

KINGSTON DUPLICATE BRIDGE CLUB INC.
MINUTES OF THE BOARD OF DIRECTORS' MEETING
MARCH 12, 2019

Absent: Carol Harries

1. Agenda (attached)

Moved by Marlene and seconded by Patti that the agenda be adopted. Carried.

2. Minutes

Moved by Bob and seconded by Sharon that the minutes of the Feb 12th meeting of the Board be approved. Carried.

3. Business arising from the minutes

There was a discussion of how to clarify the financial information from the January Sectional. The Board agreed to create a working group to meet with Brian to recommend how the financial reporting might be improved or clarified.

The Board agreed that Greg should ask Brian if he was willing to Chair the Sectional tournament next January. In the meantime it was moved by John and seconded by Bill that the club pay the deposit to reserve the Portuguese Club for the tournament. Carried.

Bill reported that there was little interest in starting a Bridge League as suggested at the last meeting. However there did seem to be interest in holding the occasional individual game. After some discussion it was moved by Bill and seconded by John that the club organize an individual game on the third Thursday of each month on a trial basis. Carried.

The Board considered the need for a protocol covering the use of the Club by the general public as suggested at the last meeting. There was particular concern about the advertisements in the Whig. Several members of the Board were concerned that the public could not be invited to use the club without prior arrangements to ensure appropriate supervision. Moved by Anne and seconded by Marvin that future advertisements should be approved by the Club Manager and the Promotions Chair. Carried.

4. Approval of the memo recording the terms of Terry's appointment as Chair of the 2020 Regional Tournament. (attached)

A Memorandum of Agreement between Teresa Demers and the Club was circulated and discussed. Marvin suggested that paragraph 3 should refer to advertising on "its" website, rather than "their" and that paragraph 6 should read "The club shall be responsible for any tax liability arising from the tournament." Moved by John

and seconded by Sharon that the memorandum with the minor amendments suggested by Marvin be approved. Carried.

5. Treasurer's Report (attached)

Bill reviewed the financial report for February and noted the significant drop in the table count for the month compared to typical months. The Board discussed the possible reasons for this drop and for the decline in paid memberships. Moved by John and seconded by Marlene that the treasurer's report be approved. Carried.

There was a discussion of the request from the landlord for HST on the Club's share of the cost of the floor. Moved by John and seconded by Marlene that the Club pay this amount. Carried. Bill reported that the cost of the floor would be shown as a capital asset on the Club's Balance Sheet and would be amortized over the remaining period of the lease and its renewal.

6. Club Manager's Report (attached)

Jennifer reported that the chair used by the directors was sometimes unstable and could slide away when someone tried to sit down. Various remedies were discussed but no action was taken by the Board. Moved by Patty and seconded by Anne that the Club Manager's Report be received. Carried.

7. Charity Game

Jennifer reported that the Club would hold a charity game in April and that the Club's charity chair, Kirti Oberai, had recommended several charities. Moved by John and seconded by Marlene that the Club support the local charity **Loving Spoonful** at its charity game. Carried.

8. Social Convenor's Report

Bob reported on the spending for refreshments during the month of Feb. Moved by Assunta and seconded by Paddy that the report be received. Carried.

There was a discussion of the Dennis Johnston Team game on March 30 and the Board decided that some extra effort was needed to promote the game. The Board decided that the dinner should include roasted chicken from Costco and salads and desserts provided by club members.

9. Report of the I/N Representative

Assunta reported that the Saturday afternoon mentor game was well received and would continue on the forth Saturday of each month.

10. Discussion of the movement of certain games

Greg indicated his concern that the movement for some games restricted the number of opponents that participants played against. He thought that the game

directors should adopt a movement that maximized the number of opponents each player faced. This would produce a fairer result as it would increase the likelihood that every participant played against the same opponents. Greg said he would speak with Don Kersey to see if he could recommend appropriate guidelines for the appropriate movements for various games.

11. Adjournment

Moved by Marvin and seconded by John that the meeting be adjourned. Carried.

Greg McKellar

President

Marvin Baer

Secretary

TREASURER'S REPORT

February 2019

Greetings to all. February's Income was \$10,182.25 and Expenses were \$10,407.22 for a Net Loss of \$224.97. As I noted last month, this month's income was inflated by the cash deposit of \$1868.14 from the Sectional Tournament.

