



## Kingston Duplicate Bridge Club

Minutes for Virtual Meeting via Zoom

April 27, 2020 at 4:00

Present: Greg McKellar, Jock Devonshire, John Gerrestsen, Bill Mitchell, Charlie Waddell, Bob Fowkes, Anne Herfst, Tammy Gauvin, Sharon Boal, Brian Moorby, Riet Haaksman, Terry Demers  
Guests: Nancy Strachan (ACBL official on BBO), Don Kersey

Jock Devonshire welcomed the members and called the meeting to order.

### Agenda

### Attachment #1

#### 1. Approval of last minutes

### Attachment #2

##### Action Items from last minutes.

The manager position should be a non-voting ex-officio member of the Board.

This may require a change to the By-laws.

***Moved by Jock seconded by Brian that the club manager should change from a voting member to an ex-officio member of the Board.***

***Carried***

This may require a change to the By-laws.

***Carryover***

It was suggested that the secretary position could be folded into the duties of the Club Manager.

Deferred

***Carryover***

Bill to get a second key cut for the safe since he is the only one who currently has a key.

Deferred

***Carryover***

It was agreed at the last meeting that Jennifer's name be removed as a signing authority and that Jock be added. Greg, Jock, John and Bill will have signing authority.

Bill to write a letter to the Bank and arrange to have the signatures changed.

Signatories have not been able to go to the Bank.

***Carryover***

Brian will make a recommendation about the issuance of passes.

Deferred until the Club reopens.

***Carryover***

***Moved by Jock and approved by Brian to accept minutes with carryovers as listed.***

***Carried***

#### 2. Motion by Bill Mitchell

***"I move that Gaylia Ohlman be approached and approved to review the Financial Records of the club for the fiscal year 2019-2020.***

***Seconded by Sharon. All in favour. Agreed online***

***Carried***

#### 3. Online decisions.

##### Compensation for directors

*Directors receive \$3 Can per table (leaving about 87% of the income to the club) for directing BBO virtual games. The payment to the directors should be deferred until the club has received payment from the ACBL for the Virtual Games.*

#### **Adding new games**

*Three new games will be added: Brian will run a Thursday morning game at 10:15*

*Jock will run a Monday afternoon game at 1:15*

*Don will run a Saturday afternoon game at 1:15*

*It was suggested the time limit per board be reduced to 6 minutes. Don commented that a few tables were not able to keep up and were moved forward with 6 minutes. BBO may move to 6.5 minutes and we may add a fast pairs game at a later date.*

#### **Adding I/N games**

*No I/N games will be added at this time.*

#### **Providing spares**

*The club manager will continue to organize the spare list. Players will be asked to be available at least 5 minutes before game time to avoid last minute issues with adding spares.*

***Moved by John, seconded by Anne to accept all details of the online proposal   Carried***

#### **4. Master/Servant games**

*It was agreed that we welcome the Cornwall Seaway Bridge Club to play in our virtual club games. Terry to contact Belleville and Picton to see if they might be interested.*

*a.) Reimbursement to servant clubs.*

***Brian moved that we reimburse the Cornwall Seaway Club \$2 Can per game. Some members disagreed with this and suggested no reimbursement be made.***

***John seconded Brian's motion. Passed***

***Carried***

*We should continue to reach out to other bridge clubs in Kingston to see if there is interest in joining our club. Terry will send another email to Tim McCue.*

#### **5. Donations to the Club**

*A request for donations to the club has been put on hold with a possible review in August or September.*

***Carryover***

#### **6. Regional Financial Report - Terry**

Attachment #3

*There is a \$1500 deposit being held at the Ambassador. Jonathan may be willing to return the deposit. Terry noted that Jonathan was very accommodating in handling the cancellation and throughout all interactions with the venue. She highly recommends the Ambassador be considered as the venue for the next tournament, Jock moved that the \$3000 in the Regional account be returned to the club and the remainder of the money be left in the regional account. Seconded by John.*

***Carried***

*Terry was asked by the board to approach Jonathan to see if we could get the deposit returned.*

*Moved by Anne and seconded by Tammy . Passed*

***Carried***

#### **7. Update on Move – John Gerretsen**

Attachment #4

Tables and chairs have been moved to the side wall. Landlords will cover with tarps. Terry moved computer to her home. Sharon has bidding boxes. John has boxes in his garage. The coffee machine, monitors and other items have been moved to our storage unit. John suggested we hire movers when it is time to move into the new location.

#### **8. Tammy's social group**

Tammy has prepared a newsletter which will be distributed to members.

