



Kingston Duplicate Bridge Club Inc
Minutes of the Board Meeting
June 13, 2017
Held at the Bridge Centre

Present: John Gerretsen, Marvin Baer, Bod Fowkes, Carol Harries, Bill Mitchell, Marilyn Lindsay, Marg Beck, Elizabeth Stott, Suzanne Lambert, Glenn Torrie, Bill Mitchell, Terry Demers

Regrets: Marlene Young

Guest: Gaylia Ohlman

1. Welcome and Adoption of Agenda

Annex A

John welcomed everyone at 4:10. Marvin requested we add nominating committee to the agenda. Added to item #7. John requested we move update of Regional to top of agenda.

Moved by Marvin, seconded by Terry to accept revised Agenda

Carried

2. Approval of May Minutes

Marlene the secretary is away. Carol and Terry have corrections and will discuss them with Marlene. Approval withheld until next meeting. John and Bill did not receive May minutes.

Terry will forward a copy.

**Update re: May 2017 Regional
Financial Report**

Annex B

Our regional chairperson Gaylia Ohlman reported on the regional held at the Ambassador May 29 – June 4. It was a very good tournament with increases in player and table counts. There were some director issues. In an I/N team game some players left prematurely not aware of the consolation round. There was an increase in the I/N numbers and also in players with fewer than 15 masterpoints. Net sales were over \$60,000, total revenue up \$1500. Tournament expenses were up over \$4100.

\$6,185 was paid for rooms for directors and Paul Thurston. 155 players stayed at the Ambassador. The total nights is not known. Some players were not able to book rooms. The ballroom cost \$250 per day/Ontario room \$175 per day. Last year the Ontario room was free. Free dinners were offered Friday and Saturday. About 150 plates of lasagne were served on Friday: 175 plates of chili were served on Saturday. The cost of the dinners was \$5327. It was agreed that the food was not well received. No fruit was available and coffee was free in the morning.

The cost of gifts and prizes increased by over \$1500. There are prizes left over from both tournaments and next year's cost should be considerably lower.

Gaylia explained that she personally invested \$10,000 when hired as Regional chairperson. She used \$5,000 to make a partial payment to Ed and Moira for tables, bidding boxes and boards etc. She has purchased other supplies. At this point Ed has been paid off in full. Outstanding amount owed to Gaylia is \$3000. Gaylia has agreed to donate all equipment and supplies to the club after she is paid.

Motion made by Terry:

- To accept the \$2500 Gaylia has agreed to pay to the club.
- To accept from Gaylia all the equipment and supplies. We need a list of the inventory.
- To pay Gaylia the outstanding balance of \$3000 owed to her.
- For the KDBC to arrange for storage of equipment and supplies.
- For the KDBC to advance to the 2018 chairperson an agreed amount of seed money and approval for the use of the club's equipment and supplies.

Seconded by Elizabeth

Carried

Gaylia requested an audit of the 2016 and 2017 Regional.

Carryover

The sanctions are in place for the 2018 sectional and regional tournaments. The regional is scheduled for May 15-21. The Ambassador may have only 2 rooms available weekends for players to book. Other venues are being considered: St. Lawrence College, Portsmouth Harbour, Ramada. Bob suggested the Invista Centre.

Charlie inquired about the \$20,000 donated by the KAP (Kingston Accommodation Partners). This donation was arranged by Ed O'Rielly and \$5000 was paid each year, ending this year to the Canadian Bridge Federation. The CBF charged \$20000 to host this event.

John thanked Gaylia for her report and Gaylia left.

John asked about the special meeting arranged at the last board meeting dated 9 May. Minutes of the special meeting are not available at this time. Bill responded that a committee of Sharon Boal, Bill and Charlie met with Gaylia on 10 May. Gaylia presented her proposal to host the 2018 regional. A special board meeting was called on the 16th to discuss the proposal.

Elizabeth raised

concerns about the meeting. Gaylia asked for a 50% increase but the proposal did not include any justification or information. Bob felt that this amount was very high compared to what other chairs receive. John noted his surprise at the special meeting arranged during his absence. Marvin commented that there was a sense of urgency about the regional. He suggested we put forth a reconsideration of the proposal and have a new vote.

A motion was made by Marvin to offer Gaylia 7500 to chair the 2018 Regional. Seconded by Marilyn. Carried

Terry wanted to discuss issues such as the schedule of the 2017 regional, free plays etc. but Carol advised this should not be included at this time.

