

KINGSTON DUPLICATE BRIDGE CLUB INC.

BOARD OF DIRECTORS' MEETING

DEC. 11, 2018

AGENDA

1. Adoption of the Agenda
2. Approval of the Minutes of the Nov. meeting
3. Business arising from the minutes
4. Treasurer's Report
5. Club Manager's Report
6. Report from the I/N Representative
7. Social Convenor's Report
 - month of Nov.
 - Christmas party
 - additional director's fee for Christmas party
8. Selection of a Chair for the 2020 Regional Tournament
9. Adjournment

KINGSTON DUPLICATE BRIDGE CLUB INC.
MINUTES OF THE BOARD OF DIRECTORS' MEETING

DEC. 11, 2018

Absent: Marilyn Lindsay, Marlene Young

1. Adoption of the agenda

Moved by John and seconded by Carol that the agenda be adopted with the following additions:

- Publication of the minutes
- Thursday mentor game

Carried.

2. Approval of the Minutes of the Nov. 13, 2018 Board Meeting

Moved by John and seconded by Paddy that the minutes of the Board Meeting held on Nov. 13, 2018 be approved. Carried.

3. Treasurer's Report (attached)

Bill reported that the surplus in the income statement for November reflects the fact that the proceeds from the Christmas party are received and reported in that month while the expenses will be reported in December. The Christmas party itself will have a surplus. Bill predicted that the Club will incur a loss for the month of December. The Club has not yet received a bill for its share of the cost of the floor.

Moved by Carol and seconded by Sharon that the Treasurer's Report be approved. Carried.

4. Club Manager's Report

Jennifer reported that there had been no major problems at the Club in the past month. The Board discussed when and how the Club Championship Awards should be given out and decided to leave the matter to Greg and Jennifer to decide.

5. The I/N Representative's Report

Anne conveyed the suggestion from a member that an alternative or additional way of arranging partners be adopted involving a sign-up sheet (either on line or at the club). The matter was left to the Partnership Chair to consider. It was also noted that the addition of email addresses to the mailing list will make it easier for members to find their own partners, but that member's should not be discouraged from phoning the club for help in finding a partner.

6. The Social Convenor's Report (attached)

Bob referred to his report on the income and expenses from the Christmas party and Bill explained that the figures should be modified to reflect the fact that the Club paid HST on the tickets. However, even with this adjustment, the party generated a surplus.

Following a discussion by the Board of Don Kersey's extra contribution to the successful operation of the games at the Christmas party, it was moved by John and seconded by Carol that the club pay Don an honorarium of \$90 for his efforts. Carried.

7. Publication of the minutes of Board Meetings

Carol stated that the minutes of recent Board meetings had not been posted in the Club or published on the web site. Jennifer responded that she would do this.

8. Mentor game on the first Thursday of the month.

The Board discussed whether there needed to be any rules about how often mentees could sign up with the same mentor. The Board decided to continue the practice of having the sign up board indicate the mentors' available for the next two months. The Board discussed whether mentees should be asked not to sign up for the same mentor for two consecutive months. Anne volunteered to consult with the I/N members and report back to the Board.

9. Selection of a Chair for the 2020 Kingston Regional

The Board considered the applications/proposals to chair the 2012 Kingston Regional and it was moved by John and seconded by Bob that Terry Demers be appointed to Chair the 2020 Kingston Regional Bridge Tournament. Carried.

10. Adjournment

Moved by Paddy and seconded by Assunta that the meeting adjourn. Carried.

Greg McKellar
President

Marvin Baer
Secretary

TREASURER'S REPORT

November 2018

November's Income was \$12,197.84, and Expenses were \$11,184.77, for a Net Income of \$1,013.07. The loss profit for the month was due to \$2,035.40 worth of Christmas Party tickets sold and deposited in November. This effectively reversed a real loss of \$1,022.33.

Game Fees revenue was down due largely, it appears, to players having purchased prepaid passes in late October, and to monthly pass users playing more frequently. Also some expenses were larger than normal, books and convention cards were purchased, Christmas party expenses. Club Manager Expense was inflated due to overlap of Terry and Jennifer in July/August, billed by Terry in November.

I expect December is going to show a substantial loss. We lose 4 game's income, Christmas Party, Salvation Army Hamper Fund (2) and Christmas Day. Also, the bill for the Christmas Party will be included in December's financial reports. And we still haven't received the bill for the floor.

Baby It's Cold Outside.

