



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

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

Regrets: Paddy Allen

**Welcome and call to order.**

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

1. **Adoption of Agenda (Attached as Annex A)**  
**Moved by Marvin, seconded by Marlene to accept the agenda. Carried**
  
2. **Approval of Minutes of March 8<sup>th</sup> Meeting**  
**Moved by Charlie, seconded by Marlene to accept the minutes. Carried**
  
3. **Treasurer's Report (attached as Annex B)**
  - Pat reported that we had an adjusted bank balance of \$17,193.87 as at March 31, 2016.
  - Pat's notes detailing financial activity to be attached to the minutes (**attached as Annex C**)  
**Moved by Sharon, seconded by Marlene that we approve the Treasurer's Report Carried**
  - Settlement with RioCan has been reached (**attached as Annex D**).  
**Moved by Pat, seconded by Charlie that we accept the settlement. Carried**
  - John to confirm with Gaylia how we are to proceed with our audit.
  
4. **Manager's Report. (attached as Annex E)**
  - Riet to be authorized to organize a special game for April 28<sup>th</sup>  
**Moved by Charlie, seconded by Riet Carried**
  - Clarification that a director is to be paid for overseeing only sanctioned games.  
**Moved by Charlie, seconded by Sharon Carried**
  
5. **Business Arising from the Minutes.**
  - Safety Report – Kevin to present at next meeting
  - Paddy Allen has resigned as Partnership Chair  
**Moved by Riet and seconded by Pat that Marilyn Lindsay to be appointed as Partnership Chair for the remainder of the term Carried**
  - Marvin to notify the Ministry of Corporate Affairs of the change
  
6. **Report on Kingston Regional 2016**
  - Discussion of the ownership of equipment for Regional Tournament held in abeyance until after the Regional

## **7. Other matters and unfinished business**

- The following concerns and suggestions have been raised...
  - Glare on the tables at the front of the room is problematic. It was suggested that some bulbs be removed at the entrance
  - Suggestion that the Dick Edney trophy be repurposed
  - Suggestion that Paul Thurston be invited to do a session at the club
  - Chair repair is a concern; John Finucan has agreed to undertake repairs
  - Need more coat racks
  - **Moved by Charlie, seconded by Riet that a large monitor to display results and timer be located away from the Director's desk to relieve the congestion at the end of a game** **Carried**
  - As in past years, June 21<sup>st</sup> (the longest day) will be designated as a charity day for Alzheimer's Disease. We have tried to ensure that the money raised stays local. (see **Annex F for letter**)
  - Some members have do not like when the director yells about the noise in the room. Pat will bring in a school bell to be used instead to get people's attention
  - The use of prepaid vouchers should be encouraged to expedite the registration process each session
  - It has been noted that the club is not listed in the phone book...John to contact carriers
  - Do we need more instructors?
  - We should consider offering the use of this facility to the Seniors Centre for their games

## **8. Social Convenor's Report (Attached as Annex G)**

## **9. Adjournment and Next Meeting Date.**

**At 6:40 Pat made a motion to adjourn the meeting. Next meeting May 10. Carried**

### **Attachments:**

**Annex A: Agenda**

**Annex B: Treasurer's Report**

**Annex C: Treasurer's Notes**

**Annex D: Letter to RoCan re settlement**

**Annex E: Manager's Report**

**Annex F: Letter re Alzheimer's fundraiser**

**Annex G: Social Convenor's Report**

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**John Gerretsen, President**

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**Bente Miller, Secretary**

## **Annex A**

### **KINGSTON DUPLICATE BRIDGE CLUB INC.**

#### **AGENDA for the meeting of April 12, 2016**

1. Adoption of Agenda.
2. Approval of Minutes of March 8th Meeting.
3. Treasurer's Report.
4. Manager's report.
5. Business arising from the Minutes.
  - Charity Report
  - Safety Report
  - Duties of Officers
  - Donations
6. Report on Kingston Regional May 2016.
7. Results of survey on Sunday games.
8. Other matters and unfinished business.

