



**Minutes of the KDBC Inc. Board of Directors Meeting
10 May, 2016
Held at the Bridge Centre, 645 Gardiners Road.**

Present: Marvin Baer, Sharon Boal, Pat Briggs, Terry Demers, Bob Fowkes, John Gerretsen, Bente Miller, Marlene Young, Riet Haaksman, Charlie Waddell, Marilyn Lindsay, Paddy Allen

Regrets: Elaine Kehoe, Elizabeth Stott

Guests: Gaylia Ohlman, Peter Clark

Welcome and call to order.

John welcomed everyone and called the meeting to order at 4:30.

1. **Adoption of Agenda (Attached as Annex A)**
Moved by Sharon, seconded by Marlene to accept the agenda. Carried
2. **Approval of Minutes of April 12th Meeting**
Move to June meeting as not all members were able to read minutes. To be resent to all members.
3. **Treasurer's Report (attached as Annex B)**
 - Pat reported that we had an adjusted bank balance of \$19,149.96 as at April 30th
 - Pat's notes detailing financial activity to be attached to the minutes (attached as Annex C)
Moved by Sharon, seconded by Charlie that we approve the Treasurer's Report Carried
 - Letter received from Riocan acknowledging the \$9,000.00 settlement.
 - John confirmed that Gaylia will do our audit.
4. **Manager's Report. (attached as Annex D)**
 - Club to participate in Longest Day Charity Game on June 20th. The charity will be the local Alzheimer's Society
Moved by Marvin, seconded by Charlie Carried
 - KGH holds charity bridge games twice per year. It is suggested that we offer the use of our venue for their use as a community outreach.
Moved by Pat, seconded by Bob Carried
 - We continue to experience problems with gum under tables and chairs. Does anyone have and suggestions for solutions to this problem?
 - Discussion about cleaning tables and chairs. Cleaner has suggested she bring in an additional cleaner to complete this task on a different day as most of their time is spent cleaning the floor.
What is the projected cost for this?
 - Suggestions for June newsletter

- Report on Regional
- Reminder to call the club re partnerships (leave message)

Moved by Pat, seconded by Marilyn approval of Manager's Report

Carried

5. Business Arising from the Minutes.

- Charity game for Loving Spoonful raised \$3511.00
- Safety Report – Kevin to present at next meeting
- Duties of Officers – send duties to John for inclusion at next meeting

6. Report on Kingston Regional 2016

- Enthusiastic and positive
- Volunteers for making coffee needed
- Need a contract for bidding boxes and bridgemates
- Need storage for tables after the event – approx. 60 tables measuring 3 x 3
- Supplies required – bridgemates, bidding boxes, boards
- Previous problems with printers – the director in charge is responsible (Guy)
- Entry fee is \$16.00

7. Other matters and unfinished business

- It was suggested that a checklist for Director's be developed to ensure that all duties are completed each session

8. Social Convenor's Report (Attached as Annex E)

9. Adjournment and Next Meeting Date.

At 6:55 Charlie made a motion to adjourn the meeting. Next meeting June 14.

Carried

Attachments:

Annex A: Agenda

Annex B: Treasurer's Report

Annex C: Treasurer's Notes

Annex D: Manager's Report

Annex E: Social Convenor's Report

John Gerretsen, President

Bente Miller, Secretary

KINGSTON DUPLICATE BRIDGE CLUB INC.

AGENDA for the meeting of May 10, 2016

1. Adoption of Agenda.
2. Approval of Minutes of April 12,2016 Meeting.
3. Treasurer's Report.
4. Manager's report.
5. Business arising from the Minutes.
 - Charity Report
 - Safety Report
 - Duties of Officers
 - Donations
6. Report on Kingston Regional May 2016. Gaylia Ohlman.
7. Other matters and unfinished business.
8. Adjournment and next meeting date.

Annex B

Kingston Duplicate Bridge Club

Treasurer's Report

April 30, 2016

Bank Balance as of April 30th	<u>\$21,435.02</u>	
Adjusted Bank Balance April 30th	<u>\$19,149.96</u>	(after cheques cleared)
Bank Balance as of March 31 st	\$27,973.36	

Income in April (*minus HST)

Fees	\$9,161.08*	
Passes – A	\$1,019.47*	(9)
Passes – B	\$345.13*	(6)
Donations	\$266.00	
Membership	\$79.63*	
Sales	\$601.77*	(bridge books = \$446.91*)
Over/(under) cash	\$16.75	(Table fees extra)
Water Sales	\$107.45	
Coffee Sales	<u>\$272.75</u>	
Total	\$11,870.03*	

Expenses in April (*minus HST)