We lost income from 2 of our main games due to weather, and 2 weeks of STaCs were expensive. Our STaC income was \$3,778.00 including the \$1.00 surcharge (\$595.00), while the STaC fee we paid to the sponsors was \$1,122.12. Attendance has been lower by 80-90 tables in January and February and Pass sales have been lower. Our other expenses have been normal.

In the Balance Sheet you will notice a large change in our Chequeing Bank Account balance. This was due to the payment for the new floor of \$4,867.26, which re-enters the Assets portion as a Capital Asset in the account Facility, so our Total Assets do not change. The rest of the \$5,500.00 we paid is recorded as HST paid and we will recover it when we pay our HST bill next January. Apparently the landlord has claimed that HST wasn't included in the \$5,500.00 so these numbers may change.

I'm looking forward to our snowbirds coming home so we can start posting some more favorable numbers.

Bill Mitchell

Treasurer

Statistics for 2017-2018

Month	Cash	Prepay	Board	Award	Passes	Total	Tables	YTD	Pass A Used	Bought A	Hypothetical Income	Actual Income	Pass B Used	Bought B	Hypothetical Income	Actual Income	Lost Income
April	1,029	29	51	20	217	1346	336.5	336.5	131	8	\$ 1,048.00	\$ 1,024.00	93	8	\$ 744.00	\$ 520.00	\$ 248.00
May	1,109	44	76	34	223	1486	371.5	708.0	132	7	\$ 1,056.00	\$ 896.00	101	8	\$ 808.00	\$ 520.00	\$ 448.00
June	998	43	63	13	159	1276	319.0	1027.0	105	7	\$ 840.00	\$ 896.00	52	4	\$ 416.00	\$ 260.00	\$ 100.00
July	984	26	83	10	243	1346	336.5	1363.5	173	9	\$ 1,384.00	\$ 1,152.00	70	7	\$ 560.00	\$ 455.00	\$ 337.00
August	1,060	65	74	12	303	1514	378.5	1742.0	212	10	\$ 1,696.00	\$ 1,280.00	88	7	\$ 704.00	\$ 455.00	\$ 665.00
September	1,052	64	81	35	262	1494	373.5	2115.5	199	10	\$ 1,592.00	\$ 1,280.00	62	5	\$ 496.00	\$ 325.00	\$ 483.00
October	1,112	77	82	31	246	1548	387.0	2502.5	207	10	\$ 1,656.00	\$ 1,280.00	41	3	\$ 328.00	\$ 195.00	\$ 509.00
November	1,111	67	70	30	292	1570	392.5	2895.0	181	10	\$ 1,448.00	\$ 1,280.00	110	9	\$ 880.00	\$ 585.00	\$ 463.00
December	748	22	54	303	129	1256	314.0	3209.0	81	6	\$ 648.00	\$ 768.00	48	7	\$ 384.00	\$ 455.00	\$ (191.00)
January	948	39	60	47	180	1274	318.5	3527.5	98	7	\$ 784.00	\$ 896.00	79	7	\$ 632.00	\$ 455.00	\$ 65.00
February	953	52	70	46	247	1368	342.0	3869.5	182	9	\$ 1,456.00	\$ 1,152.00	75	6	\$ 600.00	\$ 390.00	\$ 514.00
March	1,083	51	82	50	350	1616	404.0	4273.5	244	12	\$ 1,952.00	\$ 1,536.00	134	9	\$ 1,072.00	\$ 585.00	\$ 903.00
Totals YTD	12,187	579	846	631	2,851	17094	4273.5		1945	105	\$ 15,560.00	\$ 13,440.00	953	80	\$ 7,624.00	\$ 5,200.00	\$ 4,544.00