3. Treasurer's Report

N/A at this time

Information from treasurer

Annex C

Bill agreed to continue providing a monthly treasurer's report for the website. He will forward the report to the club manager who will then forward it to the webmaster. He does not have this month's report available at this time and it will be included in next month's minutes. He provided some information that is attached. Bill purchased \$190 of printing and office supplies.

Terry motioned to pay Bill for purchases, seconded by Marilyn.

Carried

4. Club Manager's Report

Annex D

New Chairs: Charlie and Terry to present a proposal at the next meeting with the intention of purchasing some new chairs and retaining chairs in good condition.

Carryover

Kevin's notice of the club's policy on DNR is to be distributed and posted at the club.

Terry motioned that John presents Moira and Ed each with 20 free plays and a thank you card from the club in thanks for the donation of bridge books. Seconded by Marilyn. Carried

5. Social Director's Report

Annex E

Bob has ordered the liquor licence for the Anniversary party. The LCBO may be on strike starting July 1. He will be absent for the AGM but will make arrangements with the Pasta Shelf for the food. Marlene will be in charge. Ramekins will provide the meal for the Christmas Party. Sybil has agreed to provide her delicious desserts.

6. Business arising from the minutes

Regional discussion above.

7. New and unfinished business

Marvin requested volunteers for the nominating committee. Terry and Marilyn volunteered.

Carol motioned that the meeting be adjourned.

Next meeting July 11.

Meeting adjourned at 6:20.

Carried

Acting Secretary Terry Demers

President John Gerretsen

Attachments:

- Annex A Agenda
- Annex B Financial Report for the 2017 Regional
- Annex C Treasurer's information
- Annex D Club Manager's Report
- Annex E Social Chair Report

Annex A

KINGSTON DUPLICATE BRIDGE CLUB INC.

AGENDA for the meeting of June 13, 2017

- Welcome and Adoption of Agenda

- 2. Approval of Minutes May Meeting .

- 3. Treasurer's Report.

- 4. Manager's report.
- 5. Social Director's report.

- 6. Business arising from the Minutes.

Update re: May 2017 Regional.
Review of 2018 Regional.

- 7. New and unfinished business.

- 8 . Adjournment and date of next meeting

Kingston Regional
Comparative Balance Sheet

	As at 6/30/2017	As at 7/31/2016
ASSETS		
Current Assets		
Cash on Hand	6.87	0.00
Canadian Bank Account	797.03	192.00
U.S. Bank Account	1,942.71	1,604.94
Equity Shares	25.00	25.00
Total Cash	2,771.61	1,821.94
Total	0.00	0.00
Total Current Assets	2,771.61	1,821.94
Capital Assets		
Tables	4,450.00	4,450.00
Depreciation Tables	-845.50	-445.00
Total Tables	3,604.50	4,005.00
Bidding Boxes	1,625.00	1,625.00
Depreciation- Bidding Boxes	-305.06	-162.50
Total Bidding Boxes	1,319.94	1,462.50
Boards	3,950.00	3,900.00
Depreciation - Boards	-746.00	-390.00
Total- Boards	3,204.00	3,510.00
Misc Equipment	65.50	0.00
Silver Cases for Boards	820.00	0.00
Total Cases	820.00	0.00
Total Capital Assets	9,013.94	8,977.50
Equipment		
Total Equipment	0.00	0.00
TOTAL ASSETS	11,785.55	10,799.44
LIABILITIES		
Current Liabilities		
Accounts Payable	0.00	5,000.00
Total Current liabilities	0.00	5,000.00
Long Term liabilities		
Loans from Shareholders	3,000.00	2,000.00
Total Long Term liabilities	3,000.00	2,000.00
TOTAL LIABILITIES	3,000.00	7,000.00
EQUITY		
Retained Earnings		
Retained Earnings - Previous Year	3,799.44	0.00
Current Earnings	4,986.11	3,799.44
Total Retained Earnings	8,785.55	3,799.44
TOTAL EQUITY	8,785.55	3,799.44
LIABILITIES AND EQUITY	11,785.55	10,799.44

