



Minutes of the KDBC Inc. Board of Directors Meeting  
8 December, 2015  
Held at the Bridge Centre, 645 Gardiners Road

Present: Marvin Baer, Pat Briggs, Sharon Boal, Terry Demers, Charlie Waddell, Riet Haaksman, Paddy Allan, Bob Fowkes, Elizabeth Stott, Marlene Young, Elaine Kehoe, Bente Miller  
Regrets: John Gerretsen

**1. Welcome and call to order**

Sharon welcomed everyone and called the meeting to order at 4:20.

**Confirmation of Meeting Chair**

Moved by Marvin and seconded by Pat that Sharon should chair this meeting due to the absence of the Chair (John Gerretsen). **Carried**

**2. Approval of Agenda (attached)**

Request by Bente that an explanation of the allocation of points for games played be given.  
Request by Elaine that clarification of the manner in which the I/N section is referred to be identified.

Moved by Bob and seconded that the agenda be adopted as amended **Carried**

**3. Approval of the minutes of 10 November 2015 meeting**

Moved by Bob and seconded by Pat to approve the minutes. **Carried**

**Business Arising**

**Signing Authority**

John and Pat to proceed with the change of the signing authority upon his return. Names and addresses of the Executive Committee to be provided to the bank.

**Director's Course**

There were 12 attendees to the course resulting in one new director; Kevin Loughlin

**Money Collection and Seeding**

The collection of fees at the entrance assists in assigning tables for proper seeding.

The ACBL require seeding

The Director can change the strata if necessary but requires 3 seeds in order to be balanced.

Tuesday and Friday can have an I/N side if numbers warrant.

**4. Treasurer's Report (attached)**

There was some discussion about the cost of tickets for the Christmas dinner. In the future, the cost should take into account guests.

Pat moved that the tickets should be split into three (3) categories: member, non-member and non-playing guests

Moved by Marvin and seconded by Elaine that this item be tabled until the September meeting.

**Carried**

**Moved by Terry and seconded by Elizabeth to accept the Treasurer's Report Carried**

**5. Club Manager's Report (attached)**

Terry moved and Riet seconded that we spend \$500 to \$1,000 dollars to have the landlord clean and finish the floors during the weekend of January 22<sup>nd</sup> – 24<sup>th</sup>. Arrangements must be made to move the furniture before the work is done and to return it before the Monday games.

**Carried**

Charlie will be contacting the Olivia at the Whig Standard about correcting the address and telephone number in our ad

John to return our keys to the Frontenac Mall

Bente to provide a job description for the position of Secretary to the next meeting.

**6. Social Committee Report (attached)**

Christmas Party

- 26 tables during the day
- 17 tables for the evening
- 106 members for dinner
- A small profit possible from the bar
- Thank you to Sybil for the desserts

**7. Education Committee**

Monday lessons have 6 tables representing more experienced players

Saturday lessons have 4 tables of new players

Monday and Wednesday lessons will begin in the new year for 4 weeks

Possibly a Bridge in a Day course will be held in the future

**8. New Business**

a) Chair repair be done

b) Database integration is becoming increasingly necessary due to increasing membership

c) Voting for executive – should we consider using the internet? More research is required.

d) Moved by Bob seconded by Pat that the monthly birthday games be stopped due to lack of interest

**Carried**

- e) Moved by Terry seconded by Pat that we purchase 3 additional BridgeMates due to the increase in membership **Carried**
- f) Charlie reported that we received a credit of \$200 for the return of the fans to Lowes. Moved by Riet seconded by Charlie that the \$200 be used to offset the cost of the purchase of rugs at both entrances. **Carried**

**9. Next Meeting and Adjournment 6:15**

The next meeting will be held on 12 January at the Bridge Centre.

