



Kingston Duplicate Bridge Club Inc.
August 9, 2022 Board Meeting at 5:00 on Zoom
Minutes

Present: Jock Devonshire, John Gerretsen, Anne Herfst, Tammy Gauvin, Suzanne Ryan, Kathy McDonald, Don Kersey, Terry Demers
Guest: Elaine McDougall

1. Approval of Agenda **Attached**

Moved by Anne seconded by John to approve agenda. Carried

2. Approval of Minutes dated June 28, 2022

Moved by Anne, seconded by John to accept the minutes. Carried

3. Elaine McDougall – proposal and ideas for Promotion Chair position **Attached**

Elaine spoke to the Board about the need for a strong promotion committee to target beginners, players new to bridge and to our club. Like many clubs in North America we struggle with getting back to face-to-face bridge. She briefly outlined a cost and contact program that she is investigating. Elaine offered her services as Promotion Chair listing some members she would approach to participate in a committee.

John moved to accept Elaine's report and to appoint her as Promotional Chair.

Seconded by Anne. Carried.

Jock thanked Elaine for attending our meeting and making this generous offer.

4. Treasurer's Reports – Anne Herfst **Attached**

Anne did not have details from the ACBL to complete her July report. Since we did not hold a July Board meeting the June Reports are attached.

In June, we played 31 games online with 301 tables, 5 games face to face with 20.5 tables, for a total of 321.5 tables, a game revenue of \$4,972.34 CDN and a net loss for the month of \$234. The deposit exchange rate to Canadian dollars was 1.30.

The loss for the month was as a result of our reduced number of tables and payment of our property insurance for the year.

In July, 2022 we had 291 tables (compared to 348 tables in July 2021) and a game revenue of \$5,233.

Unusual items in June were:

Interest Revenue **\$ 12**

Property Insurance **\$808**

The bank balance at the end of July was about \$28,000.

Of note:

Table counts: June 2022 – 321.5 tables compared to 391 in 2021.

This is partially due to fewer players from Cornwall playing in our virtual games.

John pointed out that our club is financially more stable now compared to a few years ago when we had \$10,000. This is mainly due to the fact that we no longer rent a permanent space which would entail higher rental output, insurance, cleaners, supplies etc. Kathy mentioned that we presently are getting about 20 members playing face-to-face weekly and that it does not make sense at this time to look for a permanent space.

Moved by Tammy seconded by Kathy to approve the treasurer's reports. Carried.

5. Club Manager Report – Terry Demers

Attached

Moved by Anne seconded by Suzanne to accept the club manager report. Carried

6. I/N Report – Suzanne Ryan

I/N Report for Aug 9/22 KDBC meeting

- Request to change designation from I/N Rep to **Intermediate Rep** for the position which I hold at the moment. The Novice term creates needless overlap with Tammy's strong endeavours with Beginners. All Novice/Beginner Bridge players should be directed to Tammy, while I would prefer Intermediate players to be directed to the Intermediate Rep.

Motion: I would like to propose this change in terminology via a motion presented to the Board today, OR is this something to bring to the AGM?

Anne pointed out that the name of Intermediate/novice rep is in our constitution and would therefore need the member's approval at a meeting. It was suggested we keep it as it is since many activities include novices and intermediates. Kathy noted that on BBO the categories include beginner, novice, intermediate, advanced, expert.

- There is a tentative Picnic in the Park date, **Thursday Aug 18**, which I had floated back in June after the June 29 I/N Picnic in Lake Ontario Park.
I would be very happy to amend the lovely invitation (with Elaine's help!) from June 29, to include ALL KDBC players, all levels, bring dinner and a beverage and expect to play a few hands of Bridge on Thurs Aug 18, 6pm.

Motion: send out a flyer to all KDBC members, Picnic in the Park, Lake Ontario Park, 6pm, Thurs Aug 18. Dinner, beverage, and Bridge!!

The board agreed that this is a great idea.

- I very much wish to have an I/N game included in the F2F games at the Airport every Wed 1pm, starting Wed Sept 7. I have heard through the grapevine that many I/Ns would like to play in the F2F game, but only if there is an I/N side. Is

this possible? How many tables do we need? I would have a phone tree set up to call our I/N players for participation.

We require 3 tables to hold an I/N section. These tables should be pre-booked. This can happen as soon as Suzanne has enough tables.

- The **Intermediate Mentor Program**: after the summer break, I would be very happy to begin the organization for the Fall 2022 Int Mentor Program, first game Monday Sept 19. I hope to repeat the same formula: 6:30 Zoom, Chalk Talk by Tammy (confirmed), Game (18 bds) 6:45, 10 min break at halftime. However, we would need a Director! Is this possible? Do we need a different set-up, different plan???? What about having the Int Mentor Game at the airport??

Jock agreed to direct the mentor game running the 3rd Monday of every month on BBO, evenings at 6:45.

