



**Minutes of the KDBC Inc. Board of Directors Meeting  
12 January, 2016  
Held at the Bridge Centre, 645 Gardiners Road.**

Present: Marvin Baer, Sharon Boal, Pat Briggs, Terry Demers, Bob Fowkes, John Gerretsen, Riet Haaksman, Elaine Kehoe, Elizabeth Stott, Charlie Waddell.

Regrets: Bente Miller, Marlene Young

**Welcome and call to order.**

John welcomed everyone, along with special guest Ed O'Reilly and called the meeting to order at 4:25.

**1. Adoption of Agenda (Attached as Annex A)**

Discussion with Ed to be added to the beginning of agenda.

**Moved by Marvin and seconded by Sharon to accept the amended agenda. Carried**

**Unfortunately Brian, the sectional tournament chair was not at this meeting.**

**Sectional Tournament concerns brought forward by Ed:**

- People are calling Ed looking for tournament schedule. It is hard to find on the ACBL website.
- Ed suggested the Saturday afternoon game begin at 1:30, citing concerns about the morning players having enough time for lunch.
- No speaker or lessons.
- No agreement made between tournament chairpersons and Ed in regard to materials needed for the events – tables, bidding boxes, boards. He suggested we provide score sheets and entry forms.
- Ed provided us with 125 small weekly daytimers (Limestone Credit Union), coupons from Goodyear and the Grizzly Grill. He suggested we approach Daryl MacIlwain (PharmaSave) concerning printing offers.
- Ed has the names of 6 sponsors who may contribute money to the May Regional. He suggested we contact them and offer free advertising in the daily sectional programs.
- When asked about the selling price of his merchandise he noted that Vince is asking \$59 for a set of bidding boxes and he would need \$40 to break even.

John thanked Ed for bringing forward his concerns and agreed to discuss the issues with Brian. He would get back to Ed with updates. Ed left the meeting.

John will talk with Brian and get back to the Board.

**2. Approval of Minutes of December Meeting.**

Under Social Committee Report Sybil provided the desserts. A few other small errors need to be corrected. Terry will notify Bente about changes. **Moved by Sharon, seconded by Pat to accept the amended minutes.** Carried

**3. Treasurer's Report (attached as Annex B)**

- The bank balance for the year end looks good, over \$18,000 however it must be noted that Rio Can's demand for over \$13,000 is still pending.
- The Christmas party brought in \$1097.
- No HST is paid on coffee or water. If an item listed in the treasurer's report has an asterisk HST has been removed.
- We have 2 year ends– December 31, 2015 and March 31, 2016.
- Players who are called in at the last minute from the club to fill in get a free play and do not have to pay the extra cost for special games. It needs to be noted on the director slip.
- From July to December 2015 any utility bills from the Frontenac Mall are to be paid by our present landlord; bills for Gardiners Road to be paid by us. We had a big hydro bill in December because we had not received any bills up to that point. Charlie and Pat are looking into getting the deposits made to the utilities at the mall returned.
- We now pay \$3747.19 rent (including HST). Pat sent 4 cheques covering 4 months and we would be notified at that time if there would be an increase in common costs.
- Pat reported that the director slips for 2015 were over by approximately \$16.
- John thanked Pat for her report, noting that her work was impeccable.

**Moved by Bob and seconded by Charlie that we approve the Treasurer's Report. Carried**

**4. Manager's Report. (attached as Annex C)**

**A motion was made by Terry to give Noreen an Honorary Lifetime Club award. This includes a plaque, free games for 1 year and free lifetime membership. Seconded by Charlie. Carried**

Terry will present the Board with options for a new desk chair. Elizabeth Stott and John Gerretsen have each agreed to donate \$100 toward the purchase.

**5. Business Arising from the Minutes.**

Business will be discussed at next meeting.

**6. Update on Sectional and Regional for 2016**

No updates available.

**7. Updates on Rio Can lease Obligations.**

**Marvin noted that the amount demanded by Rio Can is about \$18,000 including HST.**

**8. Update on Ceiling Lights.**

John Gerretsen will contact lighting experts to get help with the lighting issue. We may need "warm" type bulbs in a lower light spectrum. A cost of \$300 was suggested. The club may have to absorb this cost.

The I/N's are finding the air stale and hot in the corner. Terry will look into prices for an air ionizer.

Charlie noticed 2 "wet" marks on ceiling tiles. John will bring it to the landlord's attention.

**9. Report on Christmas Party**

No report presented.

**10. Other Matters and Unfinished Business.**

Paddy has decided to step down for personal reasons as Partnership Chair. Charlie asked if she has resigned from the Board. John said she would like to remain on the Board. Presently Riet, Marilyn, Tara and Terry are taking care of partnerships. John has agreed to help.

**11. Adjournment and Next Meeting Date.**

At 6:00 Pat made a motion to adjourn the meeting. Next meeting 9 February. Carried

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Acting Recording Secretary – Terry Demers

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President – John Gerretsen

**Attachments:**

**Annex A: Agenda**

**Annex B: Treasurer's Report**

**Annex C: Club Manager's Report**

**Annex A**

KINGSTON DUPLICATE BRIDGE CLUB INC.

AGENDA for meeting of January 12, 2016

1. Adoption of Agenda.
2. Approval of Minutes of December Meeting.
3. Treasurer's Report.
4. Manager's report.
5. Business arising from the minutes.
6. Update of the Kingston Sectional and Regional for 2016.
7. Update on Rio Can lease obligations.
8. Update on ceiling lights.
9. Report on Christmas party.
10. Other matters and unfinished business.
11. Adjournment and next meeting date.

## Annex B

Players have been asking me how our finances are and as usual I really can't tell as yet. John assures me that he will, along with Marvin, get things settled soon. I have compiled a summary of a comparison of this year's accounts as compared with last years.