Statistics for 2018-2019

Month	Cash	Prepay	Board	Award	Passes	Total	Tables	YTD	Pass A Used	Bought A	Hypothetical Income	Actual Income	Pass B Used	Bought B	Hypothetical Income	Actual Income	Lost Income
April	1029	54	70	54	347	1554	388.5	388.5	207	10	\$ 1,656.00	\$ 1,280.00	140	11	\$ 1,120.00	\$ 715.00	\$ 781.00
May	1092	66	56	51	303	1568	392.0	780.5	219	10	\$ 1,752.00	\$ 1,280.00	84	8	\$ 672.00	\$ 520.00	\$ 624.00
June	913	55	45	50	149	1212	303.0	1083.5	117	7	\$ 936.00	\$ 896.00	32	4	\$ 256.00	\$ 260.00	\$ 36.00
July	1133	96	69	76	198	1572	393.0	1476.5	131	7	\$ 1,048.00	\$ 896.00	63	6	\$ 504.00	\$ 390.00	\$ 266.00
August	1052	116	74	49	201	1492	373.0	1849.5	143	7	\$ 1,144.00	\$ 896.00	58	6	\$ 464.00	\$ 390.00	\$ 322.00
September	977	116	69	53	259	1474	368.5	2218.0	211	11	\$ 1,688.00	\$ 1,408.00	53	5	\$ 424.00	\$ 325.00	\$ 379.00
October	1006	96	101	54	287	1544	386.0	2604.0	236	11	\$ 1,888.00	\$ 1,408.00	51	5	\$ 408.00	\$ 325.00	\$ 563.00
November	977	135	82	50	324	1568	392.0	2996.0	224	11	\$ 1,792.00	\$ 1,408.00	100	8	\$ 800.00	\$ 520.00	\$ 664.00
December	672	264	62	230	150	1378	344.5	3340.5	95	8	\$ 760.00	\$ 1,024.00	54	5	\$ 432.00	\$ 325.00	\$ (157.00)
January	792	153	80	50	115	1190	297.5	3638.0	113	6	\$ 904.00	\$ 768.00	0	0	\$ -	\$ -	\$ 136.00
February	778	105	77	90	146	1196	299.0	3937.0	137	8	\$ 1,096.00	\$ 1,024.00	0	0	\$ -	\$ -	\$ 72.00
March	0	0	0	0	0	0	0.0	0.0	0	0	\$ -	\$ -	0	0	\$ -	\$ -	\$ -
Totals YTD	10421	1256	785	807	2479	15748	3937.0		1833	96	\$ 14,664.00	\$ 12,288.00	635	58	\$ 5,080.00	\$ 3,770.00	\$ 3,686.00

Definitions:

Cash Players – Those players who paid \$8.00 to play bridge.
Free Board – The # of games played by Board Members who play for free as recognition for the amount of personal time their responsibilities entail.
Free Awards – The # of games played by other members of the club as recognition of volunteer activities above and beyond, and those members called in at the last minute to fill out a table.
Prepaid – The number of games played by members using a 10 game pass they purchased for \$80.00.
Passes – The number of games played by members who bought a monthly pass.

Kingston Duplicate Bridge Club Inc
Balance Sheet As at 2019-02-28

ASSET

Current Assets

Directors Draw	50.00	
Cookie/food Draw	250.00	
Petty Cash	200.00	
HST Savings Account	813.68	
Chequing Bank Account	14,901.47	
Total Cash		16,215.15
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		39,936.65
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Capital Assests

Club Furniture and Equipment	3,872.72	
Accum Deprec-Club Furn & Equip	-2,300.00	
Net - Club Furniture & Equipment		1,572.72
Tournament Furniture & Equipm...	11,000.00	
Accum Deprec - Tourn Furn & E...	-1,800.00	
Net - Tourn Furn & Equip		9,200.00
Facility	8,760.50	
Accum Depreciation - Facility	-2,300.00	
Net - Facility		6,460.50

Total Capital Assets		17,233.22
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TOTAL ASSET		57,169.87
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LIABILITY

Current Liabilities

Cheques Not Yet Cashed	326.75	
Total Accounts Payable		326.75
HST charged on Sales	5,305.17	
HST Paid on Purchases	-4,874.38	
HST Owing (Refund)		430.79

Total Current Liabilities		757.54
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TOTAL LIABILITY		757.54
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EQUITY

Owners Equity

Retained Earnings-Previous Year	60,089.67	
Current Earnings	-3,677.34	
Total Owners Equity		56,412.33

TOTAL EQUITY		56,412.33
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LIABILITIES AND EQUITY		57,169.87
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Kingston Duplicate Bridge Club Inc