**Kingston Regional
Comparative Income Statement**

	8/1/2016 to 6/30/2017	8/1/2015 to 7/31/2016
REVENUE		
Entry Fees		
Entry Fees	60,088.68	56,871.70
U S Entry Fees	<u>384.01</u>	<u>1,653.96</u>
Net Entry Fees	60,472.69	58,525.66
Net Sales	<u>60,472.69</u>	<u>58,525.66</u>
Other Revenue		
Table Rental Revenue	0.00	1,391.65
Donations-Income	36.48	250.00
Lunch Sales	860.00	382.50
Miscellaneous Sales	165.00	0.00
Book Sales	<u>597.00</u>	<u>0.00</u>
Total Other Revenue	<u>1,658.48</u>	<u>2,024.15</u>
TOTAL REVENUE	<u>62,131.17</u>	<u>60,549.81</u>
EXPENSE		
Purchases		
Net Purchases	<u>0.00</u>	<u>0.00</u>
Total Cost of Goods Sold	<u>0.00</u>	<u>0.00</u>
General & Administrative Expenses		
Ambassador Rental	2,768.50	847.50
Ambassador-Accomadations	6,185.62	6,094.00
Ambassador-Lunches	932.72	499.34
Ambassador- Fruit	0.00	3,216.29
Ambassador-Food	5,327.96	0.00
Hospitality-Bar	0.00	610.20
Staff Meals	289.11	291.95
Directors Fees	20,717.77	19,712.80
Gifts and prizes	3,586.25	2,081.58
Coffee Supplies	263.40	153.67
ACBL Fees	6,488.79	5,625.88
Hospitality	0.00	3,444.20
Entertainment	0.00	300.00
Caddies	960.00	700.00
Unit Fees	<u>715.00</u>	<u>528.00</u>
Total Tournament Expenses	48,235.12	44,105.41
Tournament Expenses	<u>48,235.12</u>	<u>44,105.41</u>
Other Expenses		
Management Fees	5,000.00	5,000.00
Printing Costs	671.97	631.15
Computer and Printer Rental	0.00	117.00
Boards	780.00	680.00
Tournament Supplies	240.00	440.11
Office Supplies	358.94	238.30
Postage	105.94	531.21
Decorating	576.49	0.00
Delivery Expense	168.38	394.82
Van Rental	0.00	300.00
Misc Expenses	100.45	28.98
Shipping and Handling	0.00	426.41
U S Exchange	<u>8.71</u>	<u>359.48</u>
Total	8,010.88	9,147.46
Depreciation Expense	<u>899.06</u>	<u>997.50</u>
Total Other Expenses	<u>8,909.94</u>	<u>10,144.96</u>
Charitable Donations		
Donation	<u>0.00</u>	<u>2,500.00</u>
Total Charitable Donations	<u>0.00</u>	<u>2,500.00</u>
TOTAL EXPENSE	<u>57,145.06</u>	<u>56,750.37</u>
NET INCOME	<u>4,986.11</u>	<u>3,799.44</u>

Treasurers Report May 2017

Hello Esteemed Board Members,

Unfortunately, I am having problems with the software that has been used by the past treasurer. I will be booking some time with Pat and Bob to get me over this hump.

In the meantime, I have attached a copy of this month's bank statement which shows exactly what happened in our bank account during the month of May. Highlights are:

OPENING BALANCE	\$30,599.40	
DEPOSITS	\$21,107.77	(9958.47) GIC Cash in
WITHDRAWALS	\$24,543.34	(9958.47) GIC Repurchase, (5000.00) New GIC
CLOSING BALANCE	\$27,063.83	

The "GIC Cash in" and "GIC Repurchase" refer to the renewal of our existing GIC. "New GIC" refers to a brand new GIC in the amount of \$5,000.00 that the club purchased at the time of the Treasurer changeover from Pat to Bill.

So actual income of \$11,149.30 not including the deposit of the expired GIC, and actual expense of \$9,584.87 not including the purchase of 2 new GIC's, for a net income of \$1,564.43 for the month of May 2017.

