

KINGSTON DUPLICATE BRIDGE CLUB INC

MINUTES OF THE BOARD MEETING

JULY 11/2017

HELD AT THE BRIDGE CENTRE

PRESENT:

John Gerretsen	Bill Mitchell
Marvin Baer	Marilyn Lindsay
Bob Fowkes	Glenn Torrie
Carol Harries	Terry Demers
Marlene Young	Charlie Waddell

REGRETS:

Suzanne Lambert	Elizabeth Stott
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Marg Beck

GUEST:

1. Welcome and Adoption of Agenda

John welcomes all and asks for adoption of agenda with the additions (anniversary barbeque, review money collections at the door).

Moved by Glenn

Seconded by Bill

carried

2. Approval of June Minutes

Moved by Carol

Seconded by Marlene to accept with correction.

carried

May meeting notes still need to be approved with corrections, Marlene is to forward corrections to board for approval.

3. Treasurer Report: Attachment 1

Bill is feeling better about his duties, and tells us we are being charged 10 to 12 dollars a month to deposit cash in the bank. We decided to not try to find a way to avoid this fee. Bill will set up on line assess to our accounts. There could be some changes to our financial report due to timing of charges, and deposits, but bottom line will remain the same.

Terry questions are all free plays recorded? It was decided that all are counted, and that last minute call ins have free plays, these as well are recorded on our daily cash sheets at game time. It was also

noted that Brian is given free plays for dealing and these are also recorded. Marvin asks if we need to continue depreciation of our assets ,we will continue beginning in July/2017. John tells us we are in good financial position partially due to our successful regional, and it is time to move forward from further regional discussions.

Acceptance of Financial Report: Attachment 2

Moved by: Bill

Seconded by: Charlie

carried

4. Club Manager's Report: Attachment 3

Dealing machines will be sent one at a time to be serviced (not sure where servicing will happen). The issue of stratification will be left up to directors. Terry will leave info for our directors.

Bill has suggested we use the clock for all games, and directors will decide on time decisions, and instructions for enforcement of such. The Monday and Wednesday night games are most in question. John will speak with our directors for those evenings with our suggestions.

Acceptance of report:

Motioned by Terry

Seconded by Charlie

carried

5. Social Director's Report: Attachment 4

Bob reports that his expenses will be higher for the month of August as he is purchasing for two months. Bob is away in September. We have our Memorial game on Sept 20/17, a wed. evening and our AGM meeting will be Sept. 09/17 at 12.30 pm. This event will not be licenced and include dinner (Marlene will look after food arrangements, in Bob's absence).

Acceptance of Report:

Motioned by Bob

Seconded by Bill

carried

6. New Business:

January's sectional will be looked after by Brian, as last years event was. Profits will be shared between the club and Brian.

It has been determined that we need to have more and permanent storage, John will explore the rental options at Martin storage and perhaps other locations as well. Terry suggest we need to proceed with a

larger storage unit as we have a lot of tables and chairs plus many other supplies to store, these items should all be inventoried at time of storage.

Acceptance of decision to lease a large storage unit:

Motioned by Terry

Seconded by Glenn carried

7. Unit Report:

Sharon shared highlights from the annual general meeting of the unit held Saturday July 08 in Ottawa and refers executive members to the minutes of that meeting for complete details.

Kingston needs to make a decision, as to how we will choose our representative to the unit, and how we will inform the unit of our decision. Marvin suggests that our unit rep should be a member of our executive, so they are well informed as to club business, all agreed.

8. New and unfinished business:

Some of our bridge mates need servicing, Terry will number our machines so we can identify which machines are not operating properly, and report them to Terry. The decision to have bridge mates serviced was

Motioned by Marilyn

Seconded by Carol carried

Further discussion of dealing machine servicing:

Our dealing machines also need servicing they have been heavily used. (2009 model-23,000 deals and 2010 model-132,000 deals) The cost of servicing is about \$350.00/unit plus shipping.

