

To: Officers, Barnegat Bay Yacht Racing Association

Subject: Report of the Secretary, 1972

The legislated and traditional duties of the Secretary fall into three parts:

1. Communications, notices, and records of meetings.
2. Records of delegates, representatives, membership, etc., including recently records of contributing members.
3. Responsibility for the Entry Desk.

As an active sailor it would have been impossible for me to carry out the duties of the office without the fine assistance of Jack Papp who, when I was unable to be present, provided me with minutes of meetings on the committee boat and monitored the entry desk. Also, my thanks to Roger Brown who on two occasions provided us with the minutes of meetings held aboard the boat.

The task of the Secretary is made most difficult by the failure of Club officers and delegates to respond to requests for information. The By-Laws of the Association state that the names and addresses of the delegates must be sent to the Secretary not later than Labor Day of each year. No Club complied. My letter of September 5th to each Commodore requesting information by September 15th had, as of October 2nd, engendered a 50% response. My request for a response to dinner reservations for this meeting had produced a 45% reply by deadline. To say the least, this is discourteous to our hosts at the Bay Head Yacht Club. I have no ready solution to this problem but would solicit your suggestions as to how these communications can be improved.

With respect to the contributing membership, I have given Homer several recommendations for simplification and improvement of this operation.

A bright spot in the life of the Secretary has been the operation of the entry desk. Without exception, each Club has done an outstanding job in conducting this operation. We currently have a complete set of instructions for the entry committee and during the past season, in most cases delivered instructions and materials to each Club a week in advance so that they might become familiar with it.

An inventory of items in possession of the Secretary is attached to this report. With the exception of dated items such as contributing membership materials the only new inventory required, barring major changes in format will be:

Sequence of Yacht Finishing Forms and Protest Report Forms which can be provided by xerox or offset, probably at no cost.

NAYRU Rule Books. Rule changes will obsolete present inventory.

Orange and/or Green Pennants depending on the constitution of second and third divisions in 1973.

Respectfully submitted, James G. Carson, Secretary

November 23, 1972

BBYRA INVENTORY OF ITEMS IN POSSESSION OF THE SECRETARY
10-1-72

Registration Sign			
Bulletin Board			
Membership Sign			
Sequence of Yacht Finishing Forms		2	
Racing Record Forms	about	800	*
Protest Forms		60	*
Protest Report Forms		8	
Race Entry Cards	about	2500	*
Season Information Cards	about	3000	*
NAYRU Rule Books (will be obsolete in 1973)		16	
BBYRA Rule Books	about	1400	*
Protest Flags		103	*
Orange Pennants		33	
Green Pennants		31	
BBYRA Patches		968	*
Water Safety Procedure Outlines	about	400	*

* Adequate supply on hand for 1973 season.