

KINGSTON DUPLICATE BRIDGE CLUB INC.

MINUTES OF THE MEETING OF THE

BOARD OF DIRECTORS

OCT. 9, 2018

Regrets: Assunta Gerretsen

1. Adoption of the Agenda

Moved by John Gerretsen and seconded by Carol Harries that the agenda be adopted with the following additions;

Discussion of the Regional 2020,
Social Chairs Report,
Intermediate/novice representatives Report,
Discussion of the Library. Carried.

2. Approval of the Minutes of the Board meeting on Sept. 11, 2018

Moved by Bill Mitchell and seconded by John Gerritsen that the minutes of the Sept. 11, 2018 Board Meeting be approved. Carried.

3. Club Manager's Report.

The Manager Reported on the landlord's response to various matters raised by the club, including the new floor, the back door, outdoor lighting and more handicap parking. She will follow up on these matter, but in the meantime able bodied members will be asked to park further away from the building to leave space for handicapped members. The new floor has been installed, but the Club has not yet received a bill for its share of the cost.

Moved by John Gerretsen and seconded by Patti Allan that the report be received. Carried.

4. The Treasurer's Report

The treasurer presented his report and asked that the Board authorize an advance of \$150 to Sybil Forbes for the cost of dessert for the Christmas dinner. Moved by John Gerretsen and seconded by Sharon Boal that the advance be paid. Carried

The Board discussed the payment of HST in quarterly instalments, but decided to pay the HST annually as requested by the Canada Revenue Agency.

Anne Herfst recommended that the expense item 'cost of goods sold' be relabelled to reflect the fact that it also covers the cost of goods used by the club.

Moved by Bill Mitchell and seconded by John Gerretsen that the treasurer's report be approved. Carried.

5. Social Chair's Report

Bob Fowkes reported on the plans for the Christmas Dinner which will be held on the first Sunday in December –Dec. 2nd. The dinner will be provided by Ramekins at the same cost as last year and a liquor licence will be obtained. The cost of the meal and two sessions of bridge will be \$25 p.p.

Moved by John Gerretsen and seconded by Marlene Young that the Social Chair's Report be approved.

6. The Intermediate/Novice Representative's Report

Anne Herfst reported that several matters had been raised by various intermediate/novice members. These included the start time for Friday games, lessons before the Tues. games, the possibility of a mentor game during the day, the possibility of postgame discussions, and the order in which east/west players names appear in the posted results. The discussion of start times for the Fri. games was postponed until later in the meeting. The subject of daytime mentor games and postgame discussions was postponed until the next meeting. Since names are listed automatically by the bridge mates, if they appear in the wrong order they are probably entered into the bridge mates incorrectly.

7. Sectional and Regional Tournaments

John Gerretsen reported on the plans for the sectional tournament in Jan 2019 which will be held at the Portuguese Club on Division Street.

There was a discussion of the next Regional Tournament in 2020. Moved by John Gerretsen and seconded by Bill Mitchell that a committee be formed consisting of the President, Sharon Boal and Carol Harries who would (1) invite proposals from people who might be interested in organizing the Regional Tournament and (2) locate a suitable venue for the tournament. Carried.

John Gerretsen also reported on the payment from the proceeds of the 2018 Regional Tournament to support the Canadian Nationals of 2020 in Montreal. See the attached letter.

8. The Start time for Friday Games

The Board discussed the suggestion to move the start of the Friday afternoon games and decided that there was little support for the change. Moved by John Gerretsen and seconded by Marvin Baer that the start time for the Fri. afternoon game not be changed. Carried.

9. Sale of bottled water by the Club

Moved by John Gerretsen and seconded by Carol Harries that Marvin Baer organize a vote to determine the members' views on this matter. Carried. The vote will be held the week of Oct. 15, 2018.

10. Partnerships/ Free Play

Marilyn Lindsay reported that she would continue to arrange partners from Wed. to Sat, but would have someone else arrange partnerships on Sunday, Monday and Tuesday. Members should be reminded to leave a message at the club if they are looking for a partner and not to phone Marilyn directly at her home or mobile.

The Board discussed the granting of free plays to whomever is arranging partnerships and decided that Marilyn should continue to have a monthly pass and that other members arranging partnerships should be given a free pass for each day they arrange partnerships that can be used at any time.

The Board discussed when free plays should be granted to members who are called at the last minute to fill in. Moved by John Gerretsen and seconded by Marvin Baer that members called in "unexpectedly" to fill in should be interpreted as called in within 30 minutes of the start of the game. Carried.