Comparative Income Statement

	Actual 2019-02-01 to 2019-02-28		Actual 2018-04-01 to 2019-02-28	
REVENUE				
Sales Revenue				
Bridge Books	147.79		1,548.68	
Playing Cards	48.67		408.84	
Convention Cards/Holders	3.54		59.28	
Bidding Boxes	37.17		323.90	
Total Game Supplies Sales		237.17		2,340.70
Coffee Sales	112.29		1,359.02	
Water/Pop Sales	75.01		1,055.43	
Total Food/Drink Sales for Games		187.30		2,414.45
Christmas Party - Income	0.00		2,601.99	
Total Social Income		0.00		2,601.99
Membership Fees	464.59		2,190.20	
Bridge Lessons Fees	0.00		252.22	
Total Other Fees		464.59		2,442.42
Individual Game Fees	5,863.72		73,837.18	
Monthly Pass A	906.19		10,761.03	
Monthly Pass B	0.00		3,336.28	
Prepaid Individual Fees	645.14		8,133.41	
Total Game Fees - Income		7,415.05		96,067.90
Donations	10.00		7,654.70	
Sectional Tournament - Income	1,868.14		1,868.14	
Interest - Revenue	0.00		28.95	
Total Other Revenue		1,878.14		9,551.79
Total Revenue		<u>10,182.25</u>		<u>115,419.25</u>
TOTAL REVENUE		<u>10,182.25</u>		<u>115,419.25</u>
EXPENSE				
Cost of Goods for Club and Re...				
Supplies for Games - cost	209.70		369.70	
Bridge Books - Cost	267.63		1,213.64	
Playing Cards - Cost	0.00		896.44	
Convention Cards/Holders - Cost	0.00		100.00	
Other Game Supplies - Cost	182.99		505.93	
Shipping	27.24		290.38	
Total Cost of Game Supplies		687.56		3,376.09
Coffee Supplies - Cost	90.39		1,275.41	
Water/Pop Supplies - Cost	38.77		489.98	
Cookies/Candies/etc	147.43		1,714.78	
Total Food/Drink Cost		276.59		3,480.17
Social Events - Expense	0.00		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	0.00		653.78	
Total Social - Expense		0.00		3,012.81
Directors Expense	1,550.00		19,010.00	
Cleaners Expense	200.00		6,650.00	
Club Manager Expense	1,398.04		13,231.55	
Bridge Lessons Expense	0.00		340.24	
Total Subcontracts		3,148.04		39,231.79
Total Cost of Goods & Services		<u>4,112.19</u>		<u>49,100.86</u>
Tournaments - Expense				
Tournament Expense		0.00		1,857.98
Total Tournament Expense		<u>0.00</u>		<u>1,857.98</u>

Kingston Duplicate Bridge Club Inc

Comparative Income Statement

	Actual 2019-02-01 to 2019-02-28	Actual 2018-04-01 to 2019-02-28
Advertising and Promotions	208.00	506.26
Business Fees	0.00	174.89
ACBL Fees	154.73	7,087.34
CBF Fees	0.00	203.55
STaC Fees	1,122.12	4,127.43
Total Business Fees	1,276.85	11,593.21
Cash Short/Over	31.86	182.71
Depreciation Expense	300.00	3,300.00
Maintenance - Computer/Printer	0.00	39.62
Computer Software Expense	0.00	470.00
Insurance Facility	80.11	877.94
Insurance - Board Members	0.00	768.00
Total Insurance - Cost	80.11	1,645.94
Bank Charges	0.00	116.80
Cash Deposit Fees	7.28	72.35
Bank Charges Total	7.28	189.15
Office Supplies	61.28	849.00
Paper	0.00	57.98
Printer Toner	0.00	1,022.97
Other Printer Costs	5.99	224.95
Other Office Supplies	0.00	212.50
Office Supplies Total	67.27	2,367.40
Facility Supplies	76.56	1,360.78
Rent/Lease	3,568.75	39,256.25
Storage Space Rent	182.00	2,184.00
Maintenance - Facility	26.93	523.15
Maintenance - Equipment	0.00	144.00
Maintenance - Furniture	0.00	424.61
Total Maintenance Cost	26.93	1,091.76
Bell	87.25	779.85
Total Tel/Internet Expense	87.25	779.85
Hydro One	194.06	2,368.03
Union Gas	188.11	802.79
Total Utilities Expense	382.17	3,170.82
Total General & Admin Expense	6,295.03	68,137.75
TOTAL EXPENSE	10,407.22	119,096.59
NET INCOME	-224.97	-3,677.34

Memorandum of Agreement
Between
Teresa Demers
And
Kingston Duplicate Bridge Club INC.

