

**KINNGSTON DUPLICATE BRIDGE CLUB INC**

**BOARD OF DIRECTORS' MEETING**

**AGENDA**

**FEB 19, 2019**

1. Adoption of the agenda
2. Approval of the minutes of the Jan 2019 meeting
3. Business arising from the minutes
4. Report on the Jan 2019 Sectional Tournament
5. Treasurer's Report
  - Approval of the Jan. 2019 financial reports
  - Invoice for cost of floor
6. Matters relating to the 2020 Regional Tournament
7. Club manager's report
8. Social Convenor's Report
  - Suggestion for the site of Christmas party
9. Report from I/N representative
10. Proposal for a Bridge League (Bill Mitchell)
11. Protocol for persons using club for social games
12. Prizes for club championship
13. Policy relating to club closures due to bad weather
14. Adjournment

KINGSTON DUPLICATE BRIDGE CLUB INC.  
**MINUTES OF THE BOARD OF DIRECTORS' MEETING**  
**FEB 19, 2019**

Absent: Carol Harries

1. **Agenda** (attached)

Moved by Sharon and seconded by Anne that the Agenda be adopted. Carried

2. **Minutes from the Jan. 2019 Meeting** (attached)

Moved by John and seconded by Bob that the Jan. 2019 Board minutes be approved. Carried

3. **Report on the Jan 2019 Sectional Tournament** (attached)

Brian submitted a written report on the Sectional Tournament. He reported that the attendance was down from last year, probably because of the bad weather and perhaps because of the problems with the venue for the 2018 tournament. Many participants at this years' tournament praised the facilities at the Portuguese Club. Brian found the Club very helpful and he highly recommended that the Club be booked as soon as possible for next year's tournament.

Brian also thanked all the members who helped to make the tournament a success. He reported a small surplus after all the expenses were paid.

Moved by John and seconded by Bill that the Club pay Brian an honorarium of \$500 for running the tournament. Carried.

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

Bill reviewed the financial statements which show a modest deficit for the month of January. He explained that the Sectional Tournament expenses were included in the January expenses while the revenue from the Tournament will not appear on the books until next month.

Bob expressed concern about the fact that the Club's total assets and total equity had declined over the past two years. Several members pointed out that the decline was the result of depreciating the physical assets of the club and in fact the working capital of the Club had increased significantly since the Club had moved into its new premises.

Moved by Marvin and seconded by Bob that the Treasurer's Report be approved. Carried.

Bill also reported on the invoice he had received from the landlord covering the cost of the floor. He expressed his unwillingness to pay the invoice because it was not itemized and higher than the amount that the Board had previously discussed. The Board decided that Bill should consult with Reit Haaksman to determine what agreement had been made with the landlord and to decide how to convey to the landlord the Board's reluctance to pay the increased cost.

#### **5. Regional Tournament**

Greg reported that Terry Demers would like to have a written memorandum with the Club which would clarify the respective obligations and responsibilities of both herself and the Club. Greg agreed that he and Terry would draft such a written agreement and bring it to the board for approval. Marvin suggested that they might use the Memorandum of Understanding between the Club and Gaylia (the former tournament chair) as a model and that he could supply of copy if needed.

#### **6. Manager's Report (attached)**

The Manager reported that the Club needed more Game Directors and that she would see if there was interest in mounting a new training course. She also reported that the computer system might soon need upgrading (replacing the mother board) and she was concerned whether she could obtain Board approval in a timely way. Moved by John and seconded by Sharon that the Manager be authorized to purchase any necessary upgrades at a reasonable cost. Carried. Moved by Marlene and seconded by Patty that the Club Manager's Report be received. Carried.

#### **7. Social Convenor's Report (attached)**

The Board discussed the possibility of holding the next Christmas party at the Portuguese Club and decided that the Club should look into the cost of holding it there before discussing the matter further at a future meeting.

The Board discussed the shortage of handicap parking and decided that Jennifer should talk to the Landlord about this issue.

Moved by John and seconded by Anne that the Social Convenor's report be received. Carried.

#### **8. Report of the I/N Representative**

Anne reported on the results of her survey concerning the awarding of master points for the participants of the mentor game on the second Thursday of each

month. Most participants were in favour of not awarding master points. Moved by Anne and seconded by Jennifer that points not be awarded for a six month trial period. Carried.

**9. Proposed Bridge League (attached)**

Bill presented his proposal for a bridge league. The Board decided that Bill should see if there is any interest in such a league and bring the matter back to the Board.