- Suggestion: I am wondering if the F2F Fall Schedule could include a Team Game??? I have heard that other clubs have found this to be a popular way to bring players back to the bridge table!

Yes, if we have enough interest there will be a team game in September. Pre-registration required.

Submitted Aug 8/22 by Suzanne Ryan

Moved by Suzanne and seconded by Anne to accept the I/N report. Carried

7. Education Report – Tammy Gauvin

EDUCATION REPORT

1. A flyer is ready to go for the Fall classes made by Tammy and Elaine.
 - o The flyer to make the optimum impact should be sent out to our members and ask them to post it in shops, restaurants, or apartment buildings.
 - o Champlain Room at the Seniors Centre is booked from September 10 – Nov 26
 - o Tammy will deal directly with the Seniors Centre
 - o The contract with the Seniors Centre has been signed by Anne (Finance)
 - o Currently, there has been two FREE Ads that went in The Whig Online and has been scheduled for every Saturday for the next 5 weeks. All FREE.
 - o The flyer should go under the Education Tab on our website.

o To help advertise Bridge Lessons on the web site we could direct potential students to the Education Tab.

2. Barbara Seagram's learn bridge at your local club is now posted under the Education Tab.

3. Bridge Whiz went up sometime in early July and now can be taken down. Or go at the bottom in the Education tab.

Moved by Tammy and seconded by Suzanne. Carried

Promotions Report – Tammy

attached

8. Relocation Committee - on pause

9. Other Business

a.) Preparations for AGM, Wednesday, September 28 – *date moved to Tuesday, September 27, 2022 at 5:00pm on Zoom .*

- ***Agenda Terry will prepare and distribute***
- ***Presentations -Jock to do opening presentation, Anne will do financials and there will be a club manager report. Any board member may contribute.***
- ***Voting online – we have provisions for advance votes.***
- ***Nominations for Board - see attached instructions***

- b.) Unit rep position – *Sharon Boal has stepped down as the Kingston rep on Unit 192 Board of directors. Thank you, Sharon, for your great work. The position was opened to all members in good standing. Deadline was the first week in August. Hamish Taylor has stepped forward. We welcome Hamish and look forward to unit reports and updates! More unit news. Elaine McDougall has volunteered to be the secretary on the unit board.*
- c.) Forcing robot partners in club games to switch seats to make live person the declarer for all boards. *The board decided not to implement this idea. I/N's who presently partner with a robot are forced into the A strat and also it would mean the partner of the robot would have to play all the declared contracts. That could be tiring. We may address this at a later time. It will remain on the agenda.*
- d.) Tammy's Lessons and Flyer, teaching fees in regards to club's financial investment. – *There are many new factors to consider when we look at the cost of lessons. Fees for the classroom, advertising costs, books etc. We no longer have a room of our own. Classes have been small since people are reluctant to get back to social settings. The board will see how this fall's attempts at a beginner program work out. We are new at this and will need more information before working on a payment schedule for instructors.*
- e.) Newspaper Ad in Kingston This Week – *Thanks to all who participated in a great ad for Kingston This Week Fall Activity Guide promoting our fall lessons for beginners.*

10. Adjournment – moved by John to adjourn.

Next meeting scheduled for September 20, 5:00 on Zoom.

Jock Devonshire, President

Terry Demers, Club Manager

Kingston Duplicate Bridge Club Inc.

August 9, 2022 Board Meeting at 5:00 on Zoom

Agenda

1. Approval of Agenda

2. Approval of Minutes dated June 28, 2022

3. Elaine McDougall – proposal and ideas for Promotion Chair position

4. Treasurer's Reports – Anne Herfst

5. Club Manager Report – Terry Demers -attached

6. I/N Report – Suzanne Ryan

7. Education Report – Tammy Gauvin

8. Relocation Committee

9. Other Business

a.) Preparations for AGM, Wednesday, September 28

i.) Location or Zoom or both – arrangements

ii.) Agenda

iii.) Presentations

iv.) Voting online

v.) Nominations for Board - see attached

b.) Unit rep position

c.) Forcing robot partners in club games to switch seats to make live person the declarer for all boards

d.) Tammy's Lessons and Flyer, teaching fees in regards to club's financial investment.

e.) Newspaper Ad in Kingston This Week

10.) Adjournment

Elaine's proposal and ideas for a Promotion Committee

Promoting the Club has long been important, although it has received spotty attention at best over recent years.

However, the pandemic has really put pressure on the Club to promote itself and adjust to “the new normal”.

KDBC needs to:

- Attract new-to-bridge players, who will hopefully become members
- Attract new-to-the-club players
- Retain current members
- Revive face-to-face games, while keeping a useful set of attractive on-line games

Marketing will play an essential part of this effort, and we need to do more than we are.