The Kingston Duplicate Bridge Club Inc (the club) agrees to appoint Teresa Demers as the Tournament Chair for the regional tournament being held May 12-17, 2020, subject to the following conditions:

1. The club accepts ownership of the tournament and will be responsible for any debts or profits incurred as a result of the tournament.
2. The tournament chair shall have the responsibility and authority to manage all aspects of the tournament including but not limited to:
 - Obtaining an ACBL sanction.
 - Arranging a venue and hospitality.
 - Working with the DIC (Director in Charge) to prepare the game site including caddies and board preparation.
 - Gathering together a team to help with the organization of the event.
 - Making decisions concerning scheduling, events and other items outlined in the ACBL Regional Tournament Planning Guide.
 - Providing the Board with both a general and financial report post tournament and relinquishing all monies (after debts have been paid) to the Board.
3. The club shall co-operate in promoting the tournament:
 - By closing during the dates of the tournament.
 - By advertising on their website, sending updates to members and allowing information sessions at the club.
 - By making equipment available such as the dealing machine, tables, bid boxes and boards at no charge.
4. The club agrees to advance \$3000 immediately with a second advance (amount not yet known) if necessary at a later date.
5. At the end of the tournament the club shall pay the tournament chair \$3000. The tournament advisor and the treasurer of the Kingston Regional 2020 Committee shall each receive a \$500 honorarium taken from the \$3000.
6. The club is responsible for reporting income to the CRA.

Greg McKellar, KDBC President

Teresa Demers, Tournament Chair

March 3, 2019

Hello everyone, below are the expenses for February 2019.

Cheese, cookies, crackers & chips.	\$147.43
Cream & milk.	15.39
Pop.	38.77
Paper towels, toilet paper & Kleenex.	62.66
HST.	14.71
Total.	\$278.96

A short month that went by quickly. The bad weather caused the cancellation of 2 of our biggest games which was unfortunate. Busy month with 2 weeks of STAC's with some good results from our members. Looking forward to warmer weather and the return of our snow birds.

See you all at the next meeting.

Chimo

Bob

Sent from my iPad

Club Manager's Report for February 2019

Hi Everyone,

February seems to have just flown by, partly due to the fact that we had two weeks of back to back Stac's. Our first one was the Canada Wide Stac followed by the District Wide event. They were great opportunities for our members to earn those Silver Points, and I'm hoping our members won lots of points!

We also had another I/N Mentor game on the 4th Saturday of the month which was a great success, everyone seemed to have a good time and we'll be looking to continue it in the months to come.

In order to help organize IN games on Fridays, a sign up sheet for the IN section was posted, however there were a lot of people away this month, so there wasn't many people signing up. However, we will continue to post it as there seems to be a real interest in having an IN section on Fridays.

Memberships are still coming in, some people still haven't filled out their membership forms, if you haven't please see me!

Our membership count is down, it's at 145, however we do have a lot of people who have been away for the winter and I'm sure we'll be signing them up when they come back.

Our Web Master Don and I have been looking into the Members only section of the website for different uses. It was suggested that we might post documents that would be of interest just to our members there, so that was our main purpose in looking at it. We discovered that it has a messaging centre that would allow people to post messages that they are looking for partners, it's not very elegant and deleting the posts seems to be a problem, so we'll continue looking at it and seeing if we can make it usable. Since we are now looking at putting members emails on our partnership list (those that wish that information to be on the form), this works into that idea.

We've had a number of students purchasing books as well as people stopping by in the mornings looking to purchase some of the reference books. As a result our supply of some of our more popular references books was dwindling, I've ordered more of them and our shelves are full again. As demand continues I'll be keeping the shelves stocked.

Hope everyone has a great month!

Jennifer Grechuk

Club Manager