**10. Prizes for club championships**

Moved by Bob and seconded by Sharon that the Club stop awarding prizes for club championships. Carried.

**11. Closure of the Club due to bad weather**

The Board discussed the need for a policy to decide when the Club should be closed for bad weather. Moved by Assunta and seconded by Jennifer that the Club Manager and President be authorized to close the club due to bad weather and to give notice on the website and my email as soon as practicable. Carried.

**12. Adjournment**

Moved by Bob and seconded by Patty that the meeting be adjourn. Carried.

Greg McKellar  
President

Marvin Baer  
Secretary



## **TREASURER'S REPORT**

**January 2019**

Hello Everyone,

We're well into winter with snow, cold and freezing rain all making appearances. Our Revenue for January was \$9,329.84 and our Expenses were \$10,785.11 for a Net Loss of \$1,455.27.

Our expenses were inflated slightly by the tournament expense, \$1,748.60, sent to the ACBL while the cash from the tournament, \$1,868.14, won't hit the books until next month.

Members were slow to return to the club after a weekend of total immersion. Also, Storage Space Rent was paid twice because they bill on a twenty-eight (28) day cycle which equates to thirteen (13) payments per year.

A couple of notes on the Balance Sheet, you will notice the new bank account called HST Savings Account. Each month I will transfer the amount of HST owing for that month to this account so that it will earn a (very) little amount of interest and not inflate our operating bank account balance. Also, I paid our HST owing for 2018 to Revenue Canada at the beginning of the month so our bank account took a bit of a hit.

The invoice for our new floor has arrived, \$6,000.00 plus HST \$780.00. I sent a copy of the invoice to each of the Executive Board by email, with my comments. My recollection is that we would pay half (1/2) of the cost, however this invoice does not include any information about how the amount was arrived at. We need copies of all original bills received by the landlord pertaining to the new floor and a copy of the calculations showing how the final invoice was arrived at. I suggest the committee that negotiated the deal return to the landlord to obtain this information. I will not write a cheque based on this invoice, without proper documentation, unless directed to do so by the Executive Board at a Board Meeting, and then only under protest.

Bill Mitchell

Treasurer

# Kingston Duplicate Bridge Club Inc

## Balance Sheet As at 2019-01-31

### ASSET

#### Current Assets

Directors Draw	50.00	
Cookie/food Draw	250.00	
Petty Cash	200.00	
HST Savings Account	641.95	
Chequing Bank Account	20,030.92	
Total Cash		21,172.87
GIC	9,528.51	
GIC 2	5,000.00	
Contingency GIC	5,035.80	
Total Investments		19,564.31
Prepaid Rent/Lease	3,747.19	
Union Gas Deposit	410.00	
Total Prepaid Expenses		4,157.19

#### Total Current Assets

44,894.37

#### Capital Assests

Club Furniture and Equipment	3,872.72	
Accum Deprec-Club Furn & Equip	-2,200.00	
Net - Club Furniture & Equipment		1,672.72
Tournament Furniture & Equipm...	11,000.00	
Accum Deprec - Tourn Furn & E...	-1,700.00	
Net - Tourn Furn & Equip		9,300.00
Facility	3,893.24	
Accum Depreciation - Facility	-2,200.00	
Net - Facility		1,693.24

#### Total Capital Assets

12,665.96

### TOTAL ASSET

57,560.33

### LIABILITY

#### Current Liabilities

Cheques Not Yet Cashied	326.75	
Total Accounts Payable		326.75
HST charged on Sales	3,985.67	
HST Paid on Purchases	-3,389.39	
HST Owing (Refund)		596.28

#### Total Current Liabilities

923.03

### TOTAL LIABILITY

923.03

### EQUITY

#### Owners Equity

Retained Earnings-Previous Year	60,089.67
Current Earnings	-3,452.37
Total Owners Equity	56,637.30

