

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

MAY 14, 2019

Absent: Paddy Allan

1. Adoption of the Agenda (attached)

Moved by Bill and seconded by Anne that the agenda be adopted with the addition of a consideration of the communication from Elaine McDougall as item 10. Carried.

2. Approval of the Minutes of the last meeting.

Moved by Sharon and seconded by Carol that the minutes of the meeting of the Board on April 9, 2019 be approved. Carried.

3. Business arising from the minutes of the last meeting.

John presented his proposed draft statement on the role of the education chair (attached). Board members suggested amendments to specify that the statement covered teaching at the club and to include the chair's duty to recruit and encourage members to teach. John agreed to redraft the statement for the next meeting.

4. Treasurer's Report (attached)

Moved by Anne and seconded by Bill that the regional tournament expense item shown in the April statement of revenue and expenses be moved to the Balance Sheet and shown as a prepaid expense in accordance with generally accepted accounting practice. Carried.

Moved by Sharon and seconded by John that the financial statements for April as amended be approved. Carried.

The Board discussed the Club's financial situation and considered the need to increase the Club's revenue. The Board decided not to raise all table fees at this time, but to make some minor adjustments.

Moved by John and seconded by Anne that STAC games be limited to the games on Monday, Tuesday, Wednesday, Thursday morning, and Friday. Carried.

Moved by John and seconded by Marvin that the fee for STAC be raised to \$10. Carried.

Moved by Anne and seconded by Jennifer that the monthly passes of \$128 be ended as of August 31, 2019. Carried.

The Board considered the need to review the Club's financial accounts for the financial year ending on March 31, 2019. Moved by Bill and seconded by Carol that Gaylia Ohlman be asked to review the Club's financial statements for 2018-19. Carried.

5. Club Manager's Report (attached)

Jennifer reported that Kay Loughlin and Gaye Seto are resigning from the I/N coordinators positions, that members donated \$,5105 to the local charity Loving Spoonful, that changes have been made to the cash collection binder, and that some bridgemates have broken down. However the Club has 8 extra bridgemates so that there is no need to replace the defective ones at this time.

Moved by Carol and seconded by Marilyn that the Club Manager's Report be received. Carried.

6. Social Convenor's Report

Bob reported on the Club's expenditures for refreshments in April. Moved by Marilyn and seconded by Assunta that the Social Convenor's Report be received. Carried.

Bob indicated that the Christmas party was planned for the usual time of the first Sunday in Dec. (Dec 1st), that it would be held at the Club and that he would ask Ramekin's for the cost of supplying Turkey dinners. The Board discussed alternative suggestions, but agreed Bob should go forward with his plans.

Bob indicated that he plans to order dinner from the Pasta Shelf for the Annual General Meeting. The Board decided that the meeting should be held on Saturday September 14, 2019 between two sessions of bridge and that the first session should start at 10 a.m.

7. Report of the I/N Representative

Anne reported how difficult it had been to get I/N players to participate in the Dennis Johnston Team Game. The Board discussed how participation by I/N members might be increased, including moving the time for the start of the first session of the game.

Moved by Bill and seconded by Carol that the I/N Representative's Report be received.

8. Saturday Mentor Game

The Board confirmed its earlier decision that the Saturday mentor game was not intended to replace the open game which will continue as a separate section if enough players came to play. Given the success of the Saturday mentor game it was moved by Bill and seconded by Sharon that a further mentor game be held on the second Saturday of each month. Carried.

9. Fundraiser in support of the Regional Tournament

The committee organizing the 2020 Regional Tournament requested the use of the Club premises for a Strawberry Social and bridge game with silent auction to raise money to support the Regional. Moved by Marlene and seconded by Sharon that the committee be allowed to use of the Club's premises on June 23 for this purpose. Carried.

10. Communication from Elaine McDougall

Discussion of this communication was tabled until the next meeting.

11. Adjournment

Moved by Carol and seconded by John that the meeting adjourn. Carried.