It will involve a multi-pronged approach, which will take some time to work on:

- Some research to find out what marketing opportunities exist in Kingston that are inexpensive or free.
- Some research to figure out what will work for our target markets. May include a survey.
- Expansion into social media as well as more traditional print/web/email media. (NB, this is an area in which I have ZERO expertise or experience; I'd need Kathy to be willing to help there).
- Coordination of efforts by Tammy (Education) and Suzanne (advancing players) into the marketing plans
- Buy-in from the Board on a marketing plan (which I would present in a few months) (NB, this will involve a budget)

However, marketing cannot drive the bus. The Board needs to know what it wants to do to in terms of programming, venue, games etc, and then promote it.

Hopefully, the following will agree to form an “ad hoc” promotions Committee

Tammy Gauvin
Mac Johnston
Kathy McDonald
Elaine McDougall (Chair)
Suzanne Ryan
Carole Weir

Kingston Duplicate Bridge Club

Balance Sheet Report

To: June, 30, 2022

ASSETS

Current Assets

1035 - Directors Draw	100.00	
1060 - Chequing Bank Account	25,056.28	
1110 - GIC	20,011.51	
1114 - GIC 2	15,000.00	
1201 - Acc. Rec. Next Month	4,962.74	
1203 - Kingston Sectional Advance	500.00	
1326 - Prepaid Storage	30.32	
	Total Current Assets	\$65,660.85

Fixed Assets

1820 - Club Furniture and Equipment	3,872.72	
1825 - Accum Deprec-Club Furn & Equip	-3,872.72	
1840 - Tournament Furniture & Equipment	11,000.00	
1845 - Accum Deprec - Tourn Furn & Equip	-3,600.00	
	Total Fixed Assets	\$7,400.00

TOTAL ASSETS	\$73,060.85
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LIABILITIES

Current Liabilities

2100 - Accounts Payable	42.36	
2201 - Deferred Revenue	240.00	
2310 - HST charged on Sales	1,994.01	
2315 - HST Paid on Purchases	-439.55	
	Total Current Liabilities	\$1,836.82

Profit & Loss Report for the period ending 30 June 2022

Company Kingston Duplicate Bridge Club
Year 2023

	Actual Jun	Actual Ytd Jun
Bridge Books		52
Bridge Lessons Fees		13
Individual Game Fees Online	4 392	13 467
Individual Game Fees F2F	581	1 858
Interest - Revenue	12	2 764
Free Plays Other		8
Revenue	4 984	18 162
Directors Expense	1 930	5 860
Seaway Bridge Club	123	496
ACBL Fees	802	2 362
Belleville Duplicate Bridge Club	110	318
Direct Expenses	2 966	9 036
Gross Profit	2 018	9 126
Other Income		
Total Income	2 018	9 126
Supplies for Games - cost		38
Bridge Lessons Expense		(10)
Club Manager Expense	803	2 287
Free Plays Other		8
Cash Short/Over		(1)
Postage and Courier		1
Computer Software Expense	30	90
Insurance Facility	808	808
Other Printer Costs	7	23
Donations		300
Storage Space Rent	354	920
Rent/Lease	250	850
Zoom License		117
Audit Fees		365
Expenses	2 252	5 797
Depreciation		
Total Expenses	2 252	5 797
Net Profit/Loss	(234)	3 329

a) Any two members of the club may nominate a candidate for any position on the Executive, other than the positions of Past President, Club Manager or Chief Games

Director by notifying the chair of the Nominating Committee in writing of their nomination indicating that the person being nominated has consented to the nomination.

- b) All nominations must be made by a date provided by the Nominating Committee which shall be no later than two weeks prior to the date of a General Meeting at which elections are to take place.
- c) All nominees shall be members in good standing of the Club.
- d) Elections for positions on the Executive shall occur just before the start of the General Meeting. **The Chair of the Nominating Committee may also hold advance polls in the week prior to the General Meeting.**
- e) The Chair of the Nominating Committee shall conduct any election which shall be by secret ballot.
- f) All members in good standing shall be entitled to vote.

1. Annual meeting of Members.

There shall be an annual meeting of the Members of the Corporation on a date in September fixed by the Board of Directors.

The Board of Directors shall give the Members at least 10 days prior notice of the time and place of the annual meeting of the Members. Notice may be given by email or by posting a notice and making an announcement on the premises of the Corporation.

The business transacted at the annual meeting shall include:

- a. Receipt of the agenda;
- b. Receipt of the minutes of the previous annual and subsequent special meetings;
- c. Consideration of the financial statements;
- d. Report of the auditor;
- e. Reappointment or new appointment of the auditor for the coming year;
- f. Election of Directors;
- g. Such other or special business as may be set out in the notice of meeting.

No other item of business shall be included on the agenda for the annual meeting unless a Member's proposal has been given to the secretary prior to the giving of notice of the annual meeting, so that such item of new business can be included in the notice of annual meeting.