Moved by Terry seconded by Pat that the meeting be adjourned. **Carried**

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Bente Miller (Secretary)

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John Gerretsen (President)

**Attachments:**

Appendix A: Agenda

Appendix B: Treasurer's Report

Appendix C: Club Manager's Report

Appendix D: Social Committee Report

# Appendix A

KDBC Inc.

Board of Directors Meeting

2015 December 08 4:00 p.m.

## AGENDA

1. Welcome and call to order

2. Approval of agenda

3. Approval of minutes of 2015 November 10

Business arising : 1. Director's course 2. Collecting of money and seeding of the field

4. Treasurer's Report

5. Club Manager's Report

6. Social Committee Report

7. Education Committee Report

8. New Business

a) Chair repair

b) Cleaning /repair and resurfacing of the club floor

c) Membership data base integration

9. Next meeting date & adjournment

# Appendix B

## Kingston Duplicate Bridge Club

### Treasurer's Report

November 30, 2015

<b>Bank Balance as of November 30<sup>th</sup></b>	<b><u>\$24,210.78</u></b>	
<b><u>Adjusted Bank Balance Nov 30<sup>th</sup></u></b>	<b><u>\$21,211.78</u></b>	(after cheques cleared)
Bank Balance as of October 31 <sup>st</sup>	\$17,490.50	

#### Income in November (\*minus HST)

Fees	\$7,762.82*	
Passes – A	\$1,585.84*	(14)
Passes – B	\$402.65*	(7)
Membership	\$26.55*	
Donations	\$670.25	
Sales	\$366.15*	(bridge books = \$315.04*)
Christmas Party	\$2,253.19*	
Water	\$103.05	
Coffee	<u>\$235.75</u>	
<b>Total</b>	<b>\$13,406.25*</b>	

#### Expenses in November (\*minus HST)

Directors fees	\$1,580.00	
Cleaners fees	\$500.00	
Managers fees	\$1,263.50	
Bridge Lessons	\$221.85	
ACBL fees	\$438.01	
STAC fees	\$632.00	
CBF fees	\$26.00	
Rent	\$2,886.54*	
Utilities	\$158.19*	
Insurance facility	\$86.31*	(monthly)
Office Supplies	\$32.45*	
Christmas Party	\$80.00	
Facility Supplies	\$69.02*	(toilet paper, paper towels, etc)
Game Supplies	\$7.00*	(includes trophies)
Coffee Supplies	\$135.00	
Water Supplies	\$15.16	
Cookies/food	\$255.18*	
Other Social	\$71.22*	
Bank charges	<u>\$12.72</u>	

**Total**

**\$8,470.15\***

**October Gain/(Loss) = \$4,936.10**

**2015 Gain/(Loss) = \$13,855.28**

**Stats:**

- Players: indivs: 1055   free plays/prepaid: 74   passes used: 357   Total: 1486
- Tables: 371.5

**Comments:**

- November cheques not yet cleared = \$2,999.00
- 2015 includes prepaid rent of \$3747.19 for the last month of the 10-year lease
- payables: RioCan
- HST for Jan1st to Sept 30th: paid = \$4,685.02
- **HST owing** for Oct 1<sup>st</sup> to November 30<sup>th</sup>: \$1,801.26

Pat Briggs, Treasurer

## Appendix C

Club Manager Report by Terry Demers

December 2015

Carryover from November

- a. Hubert Richard sent 6 life master pins which were distributed at the Christmas Party.
- b. Ed Antosz mentioned 2 dates for par game in February – 14 or 21. I will apply for unit championship.
- c. Robert, the landlord has agreed on the dates for refinishing the floors. He will provide storage space for the tables and chairs. We will move the furniture. The cleaners will apply 2 coats of finish. Robert will check the tiles that need repair before the work is started. He has agreed to pay ½ the cost. We will move the furniture back in.