Greg McKellar
President

Marvin Baer
Secretary

May 2019 Report for the month of April

Hi Everyone,

We had a quiet month for our club, but still had some great games, we had a week of Stac games, which is always a great opportunity for our members to get Silver and extra points. We also had our regular mentor games and debuted the Individual game on the third Thursday of the month. It seemed to go over really well, and we're going to continue running it to see how it goes. It's a great opportunity for newcomers and IN's in our club as they don't need to find a partner to play in this game. We also had two charity games, in order to have a charity game to benefit a local charity we must first hold a charity game where the table fees go to the Canadian Bridge Federation's charity fund, which is why we hold two charity games. Our charity game for the local charity Loving Spoonful was a great success, we raised \$5105 this year, which is only \$50 less than last year.

We also had the somewhat new Saturday Mentor game this month, however we need to properly define what the game is as there was some confusion and some people ended up being turned away and told they couldn't play. As a result I received some complaints, and so we need to define what that game actually is and who it's for. As most of the mentors have over 500 Masterpoints it's obviously not an IN mentor game, and we need to define whether we want this as a separate open game or just to invite newcomers to join the regular Saturday game.

Our regular IN Thursday night mentor game was an unsanctioned game (no MP's awarded) for the second month in a row, and this format is allowing us to talk more and do more mentoring in these games. It seems to be working well. Unfortunately Kay Loughlin and Gayle Seto are resigning from the coordinators positions, they've been doing it for two years now and they'd like to step down. They've done a wonderful job and we're going to miss them as our coordinators. We really appreciate the time and energy they've put into matching up our mentors and mentees and the great food spread they provided!

The cash collection binder has been changed/modified/updated so that we can keep track more accurately of the books sales, membership sales and other items that we sell as well as the passes. Hopefully it will help make it easier to keep track of things.

The topic of Bridgemates has come up as we had a Bridgemate break, it no longer turns on, and this is the second one we've had a problem with. The first one being that there is a mark on the display. We do have 8 extra ones in a drawer that are not put out regularly, they're back ups and I believe they sometimes get pulled out for tournaments. The cost of the Bridgemates is \$148 US, and from what I can see they don't service them. I think we can combine the two defective ones to make one good one and we'll need to think about whether we want to purchase more or not. I don't think that we need to replace them at this time though.

Hope everyone has a great month!

Jennifer Grechuk
Club Manager

Hello everyone, here are the social expenses for April 2019

Cookies, crackers, cheese & chips.	\$171.50
Milk, cream & tea bags.	22.25
Pop.	12.96
Butter for Thursday morning games.	6.38
Kleenex & toilet paper	29.49
HST.	10.70
Total expenses.	\$253.28

Busy month with a STAC week and the CBF and Loving Spoonful Charity games. As usual our members were very generous with their donations.

See you all at the next meeting.

Chimo

Bob

Sent from my iPad

TREASURER'S REPORT

April 2019

Income for the month of April was \$9,856.85 and expenses were \$10,067.92 for a Net Loss of \$211.07.

I have produced an Income Statement comparing April 2019 and April 2018. Some analyses of attendance, game fees, prepay, passes and awards are required.

1. Attendance was down this year by 23 tables. At \$7.08 real income (excluding H.S.T.) per player this amounts to a potential loss of \$651.36. However the other categories also affect this potential loss.
2. Individual Game Fees were down by \$257.51, not as much as attendance could have affected them.
3. Prepaid Individual Fees is up \$561.95. I suspect this can be explained by the change in the application of the Monthly Pass B.
4. Monthly Pass sales, both categories combined, were down \$859.29.
5. Awards were up by 22 players, representing a reduction of income of \$155.76.

Each of the above figures, in itself, seems quite small when compared to our monthly cash flow. However, when taken as a whole they are having an impact on our financial position. We are a Not-For-Profit corporation, we have a legal requirement to not be earning large amounts of money, but we should be operating in a manner so we can make a small profit to maintain the viability of the club. Last year and the first month of this year are a warning that this may not be the case.

