



Kingston Duplicate Bridge Club
Minutes of the Board Meeting
Virtually on Zoom
Tuesday, September 1, 4:00

Present: Greg McKellar, Jock Devonshire, Bill Mitchell, Sharon Boal, Charlie Waddell, Bob Fowkes, Anne Herfst, John Gerretsen, Riet Haaksman, Terry Demers

Regrets: Brian Moorby

1. **Welcome and approval of agenda- Greg** **Attached**
2. **Approval of Minutes- April 27, 2020** **Carried**
Moved by Anne, seconder Jock
3. **Treasurer's Report- Bill Mitchell** **Attached**
Bill reported that our club has a healthy bank account. We have about \$12,000 in our bank account and a \$15,000 GIC. We could be solvent for about 7-8 months if the virtual games continue as they are.
Assets presently are valued at \$38,000 and when we closed the club, they were at \$32,877. Not having to pay rent for the last 4 months is the main reason for our favourable position.
The Board thanked Bill for all the hard work he has done. Bill has continued producing monthly reports through this pandemic.
Moved by Anne to accept the Treasurer's Report, seconder Charlie **Carried**
4. **Update on the new premises- John Gerretsen**
John has not heard back from Dr. Kieran Moore, Medical Officer of Health in Kingston concerning reopening issues. John will keep us up to date.
The landlord took possession of our premises at Gardiners Road as of the beginning of May. We had left some tables and chairs but the landlord has removed and stored them elsewhere. Our new premises on Progress is not ready for occupancy so it looks like September will be rent free. The landlord presently holds 1 month rent from Gardiners Road. There was no agreement on prepaying last month's rent in the new lease.
John assured us the landlord will want us to stay with our 10-year lease. We will negotiate when the space is ready for occupancy.
It was noted that we may be responsible for 3 months rent and/or part of the renovation costs if we decide to cancel the lease.
5. **AGM**
Greg suggested we postpone the AGM indefinitely until we can convene in person. He will write an item for the membership/website.
It was agreed that holding a webinar would be difficult for the Board and for many members. Voting electronically could be done after the webinar and again be very time consuming and may be difficult and confusing to the membership.
It was agreed that we will not hold an AGM in 2020.

6. Re-opening Club

Here are a few points discussed:

- We will have to wait until we get approval from the Health Unit.
- We would not want to hold online games at the same time as face to face games.
- Everyone will have to wear masks.
- Some members want to wait for a vaccine.
- Everyone would have to sign up in advance. How many tables would be needed to make it financially feasible?
- Dividers may be purchased at \$450 per table.
- Would we keep our same schedule?
- Should we form a group to look into preparations for re-opening.

It was agreed that it would be premature to make decisions at this time. We will look into this closer to the New Year.

7. Reducing number of Board Members

We will stay as is for now but will revisit before the AGM.

8. I/N Virtual Game Masterpoint Restrictions

The limit of 0-300 was set to accommodate the newer players.

Motion made by Anne to keep the limit at 0-300. Secunder Jock

Carried

(post meeting a new limited 0-500 game will be held on Fridays)

9. January Sectional

Greg will consult with Brian about cancelling the January 2021 Sectional Tournament.

10. Carryovers

Deferred

- **This may require a change to the By-laws.** (the club manager should change from a voting member to an ex-officio member of the Board. Carried)
- It was suggested that the secretary position could be folded into the duties of the Club Manager.
- Bill to get a second key cut for the safe since he is the only one who currently has a key.
- Bill to write a letter to the Bank and arrange to have the signatures changed.
- Brian will make a recommendation about the issuance of passes.

11. Adjournment

Bill moved that the meeting be adjourned.

Date of next meeting to be announced.

Greg McKellar, President

Terry Demers, club manager



Agenda

KDBC Virtual Executive Meeting
On Zoom
Tuesday 1 September at 4:00

1. Welcome and approval of agenda. – Greg
2. Approval of Minutes April 27, 2020
3. Treasurer's Report – Bill Mitchell
4. Update on new premises – John Gerretsen
5. AGM
6. Re-opening club
 - John will contact Dr. Kieran Moore, medical officer of health at the Health Unit for his views and suggestions on reopening at the new location.
7. Reducing number of directors on the Board
 - Anne proposed the number be reduced to 9 by removing the partnership chair, combining the secretarial roles with the Club manager and removing the two members at large. One of these members can be the I/N rep. The number might be reduced further by combining the role of promotions with social.
8. I/N Virtual game masterpoint restriction.
9. January Sectional - Brian
10. Carryover from April Board meeting.

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

11. Adjournment. Date of next meeting.

TREASURER'S REPORT

July 2020

Revenue in the month of July was \$5,763.78 while Expenses were \$3,388.74 yielding a Net Income of \$2,375.04.

Upon generating the Balance Sheet report, I discovered some unusual amounts in the HST accounts. A little bit of research disclosed that I had not been applying HST to our ACBL income. I had to adjust entries in May, June and July. As a result, I have had to reissue Income Statements for May and June. I apologize for any confusion this may cause.

Our net income from the online games is averaging about \$3,300.00, minus some misc. expenses of about \$500.00, leaving \$2,800.00 per month. We have Current Assets of \$38,404.49, of which, \$1,260.00 is not accessible and \$14,528.51 is tied up in GICs. That leaves \$22,615.98 with which we can pay rent when we inhabit our new space. The rent will be \$4,390.61 per month including HST. This equates to 5 month's rent. At the end of the 5 months, we will have accumulated, online, another 3 month's rent, so we could, theoretically, last about 8 months without actually playing at the club and returning to our previous level of income. Who knows if we will ever return to our previous level of income?

According to Articles 11-B and 11-C, by my interpretation, if the club decides to not take possession of the leased space, we will be liable for the current month's rent plus an additional 3 month's rent. We would also be liable for the rent until the landlord is able to re-let the premises and then still liable for the difference between the new tenants rent and the amount we agreed to.

Article 3-C says that, if we fail to take possession of the premises, we will be liable for the cost of all the work performed by the landlord on our behalf.

I am neither an accountant nor a lawyer, but I present the above for your consideration.

W.A. Mitchell

Treasurer