### TOTAL EQUITY

56,637.30

### LIABILITIES AND EQUITY

57,560.33

# Kingston Duplicate Bridge Club Inc

## Comparative Income Statement

	Actual 2019-01-01 to 2019-01-31	Actual 2018-04-01 to 2019-01-31	
<b>REVENUE</b>			
<b>Sales Revenue</b>			
Bridge Books	157.53	1,400.89	
Playing Cards	27.43	360.17	
Convention Cards/Holders	3.54	55.74	
Bidding Boxes	141.59	286.73	
Total Game Supplies Sales		330.09	2,103.53
Coffee Sales	88.58	1,246.73	
Water/Pop Sales	59.37	980.42	
Total Food/Drink Sales for Games		147.95	2,227.15
Christmas Party - Income	0.00	2,601.99	
Total Social Income		0.00	2,601.99
Membership Fees	1,141.59	1,725.61	
Bridge Lessons Fees	0.00	252.22	
Total Other Fees		1,141.59	1,977.83
Individual Game Fees	5,785.84	67,973.46	
Monthly Pass A	679.65	9,854.84	
Monthly Pass B	0.00	3,336.28	
Prepaid Individual Fees	1,213.05	7,488.27	
Total Game Fees - Income		7,678.54	88,652.85
Donations	18.60	7,644.70	
Interest - Revenue	13.07	28.95	
Total Other Revenue		31.67	7,673.65
<b>Total Revenue</b>		9,329.84	105,237.00
<b>TOTAL REVENUE</b>		9,329.84	105,237.00
<b>EXPENSE</b>			
<b>Cost of Goods for Club and Re...</b>			
Supplies for Games - cost	0.00	160.00	
Bridge Books - Cost	0.00	946.01	
Playing Cards - Cost	0.00	896.44	
Convention Cards/Holders - Cost	0.00	100.00	
Other Game Supplies - Cost	34.85	322.94	
Shipping	0.00	263.14	
Total Cost of Game Supplies		34.85	2,688.53
Coffee Supplies - Cost	7.78	1,185.02	
Water/Pop Supplies - Cost	0.00	451.21	
Cookies/Candies/etc	102.84	1,567.35	
Total Food/Drink Cost		110.62	3,203.58
Social Events - Expense	19.90	59.76	
Christmas Party - Expense	0.00	1,926.66	
Anniversary Party Expense	0.00	133.25	
Annual General Meeting Expense	0.00	239.36	
Other Social - Expense	42.80	653.78	
Total Social - Expense		62.70	3,012.81
Directors Expense	1,580.00	17,460.00	
Cleaners Expense	700.00	6,450.00	
Club Manager Expense	1,296.45	11,833.51	
Bridge Lessons Expense	0.00	340.24	
Total Subcontracts		3,576.45	36,083.75
<b>Total Cost of Goods &amp; Services</b>		3,784.62	44,988.67
<b>Tournaments - Expense</b>			
Tournament Expense		1,394.62	1,857.98
<b>Total Tournament Expense</b>		1,394.62	1,857.98
<b>General and Administrative Ex...</b>			
Advertising and Promotions		0.00	298.26

# Kingston Duplicate Bridge Club Inc

## Comparative Income Statement

	Actual 2019-01-01 to 2019-01-31	Actual 2018-04-01 to 2019-01-31	
Business Fees	0.00	174.89	
ACBL Fees	235.93	6,932.61	
CBF Fees	0.00	203.55	
STaC Fees	569.91	3,005.31	
Total Business Fees			10,316.36
Cash Short/Over			150.85
Depreciation Expense			3,000.00
Maintenance - Computer/Printer			39.62
Computer Software Expense			470.00
Insurance Facility	80.11	797.83	
Insurance - Board Members	0.00	768.00	
Total Insurance - Cost			1,565.83
Bank Charges	0.00	116.80	
Cash Deposit Fees	6.64	65.07	
Bank Charges Total			181.87
Office Supplies	53.99	787.72	
Paper	0.00	57.98	
Printer Toner	115.96	1,022.97	
Other Printer Costs	5.99	218.96	
Other Office Supplies	0.00	212.50	
Office Supplies Total			2,300.13
Facility Supplies			1,284.22
Rent/Lease			35,687.50
Storage Space Rent			2,002.00
Maintenance - Facility	53.22	496.22	
Maintenance - Equipment	0.00	144.00	
Maintenance - Furniture	0.00	424.61	
Total Maintenance Cost			1,064.83
Bell	69.26	692.60	
Total Tel/Internet Expense			692.60
Hydro One	0.00	2,173.97	
Union Gas	151.62	614.68	
Total Utilities Expense			2,788.65
<b>Total General &amp; Admin Expense</b>			<b>61,842.72</b>
<b>TOTAL EXPENSE</b>			<b>108,689.37</b>
<b>NET INCOME</b>			<b>-3,452.37</b>