11. The Noreen Sugarman Award

The President presented the terms of this award which will be granted annually to a member of the Club with fewer than 500 masterpoints. Moved by Greg McKellar and seconded by Sharon Boal that the terms of the award be approved. Carried.

12. Library

The Board discussed the Club's library of bridge books and decided that the Librarian, Larry Potvin should be authorized to cull duplicate, outdated and musty books at his discretion.

Carol Harries suggested that the white bookcase should be scraped or replaced and Paddy Allan offered to pay for a new bookcase and to donate some of Ken's bridge books to the Club. The Board took no action on these suggestions.

13. Adjournment

Moved by John Gerretsen and seconded by Marlene Young that the meeting be adjourned. Carried.

Greg McKellar

President

Marvin Baer

Secretary

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	0	0	0	0	0	0	0.0	0.0	0	0	\$ -	\$ -	0	0	\$ -	\$ -	\$ -
November	0	0	0	0	0	0	0.0	0.0	0	0	\$ -	\$ -	0	0	\$ -	\$ -	\$ -
December	0	0	0	0	0	0	0.0	0.0	0	0	\$ -	\$ -	0	0	\$ -	\$ -	\$ -
January	0	0	0	0	0	0	0.0	0.0	0	0	\$ -	\$ -	0	0	\$ -	\$ -	\$ -
February	0	0	0	0	0	0	0.0	0.0	0	0	\$ -	\$ -	0	0	\$ -	\$ -	\$ -
March	0	0	0	0	0	0	0.0	0.0	0	0	\$ -	\$ -	0	0	\$ -	\$ -	\$ -
Totals YTD	6196	503	383	333	1457	8872	2218.0		1028	52	\$ 8,224.00	\$ 6,656.00	430	40	\$ 3,440.00	\$ 2,600.00	\$ 2,408.00

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.

KDBC REPORT October 2018

As I finished my term as president of our club on September 30th I want to take this opportunity to thank everyone for your support, good humor and unfailing help provided to your Board and myself during the last three years to make our club the envy of the competitive bridge world in Eastern Ontario. I want to first of all thank you, the members as well our Board members, for your valuable input, interest and suggestions to make our club an even better place to play the game we all love to play. I especially want to thank our secretary Elaine- for keeping us on the straight and narrow at our board meetings with providing us with comprehensive and complete agendas and minutes; Marilyn, our partnership chair, and others from time to time- for spending numerous hours in finding playing partners for our members; Bill, our treasurer- for looking after our finances on a day to day basis - and indeed every member of our Board these last three years for their positive contributions and ideas to make our club the best it can possibly be.

A very special thank you to Terry for her hard work and dedication. She was an extremely competent and excellent manager since our new enlarged club came together some 7 or so years ago. She always provided patient guidance and firm direction to your Board of Directors.

I also want to thank wholeheartedly the numerous volunteers who help out in so many different ways- whether in providing delicious food at nominal costs for our special events, cleaning up afterwards or tidying up at many other times, or in

so many other ways too numerous to mention -for their never ending cheerfulness. And willing to do whatever was necessary from time to time.

I also want to pay a very special tribute to our playing directors who make sure that our games are conducted to the highest standards. Don, Jock, Charlie, Brian and Kevin and up to recently Marvin, are true professionals who allow us to compete in a friendly but strict playing environment.

Our teachers- Charlie, Assunta, Brian and Terry- deserve a lot of credit in preparing new players to the game. Many of their students have joined our ever expanding IN section. It is great to see that often there are as many playing tables in the IN section as there are in the Open section.

I want to also acknowledge and thank the cash collectors and all those who help out from time to time in keeping our premises looking tidy and sharp and in moving playing equipment to the various off site locations for our tournaments. As you can see our club belongs to all of you, the members. We will only continue to be successful as a club in the future if all of us do our share to help out when we are needed or called upon to assist.

Our club is in good sound financial shape. This is primarily due to a number of decisions made by your board over the last six years as well as the successes of the annual Sectionals, held in January, and the last three successful Regionals held in the spring. Gaylia and Brian and their teams deserve a tremendous amount of credit for making them not only financially successful but also for making playing in the tournaments so enjoyable not only for ourselves and but also our out of town bridge playing guests .

Next year's Sectional from January 25 to 27 will be held at the Portuguese Cultural Centre on Division Street. It is a great facility with excellent lighting and great amenities and parking. Brian will once again chair this event. I know that all of us will assist Brian and his committee in whatever manner necessary to ensure the success of this annual tournament once again.

