



Kingston Duplicate Bridge Club Inc.

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

Present: Sharon Boal, Pat Briggs, Terry Demers, John Gerretsen, Charlie Waddell, Paddy Allen, Elizabeth Stott, Marvin Baer, Riet Haaksman, Marilyn Lindsay

Regrets: Bob Fowkes, Marlene Young, Elaine Kehoe, Bente Miller

Welcome and Call to Order

John Gerretsen welcomed everyone and called the meeting to order at 4:15.

1. **Adoption of Agenda (Attached as Annex A)**
Moved by Sharon, seconded by Terry to accept the agenda. **Carried**
2. **Approval of Minutes of 12 July Meeting**
Most members had not had a chance to check over the minutes so approval will be delayed until next meeting.
3. **Treasurer's Report (Attached as Annex B)**
Name tags are ordered and members pay for them when they are received. Pat pays the invoice to Specialty Trophies when billed. There were no cleaning expenses for this month because we are billed at the end of the month.
Moved by Sharon and seconded by Marilyn to accept the Treasurer's Report **Carried**
4. **Business arising from the Minutes**
 - a) **Duties of the Officers- Special Committees – Held over**
 - b) **Bridgeweb on website update**
Motion made by Charlie and seconded by Terry to purchase the website **Carried**
Terry will ask Don to add page to website for newsletters.
 - c) **Monitor Installation update**
Charlie reported that it should be in soon.
 - d) **Date of AGM and Nominating Committee update**
Marvin reported everything is proceeding. The call for nominations is posted on the bulletin boards. It will go on the website.
5. **Manager's report (Attached as Annex C)**
The board agreed that we would not pay the cleaners to recycle. We will start by recycling only the plastic bottles and Sharon has agreed to take them away and put in with her home recycling. If this works we may do paper and cans at a later time.

Moved by Pat and seconded by Elizabeth to accept the Manager's Report

Carried

6. Other Matters and Unfinished Business

i) Gaylia's letter (Attached as Annex D)

Sharon brought forth a letter from Gaylia addressing some of the concerns from the last meeting. It was noted that it takes least 45 minutes to do a set of boards. The Club is responsible for the Regional. If the "Regional" owns the tournament no HST has to be paid.

ii) Concern about players arriving late and also double booking: Players are to arrive and be seated at least 5 minutes before game time. Elizabeth will prepare a letter which will be posted at the club and be included in the new member's kit addressing proper bridge protocol.

iii) State of floors: The floors were put in 1 year ago. They were refinished in January (we paid half the cost) and some tiles were replaced. The black glue compound is coming through the tiles and leaving black smudges. The tiles around the desk area are worn down and should be replaced. **John will discuss with landlord.**

iv) Lesson on using the new website. Charlie will arrange for a lesson on using the new website on the day of the AGM before the meeting.

v) 3rd, 4th and 5th Thursday Evening Team Games.

Moved by Charlie that games start at 6:30 and play fewer boards (18-24).

Seconded by Reit

Carried

vi) Ed O'Reilly's 80th birthday, Wednesday September 7. The club will supply the cake. **Riet will discuss with Bob.**

Moved by Terry, seconded by Riet.

Carried

vii) Sectional Tournament in January: It was reported that Brian did not want to chair the next sectional. The Ambassador is not available. **John will talk with Brian suggesting Brian chair and volunteers will be gathered.** Riet volunteered and Marilyn will do partnerships.

viii) Return Air Vents: Air circulation is poor in the club especially in the far corner. There is one return vent above the collection table and another blocked return vent in the kitchen. Can a vent be put in far corner area? **John will check with landlord.**

7. Adjournment

Moved by Terry that the meeting be adjourned.

Carried

Next meeting September 13.

Acting Secretary Terry Demers

President John Gerretsen

Attachments: Annex A – Agenda

Annex B – Treasurer's Report

Annex C - Club Manager's Report

Annex D – Gaylia's Letter

KINGSTON DUPLICATE BRIDGE CLUB

AGENDA for the meeting of August 9, 2016

1. Adoption of Agenda.
2. Approval of Minutes of July 12, 2016 Meeting.
3. Treasurer's Report.
4. Business arising from the Minutes.
 - Duties of Officers- special committees
 - Bridge Web on web site update.
 - Monitor Installation update.
 - Date of AGM and Nominating Committee update.
5. Manager's Report.
6. Other matters and unfinished business.
7. Adjournment and next meeting date.

JULY TREASURER'S REPORT

My notes for the August 9th Board meeting

By this time my reports should be clear to everyone. July has been an uneventful and positive month for us, with a gain financially of \$1,143.28. I have been told to expect large bills in August. We shall see.

I have had numerous "chats" with Revenue Canada over the last 2 months. The latest is that I have to provide a report of the income and HST paid for 2014. They are sending me forms. They say that our HST accounts with them were set up to be reported on a yearly basis. I did not know that and have been sending in my reports quarterly when I pay them. Apparently they have been accepting our money (HST) and throwing away the report!

The AGM is coming up. Because of the change of our fiscal year to April 1 – March 31, I will be reporting on the books from the months of:

1. January 1 to December 31, 2015
2. January 1 to March 31, 2016
3. And an interim report from April 1 to August 31, 2016.

My question to you is how much detail do you want me to give?

