag. Put in alphabetical order behind the registration table.

Set up two (2) long tables and one (1) side table. Put up signs for a) prepared registrations, b) new registrations and 3) T-shirts.

Have some volunteers mingle and sell raffle tickets.

Each type of registration needs two (2) volunteers so that one does the paperwork and the other prepares the back to distribute or giving out already prepared bags.

The Race Chair oversees all and handles any issues that come up. They also make sure the New applications are delivered to the Race Committee for computer updates.

Use numbered dinner tickets and make sure people are aware of cutoff time because number of dinners must be given to the restaurant by none on registration day.

Unfortunately, some people always wait and buy the dinner tickets at the door, so we usually order four (4) or five (5) extra dinners to address this issue. (Recommend mentioning this fact at all functions and in bold letters on the one applications and paper applications will help.)

### **Regatta Raffle Procedures**

At each Regatta raffle tickets are sold to help offset the expenses. Raffle items are solicited by merchants, TSC members, and nonmembers. Gift certificates are great too.

Requests for donated raffle items should be placed in the Windbreaker in advance of the event as well as mentioned at General Meetings, Picnics, Bridge meetings etc. Small items may be grouped together or made into gift baskets. A log with the names of who gives what is kept and listed in a thank you placed in the Windbreaker the month following the Regatta along with the profit from the raffle.

TSC has four (4) containers that the tickets and money go into with a known amount of change added to each container for use while selling tickets. Two-part tickets are used. The tickets are sold at \$1 for one (1) ticket, \$5 for seven (7) tickets and \$10 for fifteen (15) tickets.

It should be encouraged to accept US dollars however if we must take pesos ensure the rate of exchange is known and, in our favor, to cover the sell rate/fees.

Volunteers are recruited to sell the tickets at registration, the social functions during the Regatta, and at the restaurant prior to the serving of dinner; the raffle is held during the award dinner and prior to the awards presentation.

Volunteers are lined up to take raffle items down to the San Carlos and given to the Raffle Chair.

During the raffle several volunteers help call numbers, spot winners and run the prizes (raffle item won) to the winners. Announce donor or source for each raffle item. After the raffle the money is counted and given to the Treasurer.

The Treasurer will subtract the change and report the proceeds on the Regatta Report.

Thank you, letters are sent to the merchants and nonmembers.

## **TSC Bridge Meeting Agenda for \_\_\_\_\_@ \_\_\_\_\_pm**

CALL TO ORDER:

CHECK FOR QUORUM: Confirm that 4 Executive Committee Members are present.

APPROVAL OF THE PAST MONTHS MINUTES: Completed via email

ACTIONS OF THE EXECUTIVE COMMITTEE (BRIDGE): None

COMMODORE'S REPORT:

BRIDGE REPORTS:

- Secretary:
- Treasurer:
- Others/Programs: Update and status of upcoming meetings and speakers.

COMMITTEE CHAIR REPORTS:

- Race Chair:
- Membership:
- Cruising:
- Publicity and PR:
- Club Store:
- Dingy Chair:
- Webmaster:
- Windbreaker:
- New Member Welcoming:

OLD BUSINESS (if not covered in above reports):

- Item
- Item

NEW BUSINESS (if not covered in above reports):

- Item
- Item

FLOOR OPEN FOR DISCUSSION OF OTHER BUSINESS

- Item

ADJOURNMENT @ \_\_\_\_\_

Call to Order / Commodore's Opening Remarks:

- Announce 50/50 raffle.....Ships Store goodies....Remember to settle your bill or tab.

Introduce Guests:

Sea Stories:

Committee Reports:

- Treasurer –
- Membership – New members
- Cruising/ Sailing Class -
- Race Chair -
- Others, Publicity, Social, Website–

Old Business:

Boats for Sale:

New Business:

Break (15 minutes, 3 bells return):

- Announce Refreshments
- 50/50 Raffle
- Ships Store

Draw 50/50 Raffle

Introduce Speaker/Presentation

Adjourn?