Our club is now open seven days of the week for daily competitive games of bridge. Our club facility looks better than ever with the new flooring- cost shared with the landlord- a special thanks to Riet and her team for making it a reality.

Finally, I want to thank everyone for your support, your continuing help, in sharing your views and opinions on all things related to our game of competitive bridge. I have enjoyed being your president and know that you will give Greg McKellar, your new president, and our new Board of Directors your full support in the year ahead.

We have a great club, ranking 105th out of all the 2800 ACBL clubs in North America, in number of tables played annually. Finally, remember our Club belongs to each and every member. I know that all of us will continue to contribute in different ways to ensure that our club remains an outstanding place to play competitive bridge in a friendly and welcoming environment.

To great winning bridge and good enjoyable times,

John Gerretsen

Hello all,

It's hard to believe that October is already gone. October is a very busy month for our club, it's the only month we're allowed to hold Club Appreciation games, and as they give extra points we want to run as many of them as we can. So we held 7 Club Appreciation games and one Club Appreciation Team Game. The Team Game was held on a Saturday this year as opposed to the normal Thursday night, simply because there wasn't a free Thursday night to hold it and it seemed to work out well. We had a week of STaC games, the Erin Berry Rookie Master Night, and an Instant matchpoint game, so a very busy month.

I'm still working on a procedures manual for the Club Manager position, listing everything that needs to be done, documenting the procedures for booking special games, the rules and regulations, who to contact and what to send in where after the games. As well as documenting the procedures that the manager needs to do go through with month end reports and maintenance of ACBLScore. Hoping to have it all finished next month.

I scheduled our Regional on Tourney Trax, which is part of the ACBL program and it's booked.

Odds and Ends office wise,

- We have two new boxes of business cards, I had the back times changed to reflect the fact that the Thursday night games all start at 6:30 except for the first one of the month
- I had ordered toner cartridges from Amazon and got them even cheaper than the estimated \$44 from Toner Parts, we actually used our first one this month. The cost was \$25, however I found that the quality of printing degraded before the printer was saying that it was out of toner. So I'll see how the new one does and decided whether we should start ordering the more expensive one, however since the price has now dropped to \$19 on amazon, I think it's still a better deal.
- I bought little displays for our sympathy and get well cards so that we can put a notice of who the card is for, why we're sending them a card and when we posted. I thought it would be easier for people to sign the cards and for us to get the cards out. I moved the sympathy cards and get well cards to the desk drawer to make it easier to get at them, left hand drawer.
- There is a new membership form that has been printed off and placed in the cash collections box. People are now thinking of renewing their memberships so I'm asking the cash collectors to have people fill it out when they do that. It asks for their name, address, phone number and email address and asks for their permission to place them on our phone lists and/or send them the monthly newsletters.

Thanks everyone

Jennifer

TREASURER'S REPORT

September 2018

Welcome to the new members of the Executive Board, Marvin, Anne, Assunta and Paddy. Many thanks to those departing, Charlie, Riet, Elaine and Hamish, it was a pleasure and privilege working with you.

The month of September saw Revenues of \$10,582.71 and Expenses of \$12,236.46 for a Net Loss of \$1,653.75.

The Donation income was the final donation from the 2018 Regional Tournament. Many thanks to Gaylia and her committee for their hard and very productive work.

The one single expense which can account for this loss is the ACBL Fee of \$1661.95. This is the assessment by the District to support the 2020 Nationals in Montreal. Club Manager Expense is slightly higher than normal as she gets organized and sets things up according to her standards. The Board Members Insurance policy was due in September and we had larger than normal Bank Charges to pay for new cheques. The Furniture Maintenance cost was for repairing chairs and tables for the new floor. Speaking of which, I have yet to receive an invoice but I expect that it will arrive in October, probably creating a substantial loss in that month.

There is an Annual General Meeting Expense, \$239.36, the cost of the delicious lasagna's from the Pasta Shelf. Although it doesn't show up in the statement as a specific item, this expense was more than offset by the table income of \$512.05 (compared to the normal Saturday income of \$30.00-\$50.00).

I hope the new Board Members will feel free to ask any questions about this report or any aspect of the financials of the club, last year's Board certainly did. The books are open for inspection at any time.