#### **9. Club's Facebook**

A Facebook account has been opened for KDBC and is set up to accept items related to bridge. Monitors have been assigned.

Other items

##### **i.) March Treasurer's Report - Bill**

**Attachment #5**

- ii.) Funds are available to non-profit organizations to help them cope with costs during the covid epidemic. John has made inquiries. Anne suggested we not go forward with this request explaining that government subsidies are intended to help people and organizations whose livelihood depends on the financial health of a business. While KDBC is a non-profit, it has no employees and is member-owned. If our business dissolves, it does not impact whether our members can afford food, clothing, or shelter. Businesses who deserve government assistance are those who have a direct effect on their owners' and employees' ability to afford the basic necessities of life. These are the organizations who can rightfully apply for government assistance, not us.

**It was agreed that we would not pursue efforts for funds.**

- iii.) Bob is holding off on booking the Christmas party at Ramekins. He has distributed our snacks and food to charitable locations.

- iv.) There is a \$500 deposit on hold at the Portuguese Club for the January 2021 Sectional. We will revisit this in the fall.

**Carryover**

Meeting adjourned

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**Next meeting is scheduled for May 25 at 4:00 on Zoom**



**Kingston Duplicate Bridge Club**

**Agenda** for Virtual Meeting via Zoom  
April 27, 2020 at 4:00

Approval of last minutes

Motion by Bill Mitchell "I move that Gaylia Ohlman be approached and approved to review the Financial Records of the club for the fiscal year 2019-2020.  
Seconded by Sharon. All in favour.

Online decisions.

- Compensation for directors

Here is a proposal from the directors Don, Brian and Jock

*They are proposing a fee of \$3 Can per table (leaving about 87% of the income to the club) and the payment to the directors should be deferred until the club has received payment from the ACBL for the Virtual Games.*

I spoke with Mark Lacroix and the directors in Ottawa receive \$4 per table. The directors are available 2 hours before game time to set up and also extra time after the game. They also attend virtual seminars.

- Adding new games

Brian has agreed to run a Thursday morning game at 10:15

Jock has agreed to run a Monday game. Time to be discussed.

- Adding I/N games

Non ACBL players are not allowed to play in I/N or other restricted games. It has been mentioned that we could call the game KDBC 500 and advertise that it is for the I/Ns but it would be set up like an open game.

- Providing spares

Virtual games cannot be run with a half table. We need one pair to spare for each game. I have been organizing the spares. Would someone from the Board like to take over?

Master/Servant games.

- I spoke with Mark Lacroix who has set up virtual games with some clubs in Ottawa and Eastern Ontario. He has pooled with some clubs but has also invited other clubs not interested in pooling to play in their games. Members of these clubs play but no arrangements for reimbursement have been arranged. If it works out well Mark may send them some money.

When you invite another club to play in your virtual game both managers have to contact Nancy. She then adds the ACBL members from their club to our data base. This takes 24 hours. The clubs decide the agreement; ACBL does not get involved. These are called Master/Servant games. All the money from the game goes to the master club and the master club is expected to do all the administration work. Nancy suggested we approach Belleville and Picton.

*I was contacted by one of our members whose sister plays in Cornwall. He asked if I would contact Diane Lafrance (owner of the Cornwall Seaway Bridge Club) and discuss BBO games. Diane said she was not interested in hosting a*

*game but she would like to join our group. She has 83 members I told her no decisions would be finalized until our Board meeting on Monday. She was happy when I said our club might agree to split the income from the games \$2/\$2.*

*Players from Crossroads and other area social games may join our group but they would have to be inserted manually. Brian or Jock may have more information.*

#### Donations to the club

Bill's comment: I am not in favor of asking the membership for donations **at this time**. As John explained in his email recently, since we are vacating Gardiners Road before the end on April, we will not be liable for a lease payment for May. If we are installed at our new location June 1, our deposit paid on signing the Gardiners Road lease will account for most of June's payment. As it doesn't seem likely we will be installed June 1, we won't be liable for rent in June, and that deposit will pay our July obligation. We currently have in excess of \$15,000.00 in the bank, cash and GICs. Theoretically that will take care of August, September and October. On top of that, we will have income from our BBO club games.

To ask for donations from our members, at this time, is premature. Let's bring the matter up again in August or September if appropriate.

