



Present: John Gerretsen, Marvin Baer, Bob Fowkes, Carol Harries, Bill Mitchell, Marilyn Lindsay, Marg Beck, Elizabeth Stott, Glenn Torrie, Terry Demers, Charlie Waddell

Regrets: Marlene Young, Suzanne Lambert

1. Welcome and Adoption of Agenda.

Annex A

John welcomed everyone and called the meeting to order at 4:15. He gave a special welcome to Elizabeth returning after a lengthy illness. Marg requested to speak on the matter of life masters bringing new players to the I/N section as discussed at the 13 June meeting.

Moved by Bob and seconded by Marg to accept the minutes with addition. Carried

2. Approval of July Minutes.

John noted the needed corrections and will speak with Marlene. Sharon would like to add that unit information and minutes from the unit AGM are available on the unit website.

Approval of June Minutes.

Carol requested an addition to the minutes. On page 3 she would like to add that it is the responsibility of the regional committee to deal with issues concerning the regional and to direct any concerns directly to the regional committee.

Moved by Carol and seconded by Marilyn to accept June minutes with amendment.

Carried

Approval of May Minutes

Corrections have been made.

Moved by Carol and seconded by Glenn to accept May minutes.

Carried

Marg requested to speak on the issue brought forward at the July meeting proposing that life masters be allowed to bring newcomers to the game and play in the regularly sanctioned I/N games. Marg polled the I/N group and the consensus was not in favour. Many I/Ns would be nervous playing against life masters and scores would be affected. The I/Ns welcome these players to the monthly I/N mentor game (restrictions apply). Lessons are available Saturday mornings; open games Thursday mornings and Saturdays are suited to new players. The monthly open mentor game was also suggested.

3. Treasurer's Report

Annex B

Bill emailed a proposal to Board members concerning the handling of income and expenses of special events. He suggested that a float be requested before any special event and monies used be taken from that float. Bob did not want a float; instead he will use his money up front and hand in expenses after the event is over. When tickets are sold for events such as the Christmas party the money will continue to be put in the safe for the treasurer to collect. Floats will be available if requested. Bill is to make changes to the proposal.

Terry asked that the treasurer's reports provided in the previous months May to July be changed to reflect club manager fees, lessons fees and lesson income correctly in the month they occurred.

Moved by Bill and seconded by Glenn to accept the Treasurer's report.

Carried

4. Manager's Report.

Annex C

Terry suggested we need a new printer. The Board would like estimates brought to the next meeting.

5. Social Director's Report.

Bob is going on vacation August 15 to October 3. He is dropping off our dealing machine for maintenance and will be bringing it back saving us money on shipping. Marlene will be taking care of the food at the AGM. No alcohol will be served. Shirley will be taking care of the food for the regular games.

6. Business arising from the Minutes.

Update re: May 2018 regional

KDBC contract with Gaylia, appointed Chair of 2108 regional

Annex D

Agreement between Regional Tournament Committee and KDBC

Annex E

Update re: January 2018 sectional

7. New and unfinished business.

a.) Report on repair of chairs.

Annex F

Charlie has agreed to order parts and repair chairs as needed.

b.) Ownership re: equipment and supplies.

As stated in Annex E the club now owns all regional equipment and supplies.

c.) Locker Rental Costs

A locker is needed to store regional equipment and supplies. Martin's charges \$130 monthly for a 10 X 10 X 10. Glendale Storage Hwy 38 at Unity charges \$90 for a 10 X 10. John will check out this location.

d.) AGM September 9th, 2017

2 session unit championship starting at 12:30 with AGM following the afternoon game. Elections will be over before the general meeting begins. If there is a contested position advance polls will be available 1 week before election.

e.) Nomination process.

Any position on the Board except for Past President and Club Manager is open for nominations. To make a nomination two members in good standing (with approval of the candidate) presents the name of the candidate to Marvin, chair of the nomination committee. Deadline for nominations is August 26.

8. Adjournment and Date of Next Meeting

At 5:45 Carol requested the meeting be adjourned. The next meeting is scheduled for September 12 at the Bridge Centre.

Terry Demers
Acting Secretary

John Gerretsen
President

Annex A: Agenda

Annex B: Treasurer's Report

Annex C: Club Manager's Report

Annex D: Contract with Gaylia

Annex E: Agreement between Regional Committee and KDBC Inc.

Annex F: Report on repair of chairs.

Annex A

KINGSTON DUPLICATE BRIDGE CLUB INC.

