



Kingston Duplicate Bridge Club Inc.
Minutes of Executive Meeting
Tuesday, January 19, 2021 at 5:00 on Zoom

Present: Jock, John, Terry, Bill, Anne, Charlie, Sharon, Brian, Bob
Guests: Don Kersey, Suzanne Ryan, Kathy McDonald

- | | |
|--|-----------------|
| 1. Approval of Agenda | Attached |
| 2. Remove any reference of Covid from Bylaw change
Moved by Bob; seconder Charlie | Carried |
| 3. Approval of Minutes December 10, 2020
Moved by Brian; seconder Anne | Carried |
| 4. Election Preparations-John | Attached |

Information about the AGM and elections was sent to our members on December 30. Three members showed interest in Board positions: Suzanne Ryan, Kathy McDonald and Gaylia Ohlman. Suzanne and Kathy decided they would run. The cut off date for nominations was January 10, 2021.

In the AGM agenda the list of Board members for 2021 is to include the member's name and their position on the Board.

Charlie suggested we keep the Promotion Chair as an executive position. It is an important position and all Board members have a responsibility to promote the club. Kathy proposed that it is a very broad activity that can include keeping members active, getting members who we seem to have lost due to the pandemic back, finding new members, offering education to welcome new members, invigorating existing members, advertising, communicating with target audiences (schools, retirement homes, senior center) etc... it is a larger responsibility and job than just one person and better suited to a committee.

A committee will be formed involving members of our club who will actively set and incorporate these ideas and report to the Board.

5. **Change to KDBC bylaws.**
- Club manager becomes a non- voting member.
 - Formal approval by the membership reducing the number of directors of the Club from 12 to 9 members.
 - Formal approval by the membership of "online" board meetings both past and in the future.
 - Formal approval by the membership of a change in address of our corporate headquarters to 66 Greenview Drive, Unit 101, Kingston, Ontario. (Jock's home address). (This is required since the Club currently has no current address for our club operations)

- A Unit representative to be appointed by the executive and such person shall be required to report to the president and the Board as may be called upon from time to time.

6. December Financial Reports – Bill

Attached

*Usually our new Board comes into effect October 1st as stated in our Bylaws. Anne suggested we remove a specific date from the bylaws and state “the beginning of the month following the AGM”. **The Board could put this forward as a general vote to the members at a later date.** Our financial annual year runs from April 1st to March 31st. Bill prepared the annual statement from April 1st, 2019 to March 31, 2020. **A statement from January 1st, 2020 to December 31, 2020 will be included in the financial statements on the website and distributed with the AGM financials.***

One new expense on our income statement is \$265.48 for our storage space on Progress Avenue. Bill has been using a Sage program. He is having problems with the software data base and if we send it to Sage to try to correct it may cost \$300. If it can't be fixed there will be no charge and we will have to start over.

Sectional deposit not received from the Portuguese Club. Brian and John will connect with management.

7. Mentoring Program – Charlie

List of 15 people interested as mentees. 2 members volunteered to be mentors. Sharon noted there may be confusion about how this is supposed to work. More work needs to be done. Maybe mentors could choose mentees. Some mentors may still be considering to enter the program. Jock will work with Charlie. Suzanne spoke that there is a need and we should move ahead with plans.

8. Robots in Virtual Games

Robots may be used as spares while at the same time not be allowed in games. Spares are always classed as “A” players with 100,000 masterpoints. We have complaints about spares especially when members are available in the partnership desk. They do not work well as spares in the I/N games.

*More people are choosing robots as partners in our virtual games. We now use robots as spares in our virtual open games; they are not used in our I/N games. Directors find it more efficient to insert a robot to temporarily replace a player booted out of the game. Bob strongly suggests we keep use of robots only as spares, as temporary sit-ins and if there is a single person in the partnership desk, they could use a spare as a last resort. The directors have the option to include or not include robots as partners. They cannot choose a robot for one player and refuse it for another player. Some players prefer robots. We have about 7 people who regularly play with robots. John will invite a robot when there is a half table. We may lose revenue if we ban robots. We could also lose members as some are against allowing robots as partners. Kathy suggested players could call someone signed up with a robot if looking for a partner. Some feel they are at a disadvantage when they play against a robot partnership especially if the player has a lot of experience with robots. Usually players choose robots because they can't find partners. Some positive points are that the robots explain their bids well and that could have a positive effect on their partner's level of play. **Jock will lead a discussion about robots at the AGM.***

John made a motion that robots remain in the game at this time. Seconded by Brian

Carried

9. Reduce fees for virtual games on BBO.

The suggestion has been made that we reduce registration fees for our regular games from \$5BB to \$4BB. Special games where we usually charge \$6.50 could be reduced to \$5.50. The Thursday mentor game will remain at \$3BB. Diane Lafrance is willing to reduce her fees by 20% so that for our regular games we would reimburse her \$1.60 Can.