The bank balance still looks healthy (\$25,067.42) but after cheques have been cleared it will be \$18,765.59.

Several players have noted that we have been having larger games lately. But December had a loss of \$2,931.39. This was due in part to the hydro bills (\$1,753.96) and the HST paid (\$2,131.51) this month. October and November had a gain and now December is making up for that.

For new members of the Board, the \* after a number on my reports indicates that the HST has been taken out. Most of our income (in December \$9,433.43 after HST has been taken out) comes from table fees, monthly fees, membership etc. has had HST taken out. Donations do not. I have not taken HST out of the coffee and water sales and the coffee company has not charged us for HST. I wonder if I should.

The Christmas Party. I have given you a summary of the income and expenses this year. We had a profit of \$1,097.00 thanks to Bob and his committees. Bob is quickly learning the "coffee etc. job. He even does a great job on the accounting.

The monthly insurance expense is insurance on our facility. We also pay a yearly insurance fee to insure our players and directors.

STATS:	Oct	Nov	Dec
Players paying \$8.00	990	1055	901
Free Plays/prepaid	80	99	114
Passes used	350	305	225
Total players	1394	1486	1270
Total tables	348.5	371.5	317.5

Players who are called in at the last minute get a free pay. If there is a STaC or special game should they pay the extra \$1.00 or \$2.00?

Comments:

There are 3 cheque signing officers. The President, the Treasurer and the Manager. John has now replaced Marvin as a signing officer.

Charlie and I have asked for activity statements for our utilities charges for both Gardiners Road and Bath Road. Our lease says that Gardiners Road will refund any charges incurred for utilities at Bath Road from July to December. We have not received them as yet.

This year we will have 2 years ends – January 1, 2015 to December 31, 2015 and January 1, 2016 to March 31, 2016 because of our club's new year-end. Gaylia said she would audit our books again if asked. She is back the end of March (approximately).

This week is STaC week. Members pay an extra \$1.00, non-members as extra \$2.00

For those of you who wish to really know our finances:

Revenue in 2015	\$118,332.65
Expenses in 2015	<u>\$106,928.65</u>
	\$ 11,403.98

Payable to RIOCAN	
July – reduced lease payment by	\$ 983.50
August – did not pay anything	\$ 4,400.67
September – did not pay anything	\$ 4,400.67
October – reduced payment by	\$ 1,139.04
November – reduced payment by	\$ 1,139.04
December – reduced payment by	<u>\$ 1,139.04</u>
	\$13,201.96

And, there is also the \$5,000 invoice billed to us by RIOCAN in the spring.

# Kingston Duplicate Bridge Club

## Treasurer's Report

December 31, 2015

<b>Bank Balance as of December 31<sup>st</sup></b>	<b><u>\$25,067.42</u></b>
<b>Adjusted Bank Balance Dec 31<sup>st</sup></b>	<b>\$20,897.28</b> (after cheques cleared)
<b>Adjusted Bank Balance Dec 31<sup>st</sup></b>	<b><u>\$18,765.59</u></b> (after HST is paid)
Bank Balance as of November 30 <sup>th</sup>	\$24,210.78

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

Fees	\$6,646.52*
Passes – A	\$906.19*(8)
Passes – B	\$405.13*(7)
Donations	\$231.00
Sales	\$176.43*(bridge books = \$100.00*)
Christmas Party	\$787.61*
Water	\$91.05
Coffee	<u>\$189.50</u>
<b>Total</b>	<b><u>\$9,433.43*</u></b>

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

Directors fees	\$1,320.00
Cleaners fees	\$625.00
Managers fees	\$956.65
Bridge Lessons	\$117.27
ACBL fees	\$1,597.61
Rent	\$2,832.00*
Utilities	\$1,753.96*(Hydro One Jul-Dec)
Insurance facility	\$86.31*(monthly)
Bridge Books	\$122.41*
Other Inventory	\$506.95*(playing cards, convention cards, etc)
Office Supplies	\$24.50*
Christmas Party	\$1,882.89*
Facility Supplies	\$55.44* (toilet paper, paper towels, etc)
Game Supplies	\$138.28* (includes trophies)
Coffee Supplies	\$120.00
Water Supplies	\$32.63
Cookies/food	\$121.31*
Other Social	\$17.66*
Maintenance	\$45.42*
Bank charges	<u>\$8.53</u>

**Total**

**\$12,364.82\***

**December Gain/(Loss) = (2,931.39)**

**2015 Gain/(Loss) = \$10,617.17**

**Stats:**

- Players: indivs: 931    free plays/prepaid: 114    passes used: 225    Total: 1270
- Tables: 317.5

**Comments:**

- December cheques not yet cleared = \$4,170.14
- 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 December 31<sup>st</sup>: \$2,131.38

Pat Briggs, Treasurer



## **Annex C**

### **Club Manager Report by Terry Demers**

January 2016

#### **Carryover from December 2015**

a. Stratification

I feel the strats are working better. December was a difficult month since a few games were cancelled and attendance was down.

b. The table placement cards are being laminated. 2 open sections and 1 I/N section.

c. I sent an email to Janet to get a unit championship for the par game.

d. We need volunteers to move the tables and chairs on Thursday 21.

January, 2016

1. There will be a club celebration party on Wednesday January 27 for 70% club winners, top masterpoints winners (open and I/N) unit tops, charity report, Christmas trophies.
2. Would the Board agree to give Noreen an Honourary Club Membership for her dedication and service to our club? She would receive a plaque, free games for 1 year and free membership for life? If in agreement should we include the event in the club celebration or have a separate event?
3. We have 3 new bridgemates.
4. I would appreciate a new chair for the desk area. The one we have is broken and unsafe.