The "Financial Considerations" report I distributed earlier this month should give the Board enough information with which to resolve the problem. Some tough decisions may be required.

Bill Mitchell

Treasurer

Kingston Duplicate Bridge Club Inc

Balance Sheet As at 2019-04-30

ASSET

Current Assets

Directors Draw	50.00	
Cookie/food Draw	250.00	
Petty Cash	200.00	
HST Savings Account	1,031.71	
Chequing Bank Account	10,485.17	
Total Cash		12,016.88
GIC	9,528.51	
GIC 2	5,000.00	
Contingency GIC	5,051.02	
Total Investments		19,579.53
KingstonRegional2020 Advance	3,000.00	
Total Receivable		3,000.00
Prepaid Rent/Lease	3,747.19	
Union Gas Deposit	410.00	
Total Prepaid Expenses		4,157.19
Total Current Assets		38,753.60

Capital Assets

Club Furniture and Equipment	3,872.72	
Accum Deprec-Club Furn & Equip	-2,500.00	
Net - Club Furniture & Equipment		1,372.72
Tournament Furniture & Equipm...	11,000.00	
Accum Deprec - Tourn Furn & E...	-2,000.00	
Net - Tourn Furn & Equip		9,000.00
Facility	9,393.24	
Accum Depreciation - Facility	-2,651.58	
Net - Facility		6,741.66
Total Capital Assets		17,114.38

TOTAL ASSET

55,867.98

LIABILITY

Current Liabilities

Cheques Not Yet Cashied	326.75	
Total Accounts Payable		326.75
HST charged on Sales	7,863.28	
HST Paid on Purchases	-6,552.63	
HST Owing (Refund)		1,310.65
Total Current Liabilities		1,637.40

TOTAL LIABILITY

1,637.40

EQUITY

Owners Equity

Retained Earnings-Previous Year	54,441.65
Current Earnings	-211.07
Total Owners Equity	54,230.58

TOTAL EQUITY

54,230.58

LIABILITIES AND EQUITY

55,867.98

Kingston Duplicate Bridge Club Inc Comparative Income Statement

	Actual 2019-04-01 to 2019-04-30	Actual 2018-04-01 to 2018-04-30	Difference
REVENUE			
Sales Revenue			
Bridge Books	357.39	297.35	60.04
Playing Cards	35.40	0.00	35.40
Convention Cards/Holders	10.62	4.42	6.20
Total Game Supplies Sales	403.41	301.77	101.64
Coffee Sales	129.20	159.60	-30.40
Water/Pop Sales	41.20	114.07	-72.87
Total Food/Drink Sales for Games	170.40	273.67	-103.27
Membership Fees	66.36	119.47	-53.11
Bridge Lessons Fees	0.00	150.45	-150.45
Total Other Fees	66.36	269.92	-203.56
Individual Game Fees	7,223.90	7,481.41	-257.51
Monthly Pass A	906.19	1,132.74	-226.55
Monthly Pass B	0.00	632.74	-632.74
Prepaid Individual Fees	1,071.67	509.72	561.95
Total Game Fees - Income	9,201.76	9,756.61	-554.85
Interest - Revenue	14.92	0.00	14.92
Total Other Revenue	14.92	0.00	14.92
Total Revenue	9,856.85	10,601.97	-745.12
TOTAL REVENUE	9,856.85	10,601.97	-745.12
EXPENSE			
Cost of Goods for Club and Re...			
Other Game Supplies - Cost	49.90	0.00	49.90
Shipping	0.00	30.18	-30.18
Total Cost of Game Supplies	49.90	30.18	19.72
Coffee Supplies - Cost	82.25	165.00	-82.75
Water/Pop Supplies - Cost	12.96	62.24	-49.28
Cookies/Candies/etc	171.50	152.19	19.31
Total Food/Drink Cost	266.71	379.43	-112.72
Social Events - Expense	30.94	0.00	30.94
Other Social - Expense	6.38	115.07	-108.69
Total Social - Expense	37.32	115.07	-77.75
Directors Expense	1,700.20	1,670.00	30.20
Cleaners Expense	700.00	625.00	75.00
Club Manager Expense	1,127.14	1,277.10	-149.96
Bridge Lessons Expense	0.00	232.20	-232.20
Total Subcontracts	3,527.34	3,804.30	-276.96
Total Cost of Goods & Services	3,881.27	4,328.98	-447.71
Tournaments - Expense			
Tournament Expense	442.48	0.00	442.48
Total Tournament Expense	442.48	0.00	442.48
General and Administrative Ex...			
ACBL Fees	291.35	186.00	105.35
CBF Fees	49.56	56.64	-7.08
STaC Fees	555.75	661.95	-106.20
Total Business Fees	896.66	904.59	-7.93
Cash Short/Over	-5.31	59.55	-64.86
Depreciation Expense	375.79	300.00	75.79
Insurance Facility	80.11	79.07	1.04
Total Insurance - Cost	80.11	79.07	1.04
Monthly Plan Fee	4.95	0.00	4.95
Cash Deposit Fees	7.19	5.06	2.13
Bank Charges Total	12.14	5.06	7.08