We are doing well financially. This change in income should bring in about \$1000 Can per month. It was noted that BBO takes about 25% off the top for all games. We would be giving less money to BBO and also be showing appreciation to those who have supported our club by playing in the virtual games.

John made a motion to reduce fees for regular games to \$4BB and reduce fees for other special games by \$1BB effective immediately and in effect until further notice. Seconded by Bill.
Carried

Suzanne Ryan would like to add the following points to the AGM agenda.

- a) **Imp games.** *Players need more information about imp games. Don has prepared a document and Terry will send to all members also including information about stratification and scoring.*
- b) **Change the Friday 0-500 game to a 0-299 game.** *We have one person in the 500 game who would not qualify to play in the 299er game. This game has been cancelled most weeks. Some players who commented in the I/N survey mentioned that the standard was too high. Half responded that they do not normally play on Friday and many prefer to play in an open game. Anne does not think it would increase entries in the limited game if it was changed to 0-299. The game will remain as a 0-500 game at this point.*
- c) **Robots.** *Not appropriate for I/N games and will not be used as spares or partners but robots may be inserted if a player is temporarily booted out.*

10. Unit representation confirmation to the AGM agenda

Sharon is our Unit Rep. Recently the unit decided to permit an exception and the Kingston club has been allowed to select its own rep. The first year that selection was approved at the AGM. Subsequently the executive has determined the rep. We have no specific protocol in place for selection. The unit is free to rescind this exception at any time.

Sharon is happy to continue in this position as there has been no other member interest expressed. Either the membership at the AGM or the Board needs to approve this offer, select a new rep, or inform the unit that Kingston is no longer interested in having a unit rep.

11. The length of the round in 3 board round games reduced to 6 minutes per board instead of 7.

*Don tried this when we started playing in virtual games but it did not work. There is more work for the directors when players are not able to complete the round since, they have to check each uncompleted board. Sometimes time is added to a round when players are booted out of the game. Some players are not claiming when they should. The round ends earlier if all players complete the round. It was suggested we play a fast pairs (6 minute game) game on Sunday evening. **The Board agreed we would not implement 6-minute rounds at this time.***

12. 2021 Free Membership. Terry is suggesting we offer free 2021 memberships to all our 2020 members (179) and also to players on our Master List (332) adding also any new players to our club in 2021. We could also offer a free play to members who have not previously played in our virtual games on BBO.

Bill made a motion to offer free membership to all players at our club. Seconded by Brian
Carried

13. I/N survey information – Anne

As a result of the responses to the IN Survey, Anne asked if one of the IN games could be reduced to 18 boards. It was agreed that it be tried on the Wednesday evening IN game. This will work provided there is not a Howell when the movement may make it necessary to play more boards.

14. Adjournment 7:05 Brian

Date for next meeting will be decided after the AGM.

Jock Devonshire: President

Secretary: Terry Demers



Kingston Duplicate Bridge Club

Agenda for Board Meeting

Tuesday, January 19, 2021 at 5:00 on Zoom

Agenda

1. Approval of Minutes December 10, 2020
2. Election and AGM Preparations-John/Jock
 - a. Changes to KDBC bylaws.
 - b. Club manager becomes a non-voting member.
 - c. Formal approval by the membership reducing the number of directors of the Club from 12 to 9 members. The proposed changes in Board positions are:

Proposed Board	Present Board
President	President
Vice President	Vice President
Past President	Past President
Treasurer	Treasurer
Education Chair	Education Chair
Club Manager (non-voting member) Assumes position of secretary Appointed by the Board	Club Manager
I/N Representative	I/n Representative
Member at Large	Member at Large
Chief Director (non-voting member) Appointed by the Board	
	Member at large
	Social Chair
	Promotion Chair
	Secretary

- d. Formal approval by the membership of “online” board meetings both past and in the future.
 - e. Formal approval by the membership of a change in address of our corporate headquarters to 66 Greenview Drive, Unit 101, Kingston, Ontario. (Jock’s home address). (This is required since the Club currently has no current address for our club operations)
 - f. A Unit representative be appointed by the executive and such person shall be required to report to the president and the Board as may be called upon from time to time.
3. December Financial Reports – Bill
4. Mentoring Program – Charlie

5. Robots in Virtual Games
 - a. Robots may be used as spares while at the same time not allowed in games. Spares are always classed as "A" players with 100,000 masterpoints. We have had a lot of complaints about spares especially when members are available in the partnership desk. They do not work well even as spares in the I/N games.
6. Reduce fees for virtual games on BBO.
 - a. The suggestion has been made that we reduce registration fees for our regular games from \$5BB to \$4BB. Special games where we usually charge \$6.50 could be reduced to \$5.50. The Thursday mentor game will remain at \$3BB. Diane Lafrance is willing to reduce her fees by 20% so that for our regular games we would reimburse her \$1.60 Can.
7. Suzanne Ryan would like to add the following points to the AGM agenda.
8. Imp games. She would like to have information available explaining the imp games.
9. Friday 0-500 game changed to a 0-299 game.
10. Robots. Not appropriate for I/N games.
11. Unit representation confirmation to the AGM agenda
 - a. Sharon is our Unit Rep. Recently the unit decided to permit an exception and the Kingston club has been allowed to select its own rep. The first year that selection was approved at the AGM. Subsequently the executive has determined the rep. We have no specific protocol in place for selection. The unit is free to rescind this exception at any time.