Directors fees	\$1,466.00	
Cleaners fees	\$400.00	
Managers fees	\$1088.10	
Bridge Lessons	\$242.95	
ACBL fees	\$584.17	
CBF fees	\$179.00	
Rent	\$3,568.75*	
Utilities	\$341.45*	
Bridge Books	\$908.65*	
Insurance facility	\$86.31*	(monthly)
Facility Supplies	\$109.56*	(toilet paper, paper towels, etc)
Coffee Supplies	\$315.00	
Water Supplies	\$33.33	
Cookies/food	\$168.72*	
Other Social	\$33.40*	
Office Supplies	\$101.05*	
Inventory	\$1049.73*	(cards, bid boxes, convent cards/holders)
Game Supplies	-\$208.65*	(sale of inventory)
Maintenance	\$112.42*	(facility – shelves)

Bank charges	<u>\$10.94</u>
Total	\$10,590.88*

April 2016 Gain/(Loss) = \$1,279.15

Stats:

- Players: individuals: 1222 free plays-Board: 56 free plays-awards: 55 prepaid: 16
 passes used: 297 Total: 1646
- Tables: 411.5

Comments:

- April cheques not yet cleared = \$2,888.64; May deposit (Apr games) = \$603.55
- HST owing for Apr 1st to Apr 30th: \$725.36

Pat Briggs, Treasurer

Annex C

My April notes for the May 10th meeting.

We are finally finished with the Frontenac Mall as they cashed the \$9,000 cheque last month although I have not heard whether we have had a letter from RIOCAN to that effect. One thing at a time.

The adjusted bank balance on my treasurer's report (\$19,149.96) is the April 30th bank balance minus the O/S cheques plus the \$603.55 (April games) deposited after April 30th. When there are games at the end of the month I cannot get the cash from those games to the bank before the next month.

Donations from some lessons more than pays for the cost of the other lessons. (See income column and expense column.) There has been positive feedback from all the lessons.

It is amazing how well the volunteers are doing in taking the cash before the games. We have had bad nights (under) but good nights (over) and ended this month over by \$16.75. The bad months seem to be the STaC games. Maybe the players who have passes forget to pay the extra \$1.00. Perhaps the director could remind players of the extra fee when he makes his announcement before a STaC game. Also, a couple of players forgot to pay (got distracted when they came in) and when asked about it paid quickly (embarrassed).

The category game supplies under the expense column combines the purchase of supplies in April minus the sale of supplies to Gaylia (\$389.38) for the tournament. Much of these supplies had been purchased previously and the cost is recorded in a previous month.

STATS

	Individuals	free plays/awards/prepd	Passes	Tables
2015	1104	74	280	364.5
2016	1222	bd56/aw55/prpd16	297	411.5

Respectfully submitted
Pat Briggs, Treasurer

Annex D

Club Manager's Report

April 12, 2016

Carryover from March

- Charity game for the Loving Spoonful is arranged. Money will be collected all week. Cake or special food? Free coffee?
- ABC award is ready to be introduced to the club.
- Welcome packages are being organized.
- 60 emails have been sent to beginners and students for the Rookie-Master game. I have left a message for Mel Hazel and will try to get a flyer out to Erling.

New Business

- a) Changes have been made to the ACBL Cooperative Advertising Program. Starting on April 1 reimbursement changes from 80% to 50% with a maximum of \$500. The CAP approved website must be included.
- b) More ACBL changes to sanction fees. Charity games are increased from \$4 per table to \$5 per table. The club usually covers this fee.
- c) Good news. We have had some big games recently and may have to use our collection tables in the near future. We have 25 tables with spares in the back. I am not certain if by law we have a limit on the number of tables or people in our room.
- d) Stats Canada has been calling about HST on our food and beverages.
- e) Who should be calling to arrange teams for Thursday team games?
- f) 3rd and 4th Thursdays have had poor attendance. Could we arrange something exclusive for I/Ns.
- g) 1st Thursday Mentor games have a limit of 400 masterpoints. Should we reduce this to 300?

Upcoming Events in May

- 1) Saturday, May 7. 2 session Dennis Johnston Team Game. Start time 10:00. Any suggestions on low limits?
- 2) Saturday May 17-23 Kingston Regional. I will need help at the registration desk. If anyone can get gift certificates for door prizes (usually restaurants) that would be great. \$20 is the minimum we award. I approach Minos, Grizzly Grill, River Mill, Ramekins and others.

Annex E

Hi again, wow the months go by fast, hard to believe it's May 1st already. Time goes fast when you're having fun. Here are the expenses for April.

Cookies, crackers, cream, milk etc.	\$ 168.72
Party expenses (plates & cake).	\$ 33.40
Facility supplies (toilet paper, Kleenex & paper towels).	\$ 31.09
Cards (get well & sympathy)	\$ 11.00
Pop & water	\$ 33.33
GST.	\$ 16.43
Total.	\$293.97

Had a busy month with the Rookie Master game, the charity game and the special team game organized by Reit and Charlie. During the month we sent 4 cards to members. Thanks to all who brought in goodies for the Rookie Master game. The snacks were delicious. The cheese and crackers seem popular and we are now using 5% cream.

Thanks also to everyone who helps keeping the kitchen area tidy.
Have a good month.

Chimo
Bob

Sent from my iPad