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Cash Deposit Fees	7.19	5.06	2.13
Bank Charges Total	12.14	5.06	7.08

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	1,029	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	1,092	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	1,133	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	764	116	74	49	201	1204	301.0	1777.5	143	7	\$ 1,144.00	\$ 896.00	58	6	\$ 464.00	\$ 390.00	\$ 322.00
September	977	116	69	53	259	1474	368.5	2146.0	211	11	\$ 1,688.00	\$ 1,408.00	53	5	\$ 424.00	\$ 325.00	\$ 379.00
October	1,006	96	101	54	287	1544	386.0	2532.0	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	2924.0	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	3268.5	95	8	\$ 760.00	\$ 1,024.00	54	5	\$ 432.00	\$ 375.00	\$ (157.00)
January	792	153	80	50	115	1190	297.5	3566.0	113	6	\$ 904.00	\$ 768.00	-	-	-	-	\$ 136.00
February	778	105	77	90	146	1196	299.0	3865.0	137	8	\$ 1,096.00	\$ 1,024.00	-	-	-	-	\$ 72.00
March	965	150	89	88	200	1492	373.0	4238.0	196	9	\$ 1,568.00	\$ 1,152.00	-	-	-	-	\$ 416.00
Totals YTD	11,098	1,406	874	895	2,679	16952	4238.0		2029	105	\$ 16,232.00	\$ 13,440.00	635	58	\$ 5,080.00	\$ 3,770.00	\$ 4,102.00

Statistics for 2019-2020

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	995	149	84	76	158	1462	365.5	365.5	158	8	\$ 1,264.00	\$ 1,024.00	0	0	\$ -	\$ -	\$ 240.00
May	0	0	0	0	0	0	0.0	0.0	0	0	\$ -	\$ -	0	0	\$ -	\$ -	\$ -
June	0	0	0	0	0	0	0.0	0.0	0	0	\$ -	\$ -	0	0	\$ -	\$ -	\$ -
July	0	0	0	0	0	0	0.0	0.0	0	0	\$ -	\$ -	0	0	\$ -	\$ -	\$ -
August	0	0	0	0	0	0	0.0	0.0	0	0	\$ -	\$ -	0	0	\$ -	\$ -	\$ -
September	0	0	0	0	0	0	0.0	0.0	0	0	\$ -	\$ -	0	0	\$ -	\$ -	\$ -
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	995	149	84	76	158	1462	365.5		158	8	\$ 1,264.00	\$ 1,024.00	0	0	\$ -	\$ -	\$ 240.00

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.