Bill Mitchell

Treasurer

Kingston Duplicate Bridge Club Inc

Comparative Income Statement

	Actual 2018-11-01 to 2018-11-30	Actual 2018-04-01 to 2018-11-30	
REVENUE			
Sales Revenue			
Bridge Books	298.23	1,161.06	
Playing Cards	48.67	300.89	
Convention Cards/Holders	3.54	45.12	
Bidding Boxes	0.00	67.26	
Total Game Supplies Sales		350.44	1,574.33
Coffee Sales	137.17	1,065.59	
Water/Pop Sales	97.84	877.56	
Total Food/Drink Sales for Games		235.01	1,943.15
Christmas Party - Income	2,035.40	2,035.40	
Total Social Income		2,035.40	2,035.40
Membership Fees	92.92	411.46	
Bridge Lessons Fees	0.00	252.22	
Total Other Fees		92.92	663.68
Individual Game Fees	6,837.16	57,234.52	
Monthly Pass A	1,132.74	8,382.27	
Monthly Pass B	460.18	3,048.67	
Prepaid Individual Fees	1,053.99	5,674.78	
Total Game Fees - Income		9,484.07	74,340.24
Donations	0.00	7,626.10	
Interest - Revenue	0.00	15.88	
Total Other Revenue		0.00	7,641.98
Total Revenue		12,197.84	88,198.78
TOTAL REVENUE		12,197.84	88,198.78
EXPENSE			
Cost of Goods for Club and Re...			
Supplies for Games - cost	0.00	160.00	
Bridge Books - Cost	202.12	946.01	
Playing Cards - Cost	0.00	896.44	
Convention Cards/Holders - Cost	0.00	100.00	
Other Game Supplies - Cost	134.95	288.09	
Shipping	35.39	263.14	
Total Cost of Game Supplies		372.46	2,653.68
Coffee Supplies - Cost	102.65	1,043.78	
Water/Pop Supplies - Cost	38.41	375.37	
Cookies/Candies/etc	171.85	1,344.02	
Total Food/Drink Cost		312.91	2,763.17
Christmas Party - Expense	196.49	346.49	
Anniversary Party Expense	0.00	133.25	
Annual General Meeting Expense	0.00	239.36	
Other Social - Expense	329.26	610.98	
Total Social - Expense		525.75	1,330.08
Directors Expense	1,760.00	14,050.00	
Cleaners Expense	625.00	5,125.00	
Club Manager Expense	2,084.97	9,414.76	
Bridge Lessons Expense	0.00	340.24	
Total Subcontracts		4,469.97	28,930.00
Total Cost of Goods & Services		5,681.09	35,676.93
Tournaments - Expense			
Tournament Expense		0.00	463.36
Total Tournament Expense		0.00	463.36
General and Administrative Ex...			
Advertising and Promotions		0.00	298.26
Business Fees	0.00	174.89	
Printed On: 2018-12-08			

Kingston Duplicate Bridge Club Inc

Comparative Income Statement

	Actual 2018-11-01 to 2018-11-30	Actual 2018-04-01 to 2018-11-30	
ACBL Fees	430.16	6,375.58	
CBF Fees	53.10	145.14	
STaC Fees	0.00	1,805.31	
Total Business Fees		483.26	8,500.92
Cash Short/Over		149.55	296.42
Depreciation Expense		300.00	2,400.00
Maintenance - Computer/Printer		0.00	39.62
Insurance Facility	80.12	637.61	
Insurance - Board Members	0.00	768.00	
Total Insurance - Cost		80.12	1,405.61
Bank Charges	0.00	115.55	
Cash Deposit Fees	10.10	56.51	
Bank Charges Total		10.10	172.06
Office Supplies	93.02	692.32	
Paper	0.00	57.98	
Printer Toner	0.00	907.01	
Other Printer Costs	0.00	126.99	
Other Office Supplies	0.00	212.50	
Office Supplies Total		93.02	1,996.80
Facility Supplies		202.78	1,164.51
Rent/Lease		3,568.75	28,550.00
Storage Space Rent		182.00	1,456.00
Maintenance - Facility	0.00	443.00	
Maintenance - Equipment	0.00	144.00	
Maintenance - Furniture	71.65	424.61	
Total Maintenance Cost		71.65	1,011.61
Bell	69.26	554.08	
Total Tel/Internet Expense		69.26	554.08
Hydro One	245.05	1,755.57	
Union Gas	48.14	354.47	
Total Utilities Expense		293.19	2,110.04
Total General & Admin Expense		5,503.68	49,955.93
TOTAL EXPENSE		11,184.77	86,096.22
NET INCOME		1,013.07	2,102.56

Kingston Duplicate Bridge Club Inc

Balance Sheet As at 2018-11-30

ASSET

Current Assets

Directors Draw	50.00	
Cookie/food Draw	250.00	
Petty Cash	200.00	
Chequing Bank Account	27,394.04	
Total Cash		27,894.04
GIC	9,528.51	
GIC 2	5,000.00	
Contingency GIC	5,022.73	
Total Investments		19,551.24
Prepaid Rent/Lease	3,747.19	
Union Gas Deposit	410.00	
Total Prepaid Expenses		4,157.19