## Annex B

### Kingston Duplicate Bridge Club

#### Treasurer's Report

March 31, 2016

<b>Bank Balance as of March 31<sup>st</sup></b>	<b><u>\$27,973.36</u></b>	
<b>Adjusted Bank Balance Mar 31<sup>st</sup></b>	<b><u>\$17,193.87</u></b>	(after cheques cleared)
Bank Balance as of February 29 <sup>th</sup>	\$26,366.43	

<b><u>Income</u></b> in March	(*minus HST)	
Fees	\$6,598.23*	
Passes – A	\$1,352.21*	(12)
Passes – B	\$402.66*	(7)
Donations	\$170.00	
Membership	\$159.28*	
Sales	\$274.59*	(bridge books = \$175.33*)
Over/(under) cash	-\$68.00	(Table fees short)
Water Sales	\$67.90	
Coffee Sales	<u>\$214.46</u>	
<b>Total</b>	<b>\$9,171.33*</b>	

<b><u>Expenses</u></b> in March	(*minus HST)	
Directors fees	\$1,384.00	
Cleaners fees	\$400.00	
Managers fees	\$492.90	
Bridge Lessons	\$55.80	
CBF fees	\$700.00	
Rent	\$3,568.75*	
RioCan – final	\$7,964.60*	
Utilities	\$487.30*	
Utilities	-\$494.75	(refund by new landlord)
Utilities	-\$460.58*	(refund of Union Gas deposit)
Insurance facility	\$86.31*	(monthly)
Facility Supplies	\$107.09*	(toilet paper, paper towels, etc)
Coffee Supplies	\$75.00	
Water Supplies	\$0.00	
Cookies/food	\$193.71*	
Maintenance	\$345.00*	(facility – floor wax)
Bank charges	<u>\$7.38</u>	
<b>Total</b>	<b>\$14,912.51*</b>	

**March 2016 Gain/(Loss) = (\$5,741.18)**

**Stats:**

- Players: individuals: 884    free plays-Board: 50    free plays-awards: 30    prepaid: 12  
                  passes used: 352            Total: 1326
- Tables: 331.5

**Comments:**

- March cheques not yet cleared = \$10,779.49;    Apr deposit (Mar games) = \$555.58
- HST owing for Jan 1<sup>st</sup> to Mar 31<sup>st</sup>: \$916.69

Pat Briggs, Treasurer

## Annex C

My notes – April 12<sup>th</sup> meeting

Our adjusted bank balance as of March 31, 2016 was \$17,193.87 (bank balance on March 31 was \$27,973.26 minus o/s cheques of \$10,779.49). This balance is after John delivered a \$9,000.00 cheque to Frontenac Mall on March 31<sup>st</sup>. With the cheque was a letter telling them that our dealings with them are now over. He requested that RIOCAN confirm this in a letter. The cheque had not yet been cashed on April 8<sup>th</sup> again. There is an entry on my report which says RIOCAN – final. The figure \$7,964.60 is \$9,000.00 minus HST ( $\$9,000.00 \times 13/113 = \$1,035.40$ ). This HST reduces the amount of HST we have to pay this quarter by that amount.

This month we have had two refunds. The first was from our new landlord for utilities we paid to Frontenac Mall (July to Dec) and the second Union Gas. I had no record of having paid the Union Gas deposit so it is not in the Statement of Worth and so is a straight income for us at this point. Any deposit we pay is entered into the Statement of Worth and will be returned to us when we move – hopefully never!

The next item on my report is the facility insurance payment. When I phoned again to clarify changing it to a yearly payment, as you had agreed, they said that it would be better to leave it as a monthly payment. That is what I have done. I hope that is OK. I had not included the HST in my deductions.

Good news re our rent payment. I had been told in January to write 4 cheques (Jan, Feb, Mar and Apr) as the common costs might increase so our rent might change. Robert has told me there will be no increase and the rent will stay the same.

I asked Robert about the van at the back parking lot and the blocked roadway off Interurban Road. He had not been aware of the van and would look into it. He said they did not own the roadway off Interurban Road but hoped to buy it in the future and have it open so we could use it..

For the next few months I will compare 2015 Stats to 2016 Stats.

	# of players	# of tables
March 2015	1252	313
March 2016	1328	332 - increase mainly due to I/N section and Elaine

I have been asked if we are losing money with members taking in the cash. For some reason this has been a bad month as we have lost \$68.00. (see income tracking page). In January we gained \$67.25 and in February gained \$3.00.

Thanks to the lessons we have had donations of \$170.00 this month.

Bob has been buying the facility supplies as well as the social supplies. Should we have a policy to raise his \$250.00 to \$300.00? Should the social chair be buying facility supplies?

Respectfully submitted  
Pat Briggs Treasurer

**Annex D**

Could not copy text. See attachment to e-mail.

**Club Manager's Report**

April 12, 2016

**Carryover from March**

- Charity game for the Loving Spoonful is arranged. Money will be collected all week. Cake or special food? Free coffee?
- ABC award is ready to be introduced to the club.
- Welcome packages are being organized.
- 60 emails have been sent to beginners and students for the Rookie-Master game. I have left a message for Mel Hazel and will try to get a flyer out to Erling.