Club Manager's Report, August 9, 2022.

Summer is in full swing with high temperatures and some ups and downs.

We lost two of our dearest members who passed away suddenly. Kevin Loughlin on June 28, 2022 and Brian Moorby on July 10, 2022. Both Kevin and Brian were directors and strong supporters of KDBC. Brian was Vice President on our board at the time of his death. Two very special people who will remain in our hearts and memories.

I would like to send their obituaries to the ACBL to post in the Bulletin. I will contact Kay and Laura for approval.

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- We have been holding on to our face-to-face games at the RCAFA hall, usually bringing in about 5 tables. To encourage attendance, I suggest we hold a pre-game pizza luncheon on Wednesday, September 7, offering free pizza with iced tea and coffee. The cost is \$5 per person for pizza and salad is available for \$5. This may help with AGM face-to-face attendance where we could offer food again. ***Free pizza will be offered on Wednesday, September 28 before the game.***
 - The ACBL has updated qualification requirements for posting 75% games in the bulletin. We now need at least 5 tables and 20 boards. ***Our Sunday games will now be a minimum of 20 tables.***
 - Plans have been made to hold Jerry MacDonald's Celebration of Life on Thursday, September 8 at 1:00 at the Locomotive Apartments on Ontario St. June Leach is helping with arrangements

and Peter will be paying the expenses. We are booking a dinner in a downtown restaurant after the gathering. **Kathy may be able to direct. Don will direct the morning game.**

- Malcolm has replied to our request to a Belleville-Kingston online challenge. He is suggesting a pairs event with winners in A/B/C categories. Maybe token gifts to the winners? Restaurant gift certificates might work? Other suggestions? **This is a go ahead. Terry to make arrangements with Malcolm.**
- We have lost 2 directors however Chris Caswell and Kathy MacDonald have both recently completed the online director's course and have agreed to direct. In April the Board agreed to pay the fee for the director's course as long as the participant passes the course and agrees to direct some games at our club. Chris and Kathy should both be reimbursed \$50US each. **Anne will add this reimbursement to Kathy and Chris' next cheque.** We could use more directors and I would like to contact our members who have previously taken the course to see if they are interested in directing and possibly taking the course designed to bring previous directors up to date and maybe post a notice on the website for new directors.

Upcoming events:

1. GNT (Grand National Team) qualifying games start in September. They offer 81.8% sectional rated masterpoints, 50/50 red/black. This might work on a Wednesday or Thursday afternoon or on a Saturday afternoon. We may have to find a new location for the Saturday afternoon game. The cost is \$2.25US per table. **Pre-registered teams. Terry will set up event.**
2. September is International Fund Month. 63.6% sectional rated. \$5 per table. This is expensive and we may not want to hold this game.
3. Our AGM will be an upgraded club championship. 81.8% sectional rating. **The board has decided to hold the AGM on Tuesday, September 27 at 5:00. It will follow our regular virtual game and be on Zoom. No championship game.**

Terry Demers

AUG 2022

PROMOTIONS Report

1. I contacted Elaine via email and asked her if she would like to take over the promotions committee liaison position.
2. An ad is going in the Whig Online. They are free and are being place every Saturday till July 30th



3. Kingston This Week

- a. The 250 word article created by Mac and the small business art work by Elaine is complete and will go into the next issue.
- b. An editorial may not be the way to go but a straight up ad in KTW.

CONTACTs: Andrea at 613 651 9137

i. MEDIA SALES CONSULTANT

ii. The Kingston-Whig Standard | Kingston This Week

iii. Kingston Publications | Gananoque Reporter C: 613.484.6860

PostmediaSolutions.com

- c. The may purchase a 1/4 page for 425.00

OTHER: Advertising

1. Advertising to consider for next year 2023 is the VISTA (seniors centre)

They distribute 3600 copies and have a 48-page publication with 5000 members. The members usually read the Vista from Cover to Cover.

Prices so far are:

1x ad = 220 tax free 1/4-page colour

3x ad = 210 so a total of 630 tax free 1/4-page colour - these ads do not have to be in consecutive they just need to save space for the months that we would like to reserve in advance

6x ad = 200 so a total of 1200 tax free 1/4-page colour - these ads do not have to be in consecutive they just need to save space for the months that we would like to reserve a space.

We can also make small changes to the ad for example dates phone numbers etc... without extra charge.

We deliver the content, and they make the ad for us.

It may be an idea to pre purchase ads to the Vista for the Bridge club, say 6 of them.

Going out Every Aug and Jan minimum so this would last us 3 years.

Black and white ads are cheaper starting at 145 for 1/2 or 1/4 page then decreases. I personally think people like colour.

The Contact person at the Centre is Katherine or Nikki in Advertising phone number is 613 548 7810