## Club Manager's Report February 2019

Hi Everyone,

It was a long January month, with some very strange weather, but we got through it. It was also a fun month with our members having the opportunity to win lots of silver points. We had a week long district Stac in the middle of the month as well as our Sectional. For those who don't know, Stac stands for Sectional Tournaments at Club, and just like at our sectional, members earn silver points. As well high scoring pairs can get bonus points if they rank at the top of the district. We need those different colours to move up the ranks, and Stac's are a great way to get our Silver. We also had the opportunity to win more silver points at our very own Sectional! We are so lucky here in Kingston as we have the opportunity to host our very own Sectionals and Regionals. These tournaments are a great opportunity for us to earn extra points in various colours, to play with people from other clubs, to promote Duplicate bridge and promote our club. This years Sectional was a lot of fun and the location was great! We had a lot of positive feedback on the facilities, big, bright, conveniently located, and great parking were just some of the comments I heard. I'm already looking forward to next years Sectional!

We finished off the month with our annual awards night, which is an opportunity to highlight some of the accomplishments of our members and announce the winners of our ABC and 70% competitions. This year's winners of the ABC were Pat MacKay and Betty Ross. Our 70% open winners were Sybil Forbes and Lois Rausch and our IN 70% winners were Donna Banham and Ruth Rees. Congratulations ladies!!! The list of our Club championship winners is on the website, if you haven't seen it, please check it out it's on our News Page. We also had a number of members achieve new ranks this year, congratulations to you all, they are also listed on the News Page of our website. Also congratulations to Kevin Loughlin for coming in first in our Unit in the Mini McKenney Race in the 1500-2500 MP's category. Well done! We have a really talented club, we really do.

Just one final note, we have been selling memberships over the last few months and we've had a lot of people renew their memberships, however we know that not everyone has yet. Don't worry you can still renew your membership. Please be aware that this year we have a membership form that we are asking everyone to fill out, this will allow us to make sure our partnership lists and records are up to date. If you paid for your membership but didn't fill out a form, please do so and return to Jennifer as soon as possible.

Thanks everyone,

Jennifer Grechuk

Club Manager

## Proposed Bridge League

1. Meets twice per month on the second and fourth Tuesday evening at 7:00 PM.
2. Not sanctioned by the ACBL, no master points will be awarded.
3. Individual movement, not teams or partnerships. Each round partnerships will be determined by computer. An appropriate number of boards will be played each round in an attempt to have everyone play with everyone else with a limit of 24-28 boards played per session.
4. Individual ranking will be based on continuing average of percentage achieved each week.
5. \$5.00 per session to participate, passes and free plays not acceptable. This money will be used to pay the director, \$50.00, a fee to be assessed by the club as compensation for facility and equipment use, and the excess to be accumulated for a year-end function of some sort. KDBC Treasurer will control the funds and supply a monthly financial report. All excess funds will be returned to the participants, as a year-end function or prizes or trophies or in some other manner as determined by the group, at the end of the season.

## **SECTIONAL TOURNAMENT KDBC**

Specific Contract completed and signed well in advance of the tournament.

### **Possible Format for Sectional Tournament Reporting**

**Venue** Identification and specified cost for the event

KDBC may need to pay this amount in advance. Reimbursement expected from tournament proceeds.

**Advance** The chairperson may require money in advance to cover specific organizational expenses.

KDBC will front this money expecting reimbursement from the tournament proceeds.

### **Tournament Income**

Table fees

Membership fees

**ACBL Expenses** As outlined in the directors' report/ Additional specifics from the tournament chairperson...hotel costs

**Unit Expenses** Specific total re charge per table

Specific number of coupons authorized by and to be paid by the unit.

Any additional costs which may have been incurred

### **Tournament Expenses**

Boards

Advertisement

Caddy

Free Plays allocated by the chairperson.....not to include unit coupons

Coffee if provided

Food

Drinks if provided

Additional expenses as specified

**Bob Fowkes** <kohima@cogeco.ca>Tue, Feb 5, 2019 at 11:44 AM  
To: Bob Fowkes <kohima@cogeco.ca>

Hello everyone  
Here are the expenses for January 2019.

Cookies and crackers.	\$102.84
Milk for tea & coffee.	7.78
Meat, veggies & dips for awards night.	42.80
Kleenex.	11.91
HST.	4.58
Total.	\$169.91

Another month has gone very quickly. Thanks to Brian for running the winter sectional and Jennifer for organizing the awards night. Both functions were great.  
See you at the meeting  
Chimo  
Bob

Sent from my iPad