Regional Financial Report – sent in a previous email

Update on move – John Gerretsen

Tammy's social group

Club's Facebook

Next meeting

**Attachment #2**

**KINGSTON DUPLICATE BRIDGE CLUB**

**MINUTES OF BOARD MEETING**

**10 March 2020**

Present: Greg, Bill, Sharon, Jock, Riet, Brian, Bob, Charlie, Anne, Regional Committee (Terry, Hamish, Elaine)

**1. Regional Tournament Committee**

Three topics were presented to the Board:

- Advance: The committee requested an additional advance of \$1,000 but after discussion, it was moved by Brian, seconded by Bob that the committee be given an advance of \$1,500. Motion carried.
- Permission to hold lunch at the Club on Monday, 18 May 2020: The Board agreed that this would be acceptable if the Committee decides to proceed.
- Books: the Board agreed that Club books should be sold at the tournament.

**2. Corona Virus Protocol**

Bob will purchase hand sanitizers for distribution around the Center.

Once the existing supply of perishable food is consumed this week, snacks will not be set out until the risk of the virus is over.

**3. Resignation of Club Manager**

Greg will ask Terry Demers to act as interim manager to be paid at the same rate as Jennifer. A hiring committee comprised of Greg, Jock and Sharon (until John Gerretsen returns) will be formed to hire a new manager. It was agreed that the new manager should be compensated at \$18 per hour at 50-60 hours per month, to be reviewed after 6 months. The contractual arrangement should outline the duties expected and specify that the manager's monthly invoice itemize the work completed accordingly. Suggestion was made that the manager position should be a non-voting ex-officio member of the Board. This may require a change to the By-laws.

**Action:** Greg to draft a motion for the next meeting to change the status of the Club Manager.

**4. Resignation of Secretary of the Board**

The resignation of Betty McIver from the Board was acknowledged. It was suggested that the secretary position could be folded into the duties of the Club Manager.

**Action:** Greg to include this in the motion for next meeting to change the status of the Club Manager.

**5. Minutes from Previous Meetings**

- **Board Meeting of 11 Feb 2020:** Moved by Bill, seconded Sharon that minutes as circulated be approved. Carried.
- **Special Board Meeting 17 Feb 2020:** Moved by Bill, seconded Charlie that minutes as circulated be approved. Carried.
- **Special General Meeting 21 Feb 2020:** Moved by Bill, seconded Jock that minutes as circulated be approved. Carried.

**6. Relocation:** The landlord said that the new unit would now be in the center of the building with double glass doors and that our Club could have any furniture that was there. Charlie and Greg will decide what furniture we could use. Bill and Sharon will look at the legal requirements as a result of the change in address. The Board agreed that movers should be hired and assigned Brian to look after the physical move.

**7. Social Convenor's Report:** Bob reported that \$293 was spent on snacks in February. He will check to see if Ramekins will cater to the next Christmas party.

Moved by Anne, seconded Charlie that the report be accepted. Carried.

**8. IN Representative:** nothing to report

**9. Partnerships:** Riet reported that the current process is not working well since not all partnership requests are being answered. The Board agreed that free plays could be given to acknowledge those members who actively perform the partnership function. Sharon will update the membership list. Everyone recognized that the partnership process needs to be revised. The issuing of passes was raised and will be discussed further next month.

**Action:** Brian will make a recommendation about the issuance of passes to be discussed next month.

**10. Treasurer's Report:** (attached)

Moved by Jock, seconded Charlie that the Treasurer's report be accepted. Carried.

**11. Cash Handling Procedure** (attached)

Moved by Brian, seconded Jock that the cash handling procedure as presented by Bill be accepted. Carried.

**Action:** Bill to get a second key cut for the safe since he is the only one who currently has a key.

## **Signing Authorities**

Moved by Bill, seconded Anne that Jennifer be removed from the signing authorities and that Jock be added. Carried.

**Action:** Bill to write a letter to the Bank and arrange to have the signatures changed.

**12. Adjournment**

Moved by Brian that the meeting be adjourned. The next meeting will be 14 April 2020.

**DATE: April 24, 2020**

**TO: KDBC Board of Directors**

**FROM: Terry Demers, Kingston Regional 2020 Tournament Chair**

**RE: Final Report on the 2020 Regional**

Following is our final report on the 2020 Regional, including a financial summary, and some questions and decisions for the Board to consider.