Sharon is happy to continue in this position as there has been no other member interest expressed. Either the membership at the AGM or the Board needs to approve this offer, select a new rep, or inform the unit that Kingston is no longer interested in having a unit rep.
12. The length of the round in 3 board round games reduced to 6 minutes per board instead of 7.
13. 2021 Free Membership. Terry is suggesting we offer free 2021 memberships to all our 2020 members (179) and also to players on our Master List (332). We could also offer a free play to members who have not previously played in our virtual games on BBO.
14. I/N survey information - Anne
15. Adjournment

Report to KDBC Members re: AGM set for January 26, 2021 - John Gerretsen

I hereby want to submit a report to the members of our club with respect to the Annual General Meeting to be held online through "zoom" on January 26, 2021 at 5 pm. We will send out the link to it prior to the meeting.

The following motions and bylaw changes will be presented to the membership at that time and are to be voted on at the AGM:

- a) Formal approval by the membership of "online" board meetings both past and in the future.
- b) Formal approval by the membership of a change in address of our corporate headquarters to 66 Greenview Drive, Unit 101, Kingston, Ontario. (Jock's home address). (This is required since the Club currently has no current address for our club operations).
- c) Formal approval by the membership reducing the number of directors of the Club from 12 to 9 members. The members of the Board shall include the following positions: President, Vice president, Past president, Treasurer, I/N Representative, education chair, member at large, chief director and club manager. The chief director and club manager shall be non-voting members of the Board. The club manager shall also serve as the secretary of the Club. A Unit representative be appointed by the executive and such person shall be required to report to the president and the Board as may be called upon from time to time. If you are interested in the position please feel free to contact me for more information.

My second report relates to the nomination of members to the Board to be voted on at our AGM on January 26, 2021. It has been the traditional function of the past president to determine which of the current board members want to continue to serve on the Board in the upcoming year and also send out a notice of interest to the members of the Club to determine those individuals who may be interested in serving on the Board for the coming year. I am, therefore, asking that any member of our club who is interested in serving on the Board to contact me by email or to call me at 613-542-4205 before January 10, 2021. All nominations for all positions on the Board according to our bylaws have to be submitted at least 15 days prior to the date of the AGM which this year is to be held on January 26, 2021 at 5 pm online by using a program called "zoom". We will try to contact all members of the Club who do not have an email address with the information contained herein.

Currently, the following board members have agreed to place their names in nomination to serve for another year: Jock Devonshire, John Gerretsen, Anne Herfst, Charlie Waddell, Sharon Boal and Brian Moorby. These current members will be nominated at the AGM by myself as past president and as such as chair of the nominating committee. Since our incorporation It has been the practice of the Club that the past president acts in that capacity. We need at least one more member to serve for a year on our executive.

If the reduction of the board as proposed in the above resolutions is not approved by the members at the AGM we need to elect at least 3 more board members. Any member of our Club interested to be on the Board may nominate themselves provided it is done on or before January 11, 2021. In order to run for a position on the Board you may nominate yourself. You do not require another member of our club to nominate you. If you are interested please advise me as soon as possible and no later than January 10, 2021. Again, as stated above our club needs at least one more member for our executive.

Please feel free to contact me at 613-542-4205 so that I may provide any one who is interested in being on the Board with any information you require. The Board has traditionally met 10 times a year (once a month except for the summer months) and at other times as may be required.

Finally, I on your behalf would sincerely like to thank Greg McKellar, Bill Mitchell and Bob Fowkes for their wonderful service on the Board. Greg has served as our president for 2 years in these most difficult times; Bill has been a superb treasurer in the great tradition of our previous treasurer Pat Briggs and Bob has always provided us with great snacks to nibble on during our games. Special thanks also to Betty McIver, Riet Haaksman and Tammy Gauvin for their contribution as Board members in 2020.

To good competitive bridge, John Gerretsen.