Follow up to Gaylia's letter re: Regional

We have paid the fees of \$5000.00 for 2017, and \$7500.00 for next years tournament (A contract has been signed with Gaylia agreeing to pay Gaylia \$7500.00 to chair the 2018 Regional with the balance of funds being returned to the club.) John has asked us once again to celebrate Gaylia's and the regionals success, and end discussions of such.

Bill suggests we invite our site owners to attend our anniversary barbeque.

Follow up to fees collection. Collectors may collect fees at door in whatever manner they feel confident with.

Motioned by Glenn

Seconded by Charlie carried

Glenn proposed that "When a club member wishes to introduce to the club an acquaintance with little or no duplicate experience, the member and the newcomer be allowed to play as a partnership for up to

two sessions in the I/N game, regardless of the ranking of the club member, with the proviso that the partnership be ineligible for masterpoint awards for those sessions if the club member is a Life Master.” Terry will bring this proposal to Marg Beck’s attention for our I/N rep feed back, before a decision is made.

It was also discussed that we might give mentors free plays on mentee night, no decision has been made on this proposal.

Charlie has stacked chairs to be repaired and Terry and Charlie will discuss how to best proceed.

Marvin will organize board elections and be asking our members to bring names forward for positions. By August 15/17 we will have a list of candidates posted but new candidates are accepted until Aug.26/17. The elections will be held on Sept. 9/17, and we will have on line voting again this year. The time for voting will be posted on our web site.

Our election committee members are: Marvin, Marilyn, and Terry.

Glenn says club memberships have sold well, there are few to collect from yet. We will remember to collect extra fees for special games from non- members. Glenn and John will try to approach anyone who has forgotten to get their membership cards.

The meeting was adjourned by Carol

Next meeting will be Aug. 15/17 (Terry will be away)

Secretary Marlene Young

President John Gerretsen

Attachments:

Attachment 1:

Treasurers Report July 11, 2017

Things are going much smoother for me. I understand the software better and John and I got some issues with the bank straightened out. They are charging us \$2.50 per \$1,000 for any cash deposits over \$5,000, this fee is under review. They wouldn't give me on-line access to the account before, I now have it.

We had an income of \$8,144.10 and expenditures of \$7,398.40. Income includes a cheque from the 2017 Regional Tournament of \$2500, as per agreement, to replace lost revenue from the Club being closed. We weren't charged the Cash Deposit Fee in June. I don't know why, perhaps a decision has been made and I haven't been informed.

Statistics June 2016, June 2017

	Indiv.	Free	Free	Prepaid	Passes	# of
	Players	Board	Awards			Tables
2016	1,072	51	31	38	207	347.5
2017	998	63	13	43	159	319

Respectfully submitted: William A. Mitchell, Treasurer

Attachment 2:

Page 1

Kingston Duplicate Bridge Club Inc

Balance Sheet As at 2017-06-30

ASSET

Current Assets		
Directors Draw	50.00	
Cookie/food Draw	250.00	
Petty Cash	200.00	
Chequing Bank Account	28,122.80	
Total Cash		28,622.80
GIC	9,528.51	
GIC 2	5,000.00	
Total Gic + Interest		14,528.51
Acc. Rec. Next Month	2,944.60	
Total Receivable		2,944.60
Prepaid Rent/Lease	3,747.19	
Hydro One Deposit	430.00	
Union Gas Deposit	410.00	
Total Prepaid Expenses		4,587.19
Total Current Assets		50,683.10

Capital Assets		
Furniture and Equipment	3,529.69	
Net - Furniture & Equipment		3,529.69
Facility	3,893.24	
Net - Leasehold Improvements		3,893.24
Total Capital Assets		7,422.93

Other Non-Current Assets		
Computer Software		236.17
Incorporation		300.00
Total Other Non-Current Assets		536.17

TOTAL ASSET 58,642.20

LIABILITY

Current Liabilities		
HST charged on Sales	3,836.02	
HST Paid on Purchases	-1,650.79	
HST Owing (Refund)		2,185.23
Total Current Liabilities		2,185.23