#### Kingston and the Islands 2020 Regional Financial Report

Regional Cash Flow Summary		
<b>Sources of Funds</b>		
	Advance KDBC	\$ 4,500.00
	Strawberry/Auction/	\$ 2,293.15
	<b>TOTAL SOURCES</b>	<b>\$ 6,793.15</b>
<b>Uses of Funds</b>		
	Advertising	\$ 124.30
	Printing	\$ 320.90
	Donation St VdP (snacks)	\$ 81.30
	Bank chgs	\$ 73.70
	Carry-over to next regional:	
	Playing Cards	\$ 549.79
	Badges	\$ 644.10
	Misc Office supplies	\$ 47.86
	Imperial Boards (donated)	\$ 281.22
	Ambassador Hotel Deposit*	\$ 1,500.00
	<b>TOTAL USES</b>	<b>\$ 3,623.17</b>
	<b>Difference</b>	<b>\$ 3,169.98</b>
	HST paid on purchases	\$ 264.34
	* KDBC can leave the deposit with the Ambassador, or try to negotiate a return of the deposit to	

The HST has been reported in case the KDBC Treasurer can apply this amount to any HST that the Club owes to the CRA.



We have \$3,169.98 in a bank account for the Regional. We have two choices:

1. We could close the account and issue a cheque to KDBC for the full amount.
2. We can keep the account open. There is no minimum balance required. In this case, I recommend that we retain a small sum in the account to cover the monthly account fee of \$1.95. The committee, in this case, would write a cheque to KDBC for \$3,000, and retain \$169.98 in the account for any minor incidentals that arise prior to the next Regional Committee being established. The advantage in retaining the account is that we have purchased blank cheques for the account, and when a new committee is formed, more blank cheques would have to be purchased. (Business account cheques are not cheap. Hamish ordered blanks from a Gananoque company called ASAP Cheques for about \$48, much cheaper than the bank charges for the same.) We can transfer the account to the next Regional committee when it is formed.

There are two sets of new boards valued at \$281 which could be used at the club. The ACBL suggests we use one set per game per week which means we would only use Monday boards on Monday and so forth. We have to make enough boards for web games each weekday except Thursday. The boards could be returned to the next regional committee for their use at the tournament.



We recommend that the badges be retained for distribution at the next Regional, with a statement like “This is really the 2020 Regional – it just happens to be held in 2021” (or whatever the year turns out to be). Everyone is aware of the need to cancel tournaments this year, so the “vintage” feel of these will be well understood. The badges are very good quality, with our Regional logo on them, and were designed pro bono for us by Michaela Sunstrum, Gayle Sawyer’s granddaughter.

Jonathan Rebelo from the Ambassador has been a major supporter of our tournament from the start. It has been a pleasure dealing with the Ambassador and I highly recommend this venue for our next regional. There is a \$1500 deposit that was made to hold the playing areas. We may be able to get that back since there is no guarantee that our club will survive this crisis. If the board wishes I could approach Jonathan. He has already agreed that the deposit could be used at the next tournament. We would have to notify him as soon as possible to guarantee the venue.

Our committee has worked hard and we would like to have permission to host a thank you party for all our volunteers at the club. There are some gift certificates from local restaurants that we would present as door prizes. Working with the regional committee has been a wonderful experience. Their professionalism, dedication and joy were amazing. Our club is blessed with the best.

I thank the board for allowing me the pleasure of chairing this regional even though circumstances made it impossible to come into fruition.

Respectfully submitted,

Terry Demers

Chair of the Kingston and the Islands 2020 Regional Committee

#### Attachment #4

### STATUS REPORT ON THE MOVE of the KDBC CLUB to NEW PREMISES

I am providing this report to update our membership on the move of the club from Gardiners Road to the former YMCA building on the south side of Progress Avenue about 300 meters west of its intersection with Gardiners Road. (around the corner from our current location)

At the request of our landlord and after careful consideration of all the advantages and disadvantages your executive this February agreed to relocate our club to the above new location.

The new premises are larger than what we have currently and gives us more playing space and wider separations between the playing tables. It will also allow us to store all of our bridge tables and other equipment at the club. Vehicular access from Progress Avenue will be easier since Progress Ave. is not a major arterial road and, therefore, has much less traffic on it. The area for parking will be all in front of the building and is larger than what we have currently.

The new facility will also have a better interior lighting system, better acoustics and have three bathrooms rather than the two we have in our current location.

Our new lease will be for 10 years. This gives our club greater stability and security than the 5 years that we have left on our existing lease. With the signing of the new lease our the old one will expire on May31st with the new lease starting on June1st, 2020. Yet, our total rental payments will be slightly less than we pay for our current location.

The corona virus crisis has significantly changed the immediate future plans we anticipated when the new lease was signed in mid February. It has also placed the ability to play our games starting there in June into some doubt. As you may know all recreational facilities including our current location have been closed by government edict until further notice. We, therefore, do not know whether or not we will be able to start playing our games there in June.