AGENDA for the Board Meeting of August 15, 2017

1. Welcome and Adoption of Agenda.
2. Approval of Minutes July 11 Meeting.
3. Treasurer's Report.
4. Manager's report.
5. Social Director's report.
6. Business arising from the Minutes.
Update re: May 2018 Regional.
Update re: January 2018 Sectional.
7. New and unfinished business.
Report on repair of chairs.
Ownership re: equipment and supplies.
Locker rental costs

AGM September 9th, 2017
Nomination process (Marvin)

8. Adjournment and date of next meeting

Treasurers Report

Annex B

July 2017 July has been a quiet month. We had a Gross Income of \$9,399.67 and a Gross Expenditure of \$13,151.40 for a Net Loss of -\$3,751.73.

Several of the accounts show larger than normal changes from last month. This is, as I explained last month, because I didn't include some actual June expenses in the month of June. Since I wrote the cheques in July, for such June expenses as Social, Club Manager, etc., I was intending to record them in July. After talking to an accountant I realized this was not the proper way of accounting for actual expenses. So, in the month of July, the expenses in some accounts are inflated because they include June and July amounts. The total expense is inflated by \$1,855.81 giving us a real loss in July of \$1,896.92. This includes an unusual expense of \$3,000.00 paid to satisfy the Regional Tournament situation. So the normal operations of the Bridge Club actually generated \$1,103.08 profit in July. In the month of August everything will be recorded properly so that you will see actual August incomes and expenses.

Bob's Financial Report for the Anniversary Party isn't accurate. This is not a failure on Bob's account. Unknown to Bob, \$43.00 was borrowed from the coffee/water funds to provide a float, for making change, to the person selling the wine/beer tickets. The \$43.00 dollars that was borrowed was not returned to the coffee/water fund at the end of the event, so Bob's wine/beer sales income included \$43.00 that didn't belong. This means that the event cost \$122.68 instead of \$79.68 as Bob reported.

After the Anniversary Party I had some difficulty with the way the finances were handled. I understand they were reported as they had always been in the past, but this created some difficulty for me. I believe that Special Functions should be financed and reported outside of the Social Convener's normal monthly activities. Therefore I have created a procedure, attached, to make the recording of Special Function Finances more transparent for the recorder and for anyone else wanting to review the information. I've set up separate accounts for each of the Special Functions.

STATS: July 2016, July 2017

Indiv.	Free	Free	Prepaid	Passes	# of
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	Players	Board	Awards			Tables
2016	1063	57	30	38	206	348.5
2017	982	83	10	28	243	336

I move the following "Procedure of Accounting for Special Functions" be adopted by the Executive Board of Kingston Duplicate Bridge Club Inc.

Procedure for Accounting for Special Functions

1. FLOAT - The organizer for all special occasions will request a float, before any money is spent. The size of the float will depend on how much money the organizer thinks will be required to cover all the expenses of the event. The float request will be given to the Treasurer, who will present it to the Executive Board at a regular Executive Board meeting. The float must be approved by the Executive Board before it can be issued. Under no circumstances is the organizer to use other funds, such as the advance for Petty Cash or the advance to perform the Social Convener's function, to finance the Special Function.
2. All Expenses pertaining to the Special Function will be paid out of the float approved by the Executive Board and reported separately from any other activity of the club.
3. Similarly, all Income pertaining to the Special Function will be collected and reported separately from any other club activity.
4. If a Bridge Game is held at the time of the Special Function, any Income or Expenses pertaining to the game itself will be accounted for separately, as if for a regular game, and not reported as part of the Special Function.
5. The organizer will prepare a report listing all Expenses and Incomes, together with receipts for items purchased or returned. These will be turned over to the Treasurer, along with any cash surplus, after the function, once the organizer has had the opportunity to complete the report. If there is a deficit the Treasurer will reimburse the function organizer based on the report presented.

Moved By: W.A. Mitchell Seconded By:

Club Manager's Report
August 2017

Carryover:

- Charlie has agreed to repair chair frames. He would like to order seats and will replace them as needed.
- DNR (Do Not Resuscitate) binder is available at the desk area in the director's file. I have notified the directors, nurses and Peter Johansson of the binder. We should be getting CPR updates.
- We have not sold many of the books Moira donated to the club. I have contacted some clubs in our unit to see if they are interested in a few for their library.

New Business

The club is going to need a new printer soon. Would the board like me to purchase one or get estimates?

Upcoming Events:

August 21 – 26 District 1 StaC

Saturday September 9 AGM Unit Championship

Wednesday September 20 – Memorial Game

Thursday Evening September 28 – Mixed Pairs Championship

MEMORANDUM OF AGREEMENT

BETWEEN

GAYLIA OHLMAN

And

KINGSTON DUPLICATE BRIDGE CLUB INC.