**New Business**

- a) Changes have been made to the ACBL Cooperative Advertising Program. Starting on April 1 reimbursement changes from 80% to 50% with a maximum of \$500. The CAP approved website must be included.
- b) More ACBL changes to sanction fees. Charity games are increased from \$4 per table to \$5 per table. The club usually covers this fee.
- c) Good news. We have had some big games recently and may have to use our collection tables in the near future. We have 25 tables with spares in the back. I am not certain if by law we have a limit on the number of tables or people in our room.
- d) Stats Canada has been calling about HST on our food and beverages.
- e) Who should be calling to arrange teams for Thursday team games?
- f) 3<sup>rd</sup> and 4<sup>th</sup> Thursdays have had poor attendance. Could we arrange something exclusive for I/Ns.
- g) 1<sup>st</sup> Thursday Mentor games have a limit of 400 masterpoints. Should we reduce this to 300?

**Upcoming Events in May**

- 1) Saturday, May 7. 2 session Dennis Johnston Team Game. Start time 10:00. Any suggestions on low limits?
- 2) Saturday May 17-23 Kingston Regional. I will need help at the registration desk. If anyone can get gift certificates for door prizes (usually restaurants) that would be great. \$20 is the minimum we award. I approach Minos, Grizzly Grill, River Mill, Ramekins and others.



## Annex F

Do you think we should join the Canadian group. Sounds like we would still have to send a base amount for tables but would be able to directly present the cheque to the local chapter? Did Charlie suggest a challenge with some nearby clubs? I think that might be fun.

Terry

----- Forwarded message -----

From: **Terry Demers** <[terrydemers@hotmail.ca](mailto:terrydemers@hotmail.ca)>

Date: Fri, May 6, 2016 at 11:37 PM

Subject: FW: Alzheimer's Game

To: bridgecentre kingston <[bridgecentrekingston@gmail.com](mailto:bridgecentrekingston@gmail.com)>

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From: [KMacnab@eastlink.ca](mailto:KMacnab@eastlink.ca)

To: [terrydemers@hotmail.ca](mailto:terrydemers@hotmail.ca)

CC: [ina@cbf.ca](mailto:ina@cbf.ca)

Subject: RE: Alzheimer's Game

Date: Fri, 6 May 2016 10:25:03 -0300

Hi Terry,

It has been a long process but we now have our own CANADIAN site for the Alzheimer's game. In Canada we had to sever ourselves completely from the USA's Alzheimer's Association so that all the funds raised would stay in Canada.

I also keep my donations separate and in turn make a presentation to the local Canadian Society. But we have the game fees and the mandatory charitable fees to contend with and all of those will go to the CBF and in turn to the Canadian Society and they Canadian Society will be able to designate the charity funds to each local society. The ACBL does not want to deal with the Canadian money and it has been a long process to get this arrangement.

Here is the site where to register.

[www.trumpalzheimers.ca](http://www.trumpalzheimers.ca)

This is new for us and we have had many glitches along the way. We hope we have a final solution. At least at this point we know that the waived sanction fees will stay in Canada and all the donations will go to the specific local societies.

Any more questions, do not hesitate to ask.

*Kathie MA*

**From:** Terry Demers [mailto:[terrydemers@hotmail.ca](mailto:terrydemers@hotmail.ca)]

**Sent:** Friday, May 6, 2016 1:55 AM

**To:** [kmacnab@eastlink.ca](mailto:kmacnab@eastlink.ca)

**Subject:** Alzheimer's Game

Hi,

We have been holding a charity Alzheimer's game each year but have had problems with

ACBL regulations. We want all the money raised at our club to go directly to our local branch of the Alzheimer's Society. We collect donations and bring them to the local branch. However when I dbadd

the game they ask for the donations to be sent the the CBF. Can we have our local game as an ACBL sanctioned charity game and keep the money for our local branch?

Terry Demers,

Kingston DBC

## Annex G

Hi again, wow the months go by fast, hard to believe it's May 1st already. Time goes fast when you're having fun. Here are the expenses for April.

Cookies, crackers, cream, milk etc.	\$ 168.72
Party expenses (plates & cake).	\$ 33.40
Facility supplies (toilet paper, Kleenex & paper towels).	\$ 31.09
Cards (get well & sympathy)	\$ 11.00
Pop & water	\$ 33.33
GST.	\$ 16.43
Total.	\$ 293.97

Had a busy month with the Rookie Master game, the charity game and the special team game organized by Reit and Charlie. During the month we sent 4 cards to members. Thanks to all who brought in goodies for the Rookie Master game. The snacks were delicious. The cheese and crackers seem popular and we are now using 5% cream.

Thanks also to everyone who helps keeping the kitchen area tidy.  
Have a good month.

Chimo  
Bob

Sent from my iPad