Financial Reports

Kingston Duplicate Bridge Club Inc Balance Sheet As at 2020-12-31

ASSET

Current Assets		
Directors Draw	100.00	
Cookie/food Draw	250.00	
HST Savings Account	-0.59	
Chequing Bank Account	22,616.80	
Total Cash		22,966.21
GIC	9,528.51	
GIC 2	5,000.00	
Total Investments		14,528.51
Accounts Receivable	6,148.12	
Kingston Sectional Advance	500.00	
Total Receivable		6,648.12
Prepaid Storage	1,800.00	
Union Gas Deposit	410.00	
Total Prepaid Expenses		2,210.00
Total Current Assets		46,352.84
Capital Assests		
Club Furniture and Equipment	3,872.72	
Accum Deprec-Club Furn & Equip	-3,872.72	
Net - Club Furniture & Equipment		0.00
Tournament Furniture & Equipm...	11,000.00	
Accum Deprec - Tourn Furn & E...	-3,600.00	
Net - Tourn Furn & Equip		7,400.00
Total Capital Assets		7,400.00
TOTAL ASSET		53,752.84

LIABILITY

Current Liabilities		
Cheques Not Yet Cashed	326.75	
Total Accounts Payable		326.75
HST charged on Sales	7,897.57	
HST Paid on Purchases	-6,343.72	
HST Owing (Refund)		1,553.85
Total Current Liabilities		1,880.60
TOTAL LIABILITY		1,880.60

EQUITY

Owners Equity		
Retained Earnings-Previous Year		44,942.31
Current Earnings		6,929.93
Total Owners Equity		51,872.24
TOTAL EQUITY		51,872.24
LIABILITIES AND EQUITY		53,752.84

TREASURER'S REPORT

December 2020

Revenue in the month of December was \$5,401.01 and Expenses were \$4,668.61 for a Net Income of \$732.40.

There were a couple of expenses which impacted our net income. We will have a new expense of \$265.48 every month for the next 6 months and as long after as we keep our belongings stored on Progress Ave. The other item was \$651.00 for the annual update of the accounting software used by the Treasurer.

Other than that, everything is as usual.

W.A. Mitchell

Treasurer

Kingston Duplicate Bridge Club Inc
Income Statement 2020-04-01 to 2020-12-31

REVENUE

Sales Revenue		
Membership Fees	17.70	
Total Other Fees		17.70
Individual Game Fees	48,129.12	
Total Game Fees - Income		48,129.12
Donations	88.00	
Total Other Revenue		88.00
Total Revenue		48,234.82

TOTAL REVENUE **48,234.82**

EXPENSE

Cost of Goods for Club and Re...		
Shipping	15.44	
Total Cost of Game Supplies		15.44
Directors Expense	11,931.00	
Club Manager Expense	4,136.16	
Total Subcontracts		16,067.16
Total Cost of Goods & Services		16,082.60

OnLine Games Expense		
Seaway Bridge Club		2,677.87
Total OnLine games Expense		2,677.87

General and Administrative Ex...		
ACBL Fees	5,124.02	
Total Business Fees		5,124.02
Postage and Courier		264.17
Depreciation Expense		5,580.69
Computer Software Expense		861.37
Insurance Facility	798.78	
Insurance - Board Members	804.00	
Total Insurance - Cost		1,602.78
Monthly Plan Fee	24.75	
Bank Charges Total		24.75
Office Supplies	183.59	
Other Printer Costs	53.91	
Office Supplies Total		237.50
Miscellaneous Expenses		200.00
Rent/Lease		5,215.94
Storage Space Rent		2,085.48
Bell	803.25	
Total Tel/Internet Expense		803.25
Hydro One	316.45	
Union Gas	228.02	
Total Utilities Expense		544.47
Total General & Admin Expense		22,544.42

TOTAL EXPENSE **41,304.89**

NET INCOME **6,929.93**

Kingston Duplicate Bridge Club Inc
Income Statement 2020-12-01 to 2020-12-31

REVENUE

Sales Revenue		
Individual Game Fees	5,401.01	
Total Game Fees - Income		5,401.01
Total Revenue		<u>5,401.01</u>
TOTAL REVENUE		<u>5,401.01</u>

EXPENSE

Cost of Goods for Club and Re...		
Directors Expense	1,890.00	
Club Manager Expense	875.05	
Total Subcontracts		2,565.05
Total Cost of Goods & Services		<u>2,565.05</u>
OnLine Games Expense		
Seaway Bridge Club		288.50
Total OnLine games Expense		<u>288.50</u>
General and Administrative Ex...		
ACBL Fees	432.48	
Total Business Fees		432.48
Depreciation Expense		100.00
Computer Software Expense		651.00
Insurance Facility	88.86	
Total Insurance - Cost		88.86
Other Printer Costs	5.99	
Office Supplies Total		5.99
Storage Space Rent		447.48
Bell	89.25	
Total Tel/Internet Expense		89.25
Total General & Admin Expense		<u>1,815.06</u>
TOTAL EXPENSE		<u>4,668.61</u>
NET INCOME		<u><u>732.40</u></u>