TOTAL LIABILITY 2,185.23

EQUITY

Owners Equity		
Retained Earnings-Previous Year		49,314.69
Current Earnings		7,142.28
Total Owners Equity		56,456.97

TOTAL EQUITY 56,456.97

LIABILITIES AND EQUITY 58,642.20

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Kingston Duplicate Bridge Club Inc

Income Statement 2017-06-01 to 2017-06-30

REVENUE

Sals Revenue		
Bridge Books	57.96	
Playing Cards	78.76	
Convention Cards/Holders	0.88	
Bidding Boxes	37.17	
Total Game Supplies Sales		174.77
Sales - Food/Drink for Games		0.00
Coffee Sales	106.81	
Water/Pop Sales	74.91	
Total Food/Drink Sales for Games		181.72
Membership Fees		13.27
Bridge Lessons Fees		26.55
Individual Game Fees	7,129.21	
Monthly Pass A	679.65	
Monthly Pass B	230.09	
Prepaid Individual Fees	254.86	
Total Game Fees - Income		8,293.81
Net Sles		8,690.12
Other Revenue		
Donations		2,218.58
Total Other Revenue		2,218.58
TOTAL REVENUE		10,908.70

EXPENSE

Cost of Goods Sold		
Coffee Supplies - Cost	105.00	
Water/Pop Supplies - Cost	33.66	
Cookies/Candies/etc	140.09	
Total Food/Drink Cost		278.75
Other Social - Expense	37.37	
Total Social - Expense		37.37
Directors Expense	1,180.00	
Cleaners Expense	553.00	
Club Manager Expense	1,296.45	
Bridge Lessons Food	16.45	
Total Subcontracts		3,045.90
Total Cost of Goods & Services		3,362.02
General and Administrative Exp...		
ACBL Fees	355.71	
CBF Fees	69.02	
Total Business Fees		424.73
Cash Short/Over		55.85
Insurance Facility	78.40	
Total Insurance - Cost		78.40
Monthly Plan Fee		0.00
Cash Deposit Fees		0.00
Office Supplies		-7.68
Facility Supplies		188.48
Rent/Lease		3,568.75
Total General & Admin Expense		4,308.53
TOTAL EXPENSE		7,670.55
NET INCOME		3,238.15

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Attachment 3:

KDBC Club Manager's Report
July 2017

Carryover

- Chairs: Terry and Charlie have been on vacation. Should have report for next meeting.
- Do Not Resuscitate information to go out to the members. I will confirm with Kevin and post.
- Dealing machines are not yet sent. Waiting to hear from Bill Halliday.
- We should be getting bidding boxes back this month.

New Business

1. Stratifying the game. It is fair and advantageous to all players that the game be stratified correctly. The director sets the strats for each game. The masterpoint levels are given to the collectors who distribute the seating arrangements. I will leave the information sheet on stratifying the game with the directors and collectors for review and post on the bulletin board.
2. Late games. We are running late on many games. We have a starting time and allow so much time per round. We should have a finishing time. No boards to be started after a set time. Directors have to keep the game going on time. Should we have a policy to make it easier for directors to end the game? It is not fair to keep directors or players late.
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Upcoming Events

Saturday, July 15 is our Annual Anniversary Party Club Championship.

The week of August 21 – 26 is a District 1 STAC.

The AGM will be held on Saturday, 9 September. This is a 2 session, 2 section unit championship.

Respectfully submitted,

Terry Demers

Attachment 4:

Social Director's Report

Hello everyone, here are the expenses for June 2017.

Cookies, crackers, cheese & candy.	\$297.83
Parties (Special occasions permit).	\$ 75.00
Paper towels, dish soap etc.	\$ 23.96
Milk, cream, pop & water.	\$ 44.58
HST.	\$ 4.61
Total.	\$445.98

Purchased the Special occasions permit as requested by the board for our 2nd anniversary party on Saturday 15 July. When we have the final total of attendees Justin will help me purchase the wine and beer required for that number of players. The chicken will be purchased from Costco.