The Kingston Duplicate Bridge Club Inc. (the Club) agrees to appoint Gaylia Ohlman as the Tournament Chair for the Kingston Regional Tournament (under the auspices of the KDBC) to be held in May 2018 subject to the following terms and conditions:

1. The Tournament Chair shall have the responsibility and authority to manage all aspects of the tournament including: obtaining the necessary ACBL sanction for 2018 and paying any fees due to it including any district or unit fees, arranging for the playing facilities and paying for same, hiring and compensating directors and caddies and any other persons that she deems should be compensated for their work on the tournament.
2. The tournament chair shall have full use of all the bridge tables, bidding boxes, dealing machines and all other sundry supplies which are the property of the Club. Club material and supplies used by the tournament committee shall be fully accounted for by the tournament committee.
3. The Club shall co-operate in promoting the tournament, encouraging members to volunteer their help to make the Regional a success. The Club will cancel club games during the week of the Regional.
4. The tournament chair shall receive \$ 7,500.00 for running the tournament and compensate any individuals that help her out of the above funds and the balance shall be donated in full to the Club without any holdbacks. She shall provide the executive of the club with a complete financial statement within 3 weeks following the end of the tournament and a complete financial report including the funds payable to the Club and including a statement on the number of free games issued as expediently as possible after all cheques have cleared.

Upon final payment to the Club Gaylia shall be absolved of all responsibility.

Signed July 2017

Gaylia Ohlman

John P Gerretsen

Kingston Duplicate Bridge Club Inc.

Annex E

MEMORANDUM OF AGREEMENT

BETWEEN

REGIONAL TOURNAMENT COMMITTEE

herein after referred to as the RTC

And

KINGSTON DUPLICATE BRIDGE CLUB INC.

herein after referred to as the Club

Whereas RTC purchased from the O'Reillys the materials herein after referred to on behalf of the Regional Tournament Committee and ultimately for the Club;

And whereas the Club is thankful and indebted to Gaylia Ohlman as Chair of the RTC and the RTC for taking the initiative in purchasing these items from the previous owner and in dealing with the previous owner on all related issues surrounding the sale and purchase of these items;

And whereas some of the proceeds of the last two Regional Bridge tournaments held in Kingston in 2016 and 2017 were used to purchase these items in addition to Gaylia's own financial resources;

RTC hereby agrees to transfer to the Club all bridge tables, bidding boxes, sets of bridge boards and cases that they are contained in having a value of approximately \$ 11,000.00.

Gaylia acknowledges that the O'Reillys has been fully compensated for all materials referred to above. She agrees to hold the Club safe and harmless with respect to any action that the O'Reillys or anyone on his behalf may take with respect to the materials sold herein.

The Club shall make arrangements as soon as possible to obtain storage space for the herein purchased material.

Signed July 2017

Gaylia Ohlman

John P Gerretsen

President, Kingston Duplicate Bridge Club Inc.

Annex F

CHAIRS

The club owns 130 chairs.

These are the original chairs from when the bridge centre began 30(?) years ago. Ed bought good quality chairs. The frames will last for ever. They clean up very nicely with stainless metal cleaner.

Ninety-six of them are in good repair and are the chairs that are at the 23 bridge tables and the cash taker and the puzzle tables.

There are 32 chairs that need new seats.

There are currently 2 or 3 that need frame repair. I took one to Kimco that was broken at the bend in the tube and I deemed non-repairable.

I realize that more chairs will break over time. These should be repaired as we have been doing. That is with a mechanical repair (nuts and bolts). It is the weld area that breaks because the weld creates a hard spot and the metal fatigues there. Eventually perhaps all the chairs will have been repaired and the club can simply replace the seats and backs as needed.

My recommendation is that we buy 50 new seats and 5 new backs from My Chair, 158 Rossdean Drive, Toronto, 416-746-4004, the original supplier. Their quote: Prices For model #101 are as follows:

New Seat or Back : 1.5" Foam, new wood, Grade 1 Vinyl: \$36.00 ea.

New Chair: Standard Chrome metal finish, grade 1 Vinyl, plastic glides. : \$90.00 ea.

Chair weight : 19Lb.

55 seats and backs: \$1980 plus shipping.

Charlie Waddell

August 9, 2017 P. T.O.

OTHER OPTIONS

1. New Chairs: \$90 each: 50 chairs = \$4500 I don't think we need new frames as the ones we have can continue to be repaired as needed.

2. Re-cover the seats and backs: This is probably the cheapest option as volunteers could do it right over the old vinyl. If we did not have a healthy bank account I would volunteer.

3. Have a local upholstery shop recover the seats and backs. Camden Uphostery - \$34.55 Strip and redo with new foam and vinyl