STATS:

2016 Pass bought -	Pass used -	# of tables -	free plays Board-	free plays & 80.00 pass	12
206	348.5	57	30		
2015	10	185	317	total -	71

Do you want me to continue to compare this year's numbers to last years?

Respectfully submitted

Pat Briggs treasurer

Treasurer's Report

July 31, 2016

Bank Balance as of July 31st \$24,384.62

Adjusted Bank Balance July 31st \$23,983.05(after cheques cleared/deposit)

Bank Balance as of June 30th \$28,863.88

Income in July (*minus HST)

Fees	\$7,739.83*
Passes – A	\$679.65* (6)
Passes – B	\$345.13* (6)
Donations	\$0.00
Membership	\$0.00*
Sales	\$254.23* (bridge books = \$152.25*)
Over/(under) cash	-\$9.20
Water Sales	\$100.05
Coffee Sales	<u>\$151.40</u>
Total	\$9,261.09*

Expenses in July (*minus HST)

Directors fees	\$1,420.00
Cleaners fees	\$0.00
Managers fees	\$864.90
ACBL fees	\$373.99
Rent	\$3,568.75*
Utilities	\$349.21*(Union gas, Bell, Hydro One)
Insurance facility	\$78.87* (monthly)
Facility Supplies	\$29.50* (toilet paper, paper towels, etc)
Coffee Supplies	\$150.00
Water Supplies	\$31.91
Other Social	\$153.94*
Cookies/food	\$52.26*
Office Supplies	\$10.00*
Game Supplies	\$664.28* (name tags, playing cards)
Maintenance	\$63.98*
Bank charges	<u>\$6.22</u>
Total	\$7,817.81*

July 2016 Gain/(Loss) = \$1,143.28

Stats:

- Players: individuals: 1063 free plays-Board: 57 free plays-awards: 30 prepaid: 38
 passes used: 206 Total: 1394
- Tables: 348.5

Comments:

- July cheques not yet cleared = \$918.57 Deposit Aug 2 = \$517.00
- HST owing for July 1 to July 31: \$622.09

Pat Briggs, Treasurer

KDBC Inc
Club Manager Report
August 2016

Carryover:

Recycling: We presently are not recycling. I would suggest water jugs with lemon slices to replace the bottled water and encouraging the use of personal cups instead of styrofoam. Cleaning the cups may be an issue.

Car Magnets: They have been distributed. They advertise our lessons for beginners and can be used again next year. I hope members will take turns putting them on their cars. The cost was about \$150 and we get reimbursement from the ACBL CAP Program. The lessons are also being advertised in SNAP a community newspaper and a rep may show up at the 1st lesson.

Newsletter: Sent to over 200 players. Should we keep a copy on the website of all newsletters?

Additional Pages in the Website: Don is adding a page for interesting hands. We already list board members. A page is available for our constitution and bylaws.

New Club Members are receiving welcome packages. I am updating a partnership phone list for the I/N group. We have 20 new members to date this year.

Upcoming Events:

AGM 17 September: 2 session pairs game Open and I/N section. Dinner from Pasta Shelf with members bringing salads and desserts. Players can play one event or both. Passes accepted for afternoon game only.

Life Master Pins: I will order life master pins for the AGM.

Club Champions: Distribution of club championship prizes to members only. 1 free play, bottle of wine about \$8 or certificate towards purchase of bridge book of choice. I will order book if not in stock.

Some Notes Regarding the 2016 Regional

Annex D

Last year we bought \$10,000 worth of tables, boards and other misc items. After some confusion the tables and 50 boxes of materials were stored in Elaine Watson's garage. Currently the boxes are in Elaine's garage and the tables are in my garage. Elaine has not received any compensation for this. The tables are in my garage. (any offers to take this over for next year?)

Elaine also offered to do some of the boards as she was not planning to play. Many of the boards needed to be cleaned and repaired. We should have taken pictures of her kitchen, living room and dining room as we had the boards and contents of the boxes scattered for sorting.

The boards are the old style and are not compatible with the dealing machine so the cards have to be removed, dealt (by the machine) then manually placed in the boards. Even with practice, this can easily take 45 min per board. All things considered, \$10/(set of board) does not seem unreasonable.

We needed money to purchase the material from Ed and for prizes, postage, flyers, etc. I offered \$10,000 interest free until such time that the Regional made enough profit to return the money. Currently we have a \$5000 payment that is still due before the 2017 regional. After the tournament, there was enough money to pay me back. We decided instead to give the Club \$2500 to offset lost revenues. I took \$8000 with the \$2000 still owing. We also decided to retain the money in the US\$ account as this will be required to pay the ACBL in the future. Since the time of the original balance sheet the Ambassador has billed us and been paid an additional \$692.50 due to a billing error in the original invoice.

The tables and other material have been paid for by the "Regional" and are therefore the property of the "Regional" and as such will become the property of the KDBC when we are no longer running the tournament.

Keep in mind that this was the first time running the regional and a lot of discussion went into determining what to pay those who assisted us. I have done what I thought fair.

I hope this helps clarify some of the issues regarding the finances. Please feel free to ask if there is anything that you don't understand.

Respectfully Submitted

Gaylia Ohlman
Chairman and Treasurer of
Regional Tournaments
(Division of KDBC)