We have agreed with the landlord to vacate our current premises by April 30<sup>th</sup> so that he can make the premises ready for a new tenant. By vacating our current premises early we will not have to pay the rent for May, an immediate saving to the club of approximately \$ 4,000.00.

I would like to thank all those members who have helped in moving our equipment and supplies out of the current premises in order that the landlord may have full access to our unit by May1st. Our tables and chairs have been left at the club on Gardiners Road properly protected by plastic sheeting. They will be moved into the new premises at he end of May.

We all know that these are difficult and unpredictable times for everyone yet we are determined to do every thing possible to get the new premises ready so that we can play at our new location as soon as possible.

In the mean time I strongly recommend to you, our members, to play in our club games on the BBO internet site on Tuesday and Friday afternoons at 1:15 pm and Wednesday evenings at 7:15 pm. By doing so we not only keep in touch with one another but our club will also receive a substantial amount of your entry fee that you pay to play in those games. Those funds are extremely helpful in offsetting some of the revenue lost by not being able to play at our club.

I understand from Anne that more than 90 of our members have already played in our club games on line. If you need any help, Terry or Kathy MacDonald will be more than pleased to assist you in doing so. It is very easy once you have been shown how to log into our club game.

These are uncertain times for all of us in so many different ways. Therefore, it is all the more incumbent to continue to stay active in the game we all love to play and to support our club at the same time.

Your comments and suggestions are always appreciated especially in these unique times we are all experiencing these days.

John Gerretsen. past president

## **TREASURER'S REPORT**

### **March 2020**

Revenue for the month of March 2020 was \$4,160.68 and Expenses were \$7,404.68 for a Net Loss of \$3,244.00.

March was an unusual month in that we were unable, because of the club closure, to generate much in the way of income while our major expenses remained the same. In order to meet those expenses, and our lease obligation for April, we cashed one of our GICs.

I have also prepared an Income Statement for our Fiscal Year April 1, 2019 to March 31, 2020. Revenue for the year was \$124,524.16 and Expenses were \$134,023.50 for a Net Loss of \$9,499.34. If we remove March's loss from that amount, because March was an unusual month, our loss for the year was \$6,255.34, or \$568.00 per month. This alone, regardless what happens as a result of our shutdown, indicates to me that we need an increase in table fees when we reopen.

Hoping this report finds you safe and healthy.

W.A. Mitchell

Treasurer

**Kingston Duplicate Bridge Club Inc**  
**Balance Sheet As at 2020-03-31**

**ASSET**

<b>Current Assets</b>		
Directors Draw	100.00	
Cookie/food Draw	250.00	
HST Savings Account	726.76	
Chequing Bank Account	8,114.85	
Total Cash		9,191.61
GIC	9,528.51	
GIC 2	5,000.00	
Total Investments		14,528.51
KingstonRegional2020 Advance	4,500.00	
Kingston Sectional Advance	500.00	
Total Receivable		5,000.00
Prepaid Rent/Lease	3,747.19	
Union Gas Deposit	410.00	
Total Prepaid Expenses		4,157.19
<b>Total Current Assets</b>		<b>32,877.31</b>
<b>Capital Assests</b>		
Club Furniture and Equipment	3,872.72	
Accum Deprec-Club Furn & Equip	-3,600.00	
Net - Club Furniture & Equipment		272.72
Tournament Furniture & Equipm...	11,000.00	
Accum Deprec - Tourn Furn & E...	-3,100.00	
Net - Tourn Furn & Equip		7,900.00
Facility	9,393.24	
Accum Depreciation - Facility	-4,585.27	
Net - Facility		4,807.97
<b>Total Capital Assets</b>		<b>12,980.69</b>
<b>TOTAL ASSET</b>		<b>45,858.00</b>

**LIABILITY**

<b>Current Liabilities</b>		
Cheques Not Yet Cashd	326.75	
Total Accounts Payable		326.75
HST charged on Sales	3,077.31	
HST Paid on Purchases	-2,488.37	
HST Owing (Refund)		588.94
<b>Total Current Liabilities</b>		<b>915.69</b>
<b>TOTAL LIABILITY</b>		<b>915.69</b>

**EQUITY**

<b>Owners Equity</b>		
Retained Earnings-Previous Year		54,441.65
Current Earnings		-9,499.34
<b>Total Owners Equity</b>		<b>44,942.31</b>
<b>TOTAL EQUITY</b>		<b>44,942.31</b>
<b>LIABILITIES AND EQUITY</b>		<b>45,858.00</b>