Total Current Assets

51,602.47

Capital Assests

Club Furniture and Equipment	3,872.72	
Accum Deprec-Club Furn & Equip	-2,000.00	
Net - Club Furniture & Equipment		1,872.72
Tournament Furniture & Equipm...	11,000.00	
Accum Deprec - Tourn Furn & E...	-1,500.00	
Net - Tourn Furn & Equip		9,500.00
Facility	3,893.24	
Accum Depreciation - Facility	-2,000.00	
Net - Facility		1,893.24

Total Capital Assets

13,265.96

TOTAL ASSET

64,868.43

LIABILITY

Current Liabilities

Cheques Not Yet Cashied	326.75	
Total Accounts Payable		326.75
HST charged on Sales	6,725.97	
HST Paid on Purchases	-4,376.52	
HST Owing (Refund)		2,349.45

Total Current Liabilities

2,676.20

TOTAL LIABILITY

2,676.20

EQUITY

Owners Equity

Retained Earnings-Previous Year	60,089.67
Current Earnings	2,102.56

Total Owners Equity

62,192.23

TOTAL EQUITY

62,192.23

LIABILITIES AND EQUITY

64,868.43

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	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	8179	734	566	437	2068	11984	2996.0		1488	74	\$ 11,904.00	\$ 9,472.00	581	53	\$ 4,648.00	\$ 3,445.00	\$ 3,635.00

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.

Club Manager's Report

December 2018

Happy New Year Everyone,

December was a very busy month. We started off with our Christmas Party, which had great attendance. Lots of Masterpoints were awarded, a great dinner was had and people had a good time. We were crowded this year with 29 tables in the first session. I've received some suggestions for next year to have it at a different location so that we can accommodate even more members or look into having Keith's Deli cater it and we all walk over there for dinner and walk back to continue playing in the afternoon, a suggestion that was mentioned so that we could use the catering space for extra playing tables. All great ideas and something to keep in mind for next year.

We also participated in another Stac week, which are always popular and a great way for our members to accumulate those Silver points.

We dedicated two games to the Salvation Army Hamper Fund charity drive once again this year. A wonderful charity that is always very thankful for our help. We raised \$6384 dollars for this great charity, nice work everyone!

We ended off the year with a lovely New Year's eve party organized by Riet and Charlie. Instead of a regular game, we played an individual game, which a lot of people really enjoyed. It was mentioned that it might be nice to have another one sometime in the future. We usually have some Thursday nights that are open for special games, if anyone is interested in having some more individual games in the future, please let me know.

I've been receiving membership forms and am inputting them into the computer as fast as I can. Please make sure you fill one out as they are an easy way for us to keep our phone list up to date as well as adding emails to our phone list.

Have a great 2019!

Jennifer Grechuk

Hi guys, here are the expenses for November 2018

Candy, cookies, crackers, cheese & potato chips.	\$171.85
Milk & cream.	27.65
Pop.	38.41
Toilet paper & paper towels.	41.92
HST.	20.80
Total expenses.	\$300.63

The Annual Christmas Party was held on Sunday 02 December 2018 and we had a full house. 29 tables for the afternoon session and 18.5 tables for the evening session. Special thanks to John Finucan, Mike Ryan, Willy Menninga & Mike Fobert for arranging the tables for the meal, Terry Demers for organizing the seating, Carol Harries for selling tickets for Wine & beer and taking pictures, Jennifer & Riet for the table decorations and looking after table cloths, Justin & Sheila for looking after the bar, Sybil Forbes for the desert table, Kevin Loughlin for directing, Don Kersey for all his help with computer problems, Sharon Boal & Anne Herfst for selling tickets, Charlie Waddell for repairing the chairs, an on going task and everyone who brought the nice selection of appetizers. Even though the room was crowded everything went fairly smooth. Hope you all have a great Christmas season.

Chimo

Bob

Wine and Beer Bar Income Statement

Income	
Sales	\$630.00
Sale of excess stock.	140.00
Total income.	\$770.00
Expenses	
Wine and beer.	\$441.76
SOP.	150.00
Total expenses.	\$591.76
Profit from Bar.	\$178.24

Christmas Party Income Statement

Income	
Ticket sales.	\$2850.00
Table fees.	33.00
Total income.	\$2882.00
Expenses	
Tickets.	\$ 10.00
Table decorations.	46.49
\$ store purchases.	41.00
Directors fees	120.00
ACBL fees(47.5 tables).	60.00 (estimate)
Table cloths.	59.00
Deserts.	378.00 (includes monthly pass)
Food.	1356.00
Tip for service.	150.00
Total HST.	189.28
Total expenses.	\$2409.77
Profit from Party.	\$472.23