STATS: May 2016, May 2017

	Indiv.	Free	Free	Prepaid	Passes	# of
	Players	Board	Awards			Tables
2016	894	34	45	19	120	278
2017	1,486	75	33	46	223	352.5

Respectfully submitted: William A. Mitchell, Treasurer

Account Activity - Historical Details

COMMUNITY PLAN PLUS - 139 5006453 \$22,837.54

OK

May 2017

Balance as of Jun 08, 2017: \$22,837.54

Available Balance as of Jun 08, 2017*: \$22,837.54

Reverse Date Order

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Date	Description	Debit	Credit	Balance
May 31, 2017	CASH DEP FEE	11.54		\$27,063.83
May 31, 2017	ACCT BAL REBATE		4.95	\$27,075.37
May 31, 2017	MONTHLY PLAN FEE	4.95		\$27,070.42
May 31, 2017	Hydro One BPY	270.31		\$27,075.37
May 29, 2017	GC 0190-DEPOSIT		1,408.10	\$27,345.68
May 25, 2017	GC 0190-DEPOSIT		2,374.45	\$25,937.58
May 24, 2017	CHQ#01737-4143992907	624.89		\$23,563.13
May 24, 2017	CHQ#01743-2144318377	583.81		\$24,188.02
May 23, 2017	CHQ#01738-3144025247	552.49		\$24,771.83
May 23, 2017	CHQ#01730-2141944621	113.19		\$25,324.32
May 18, 2017	CHQ#01744-0144738491	50.00		\$25,437.51
May 18, 2017	GC 0190-DEPOSIT		1,657.50	\$25,487.51
May 17, 2017	CHEQUE ORDER CHARGES	141.42		\$23,830.01
May 16, 2017	00139/8649431/14 TRM	9,958.47		\$23,971.43
May 16, 2017	00139/8649431/13 TRM	5,000.00		\$33,929.90
May 15, 2017	CHQ#01739-2143129447	765.00		\$38,929.90
May 15, 2017	CHQ#01741-0141340604	686.08		\$39,694.90
May 15, 2017	00139/8649431/12 TRM		9,958.47	\$40,380.98
May 11, 2017	CHQ#01745-1141926195	78.27		\$30,422.51
May 11, 2017	DEPOSIT		2,091.80	\$30,500.78
May 04, 2017	CHQ#01734-2141587372	76.65		\$28,408.98
May 04, 2017	CHQ#01735-2141587369	1,141.65		\$28,485.63
May 04, 2017	DEPOSIT		2,891.50	\$29,627.28
May 03, 2017	CHQ#01708-3300088297	4,032.69		\$26,735.78
May 02, 2017	CHQ#01736-0141748076	210.89		\$30,768.47
May 02, 2017	FIRST INSURANCE LOAN	88.61		\$30,979.36
May 02, 2017	MONTH END S/C		10.00	\$31,067.97
May 02, 2017	DEPOSIT		711.00	\$31,057.97
May 01, 2017	Hydro One BPY	252.43		\$30,346.97
Date	Description	Debit	Credit	Balance

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KDBC Club Manager's Report

June 2017

Carryover

8. New chairs:

I found 3+ Canadian companies selling stacking chairs. The price ranges from \$45 to \$89. (not including shipping) The price difference is the thickness of the foam (1" – 3"). Vinyl is black and one company sells oxblood. Fabric chairs are about the same price with wider colour selection. Since the cost to cover only the seat is about \$26 and over 50 chairs need repair I suggest we purchase new chairs. We have 30 tables and would need 120 chairs. We could order 60 oxblood and repair 60 chairs using the best frames and seats.

9. During the tournament part of the floors were stripped and sealed. This is the 4th attempt to remove the black sticky compound. The landlord mentioned that if this does not work a new floor (similar to our new neighbour's) would cost about \$10,000-\$12,000 and we would have to cover 50%.

10. 9 tables participated in the memorial game for Bente. Some players voiced a concern over the strength of one team whose players have more masterpoints and usually play in the open section. The I/N section is a non-life master game and once players become life masters they can no longer play in any I/N games.

11. Alzheimer's game. Ina Demme (CBF) has agreed to our request to hold a game and give donations to our local branch. I will call Ina to add our donations to the Canadian total.

New Business:

- Kevin, our health and safety rep has suggested we make our members aware that we are prepared to honour any legal do not resuscitate requests. We would need a copy of the form issued by the doctor.

Annex E

Hello again, here are the expenses for May 2017

Cookies, candy, chips etc.	\$ 140.09
Facility supplies (toilet paper etc).	\$ 31.72
Other supplies(pop, water, milk etc).	\$ 51.04
HST.	\$ 16.97
Totals.	\$ 239.82

We sent 5 cards to members this month. I have applied for a Special Occasions Permit for our anniversary party on 15 July. Hopefully we will get it before they go on strike. Talked to Joe at Ramekins and they will cater our Christmas party for the same cost as the last 2 years.

See you Tuesday.

Chimo

Bob