December

1. There is a District STaC on December 14 – 20.
2. We had 5 tables of social players for our Salvation Army Hamper Fund. We collected \$8900. Mel called his students and invited them. I will give our promotion chair the phone numbers for future games. I think we should send an article to the Bulletin about this event.
3. Olivia called about advertising in a senior's paper. I will pass the information to Riet.
4. The keys should be dropped off at the Frontenac Mall. Who will drop them off?
5. Some of our I/N's have reached the 300 masterpoint level. They will have to move up the open game.
6. The strats are more evenly distributed now that the collectors have been given the strats for each game from the directors.
7. I suggest we get new seat assignment cards made. Should they be laminated?
8. Ray suggested we make shoe racks to fit above boots.
9. What about an imp game on the 3<sup>rd</sup> Thursday of the month? Maybe an imp team league?
10. Last year we had 178 members – this year 212. Our club is growing thanks to the efforts of our teachers, mentors and players.
11. Our club table counts have increased and we have moved up in the ACBL club listings. We presently have 3684 tables and I hope to reach 4000. We stand 2<sup>nd</sup> in our unit and are now 92<sup>nd</sup> in the ACBL with over 3000 clubs.
12. A suggestion. We should make a New Year's resolution to get job descriptions started for each board member. We need a volunteer to start. They would bring in their job description for discussion and when agreement has been reached the description will go into the job description binder.

## Appendix D

-----Original Message-----

From: Bob Fowkes [mailto:kohima@cogeco.ca]

Sent: December-08-15 2:03 PM

To: Terry Demers

Cc: Paddy Allan; Miller Bente; Robert Briggs; Waddell Charlie; Stott Elizabeth; Gerretsen John; Young Marlene; Haacksman Riet; Boal Sharon; kehoe Elaine

Subject: Re: Social Convenor's Nov 2015 report

Hi

Just a short update after the Christmas party.

We had a great turn out, 26 tables in the afternoon and 17 tables for the evening session.

I think we were at close to the capacity for the room.

We had 106 members for dinner and the meal was very good. The servicing of the salad and meal took a bit longer than expected but it went smoothly.

The room looked very festive with 8 tables with tablecloths, centre pieces and finger food, the transition from playing to dining and back went quite smoothly thanks to Marlene's planning.

The wine and beer set up was great and Justin and Shelia looked after the selection and serving.

Carol sold beer and wine tickets and also did the photography. It looks as if we will make a small profit from the bar.

The deserts were made by Sybil and there was a large selection of goodies. The desert table was attractive and in a good location.

The event went much better than I expected thanks to the help from many.

Lucy and Nelson stayed to help me clean up after the party as there were lessons scheduled for Monday morning. Terry recruited her husband Mo and they arranged the tables in the afternoon for the Monday night game.

I think the event was a success with very few complaints. We should not loose any money.

Chimo

Bob

Sent from my iPad

> On Nov 28, 2015, at 8:38 PM, Bob Fowkes <[kohima@cogeco.ca](mailto:kohima@cogeco.ca)> wrote:

>

> Hi everyone

> Just a short report for Nov 2015.

>

> The expenses for the month are:

>	Cookies & crackers.	\$ 231.32
>	Parties.	\$ 97.82
>	Milk,cream & tea bags.	\$ 23.86
>	Pop.	\$. 15.16
>	Laundry.	\$. 4.00
>	GST.	\$. 7.25
>		
>	For a total of.	\$379.41



>  
> Included in this expense is \$80.65 for the Christmas party.  
> This month we sent one wedding card, 3 get well cards and 2 thank you  
> cards. We have sold  
> 100 tickets for the Christmas party.  
> Thanks to Carol and Connie for decorating the club for Christmas and  
> Gayla for providing the birthday cake and Terry, Sharon and Elizabeth for  
selling tickets. Also thanks to Marlene and Kathryn for their amazing help with  
the Christmas party and to all who have volunteered to look after tables for the  
dinner. Hopefully everything will go smoothly on 06 Dec.  
>  
> Chimo  
> Bob  
>  
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>  
>  
> Sent from my iPad