Sincerely,

W.A. Mitchell

Kingston Duplicate Bridge Club Inc

Balance Sheet As at 2018-09-30

ASSET

Current Assets

Directors Draw	50.00	
Cookie/food Draw	250.00	
Petty Cash	200.00	
Chequing Bank Account	24,151.04	
Total Cash		24,651.04
GIC	9,528.51	
GIC 2	5,000.00	
Contingency GIC	5,015.78	
Total Investments		19,544.29
Prepaid Rent/Lease	3,747.19	
Union Gas Deposit	410.00	
Total Prepaid Expenses		4,157.19

Total Current Assets

48,352.52

Capital Assests

Club Furniture and Equipment	3,872.72	
Accum Deprec-Club Furn & Equip	-1,800.00	
Net - Club Furniture & Equipment		2,072.72
Tournament Furniture & Equipm...	11,000.00	
Accum Deprec - Tourn Furn & E...	-1,300.00	
Net - Tourn Furn & Equip		9,700.00
Facility	3,893.24	
Accum Depreciation - Facility	-1,800.00	
Net - Facility		2,093.24

Total Capital Assets

13,865.96

TOTAL ASSET

62,218.48

LIABILITY

Current Liabilities

Cheques Not Yet Cashed	326.75	
Total Accounts Payable		326.75
HST charged on Sales	3,666.29	
HST Paid on Purchases	-2,835.84	
HST Owing (Refund)		830.45

Total Current Liabilities

1,157.20

TOTAL LIABILITY

1,157.20

EQUITY

Owners Equity

Retained Earnings-Previous Year	60,089.67
Current Earnings	971.61
Total Owners Equity	61,061.28

TOTAL EQUITY

61,061.28

LIABILITIES AND EQUITY

62,218.48

Kingston Duplicate Bridge Club Inc
Income Statement 2018-09-01 to 2018-09-30

REVENUE

Sales Revenue

Bridge Books	140.27	
Bidding Boxes	33.63	
Total Game Supplies Sales		173.90
Coffee Sales	89.78	
Water/Pop Sales	90.09	
Total Food/Drink Sales for Games		179.87
Membership Fees	39.82	
Total Other Fees		39.82
Individual Game Fees	5,822.13	
Monthly Pass A	1,246.01	
Monthly Pass B	287.61	
Prepaid Individual Fees	728.77	
Total Game Fees - Income		8,084.52
Donations	2,104.60	
Total Other Revenue		2,104.60
Total Revenue		10,582.71

TOTAL REVENUE

10,582.71

EXPENSE

Cost of Goods Sold

Bridge Books - Cost	202.13	
Shipping	61.88	
Total Cost of Game Supplies to ...		264.01
Water/Pop Supplies - Cost	23.08	
Cookies/Candies/etc	57.34	
Total Food/Drink Cost		80.42
Annual General Meeting Expense	239.36	
Other Social - Expense	19.98	
Total Social - Expense		259.34
Directors Expense	1,470.00	
Cleaners Expense	575.00	
Club Manager Expense	1,460.93	
Bridge Lessons Expense	49.99	
Total Subcontracts		3,555.92
Total Cost of Goods & Services		4,159.69

Tournaments - Expense

Tournament Expense	353.98
--------------------	--------

Total Tournament Expense

353.98

Printed On: 2018-10-06

Kingston Duplicate Bridge Club Inc
Income Statement 2018-09-01 to 2018-09-30

General and Administrative Ex...

Advertising and Promotions		51.19
ACBL Fees	1,661.95	
Total Business Fees		1,661.95
Cash Short/Over		7.03
Depreciation Expense		300.00
Insurance Facility	80.11	
Insurance - Board Members	768.00	
Total Insurance - Cost		848.11
Bank Charges	115.30	
Cash Deposit Fees	6.04	
Bank Charges Total		121.34
Office Supplies	199.92	
Office Supplies Total		199.92
Facility Supplies		127.72
Rent/Lease		3,568.75
Storage Space Rent		182.00
Maintenance - Furniture	272.40	
Total Maintenance Cost		272.40
Bell	69.26	
Total Tel/Internet Expense		69.26
Hydro One	292.12	
Union Gas	21.00	
Total Utilities Expense		313.12
Total General & Admin Expense		7,722.79
TOTAL EXPENSE		12,236.46
NET INCOME		-1,653.75

Printed On: 2018-10-06

Hello again, below are the expenses for October 2018.

Cheese, crackers, cookies and candy.	\$234.92
Milk and cream	\$ 16.27
Water and pop.	\$ 39.04
Toilet paper, paper towels & Kleenex.	\$ 39.07
HST.	\$ 16.91
Total.	\$346.21

The tickets for the Christmas Party are going well. Thanks to Jennifer for making a delicious cake for the Rookie Master game. It's difficult to find players with less than 50 master points so we only had 6 tables this year. Thanks again to all who help keep the kitchen area clean and wash dirty cups.

See you all on Tuesday.

Chimo

Bob

Sent from my iPad