

Kingston Duplicate Bridge Club Inc.  
Minutes of the Board Meeting  
October 10, 2017  
Held at the Bridge Centre

1. Welcome and Adoption of the Agenda (Attached)

John welcomed all members and expressed the hope that the meeting could be kept to two hours, although it was an extensive Agenda.

Motion to adopt the Agenda as circulated; moved by Sharon, seconded by Riet. Motion passed.

2. Approval of the Minutes of the Board Meeting of September 12, 2017

The Minutes of the Board Meeting of September 12, 2017 were circulated by Marlene on October 9<sup>th</sup>. No corrections were noted.

Motion to approve the Minutes of the Board Meeting of September 12, 2017 as circulated; moved by Bill, seconded by Carol. Motion passed.

3. Treasurer's Report

Bill spoke to his report which was included in the Agenda package as Appendix C. He noted that he had chosen to compare the income statement for September 2017 with the income statement for August 2017 in order to explain the large loss in September.

Bill reported that his responsibilities as Treasurer involve a large amount of printing, and that almost all the printing he does at home is KDBC-related. Accordingly, he would like the Club to buy a printer that would belong to the Club but be for the Treasurer's use (as it has already done with a laptop). He has already purchased an HP OfficeJet Pro 8710 for \$138.03 and signed up for an unlimited ink plan for \$2.99/month with the first 3 months free. This printer and ink plan would be adequate for his Treasurer's duties.

Motion to approve purchase of a printer and ink plan for the Treasurer's use, for \$138.03 (one-time cost) plus \$2.99/month going forward; moved by Bill, seconded by Carol. Motion passed.

Bill thanked Elaine and Hamish for their advance questions about the financial statements, and Elaine thanked Bill for his answers, which had clarified most of the items. Elaine suggested that there were four areas of greater complexity that might merit some more detailed consideration by the Board: lack of a budget for 2017-2018; transparency around free plays; methodology for valuing and depreciating Club assets; and audit. John noted that this was the first year that the Club had not made a budget. Greg suggested that there should be some policy guidelines about complimentary plays. Bill had already suggested that he meet with Anne Herfst (a retired CA and member of the Club), Elaine wondered if Anne and Bill could discuss these issues and make recommendations to the Club. Sharon suggested instead that the Board form a committee to look into these matters, and that the committee could invite others to give advice if it wished. Riet volunteered to be the Member-at-Large on the committee.

Motion to create a small Board committee (consisting of the Treasurer, President, Vice-President, Secretary and one Member-at-Large) to study how the Club should handle budget, free plays, asset valuation and depreciation, and audit, and report back to the Board as a whole with its recommendations; moved by Sharon, seconded by Riet. Motion passed.

Terry noted that the net income statement for the AGM was overstated as it did not yet include the extra ACBL table fee for the event. This information is included in the monthly ACBL fee statement. Sharon asked if the ACBL fee structure could be provided to the Board so that the cost of each type of game would be transparent. Terry will provide a table with this information.

**ACTION: Terry to provide a summary of the ACBL fee structure.**

Motion to approve the Treasurer's Report as circulated; moved by Bill, seconded by Carol. Motion passed.

#### 4. Manager's Report

Terry spoke to her report which was included in the Agenda package as Appendix D.

##### a. Kingston General Hospital Auxiliary Bridge at Club November 20, 2017.

The KGH Auxiliary wishes to hold a social game at the Club on November 20<sup>th</sup>. Terry has set aside this date for them and they have advertised the event already. The KGH Auxiliary typically makes its request without much lead time, and without the time for approval at a regular Board meeting. It was agreed that in the future, Board approval by special meeting could be sought for this event if necessary.

Motion to approve KGH Auxiliary Bridge at the Club on November 20, 2017; moved by Charlie, seconded by Sharon. Motion passed.

##### b. Charity Game for KGH Auxiliary

Terry asked if the Board had any interest in also holding a sanctioned duplicate charity game in support of the KGH Auxiliary the same week as their social event at the Club. She noted that Kirti, the Club's charity coordinator, supported the idea. It was agreed that because of the charity games already scheduled for early December, and the extra ACBL fee, that the Club would not hold a charity game for the KGH Auxiliary this year.

Motion to hold a sanctioned charity game for KGH Auxiliary in November 2017; moved by Terry, no seconder. Motion denied.

##### c. STOP card discontinuation

Terry noted that the new ACBL laws would eliminate the STOP card from tournament play starting in 2018, but that clubs could decide to continue to use STOP cards if they wished. There is still the requirement for the bidder after the skip bidder to pause their bid in tempo.

Greg noted that the game rests on the integrity of the players to not impart information to their partners through their actions at the table. He is not in favour of abandoning the STOP card, and his main concern is that this move would need to be accompanied by significant education to our players as to their obligation to wait after their RHO has skip bid. If we do decide to abandon the STOP card, Greg suggested that Don could provide education about the implications of the change and the need to pause, and noted that the education needed to be provided at many games and over a significant period of time, otherwise bad feelings and bad directors calls may be the result of the change. John noted that there were other practices too that required education, such as some players' tendency to fiddle with the bidding box before bidding. Greg noted that education on proper table behavior is central to the high ethical standards that bridge requires from all of us, and that the Club in general has not done a good enough job of regular reminders about these issues. An announcement from the director at the start of each game, like Charlie does regarding making one's bookkeeping after making the lead, would be helpful. Hamish noted that the requirement to pause is there whether or not the STOP card is used, and that since the ACBL will be abandoning it for tournament play, it might make sense for the Club to do so as well, for consistency's sake. Greg agreed that was a persuasive reason to consider abandoning the STOP card. Sharon suggested that we need more information on this issue and that it should come back to a future Board

meeting for further discussion. It was agreed that this is a decision that the Board can make and there is no need to ask for a membership vote.

**ACTION: Terry to report back on implications of abandoning STOP card.**

d. Tablet BOT players for half tables

Terry noted that the ACBL is now allowing the use of robots (via tablets) for sanctioned play in order to eliminate half-tables. Players would have the option to play against the robots or have a sit-out. Greg noted that there are a number of issues with this: some players will not be able to use the tablets, it may slow down the game, it will complicate the directors' duties, and the option of play or sit-out does not provide for consistent conditions of contest. The club would have to purchase four tablets to provide for half-tables in both the open and I/N sections, if no players agreed to move to the other section to eliminate the sit-outs. It was agreed that more information is needed before a decision can be made.

**ACTION: Terry to find out more information on robot play and report back.**

e. Club By-Law #2 (Duties of the Club Manager)

Terry noted that all directors have duties outlined in the Club's By-Laws and she provided hers for information.

Terry drew attention to the list of upcoming special events at the Club and noted that the Jane Johnson Team Game on October 26<sup>th</sup> had a typo in it: it is one session (not two sessions as printed) and two sections (open and I/N).

Motion to approve the Club Manager's Report; moved by Terry, seconded by Sharon. Motion carried.

5. Social Director's Report

Bob provided his report which was circulated on October 9<sup>th</sup> (and is attached to these minutes as it was not part of the Agenda package). He noted that he has already ordered food from Ramekins for the Christmas Party, and that Sybil Forbes has been hired to make desserts. If the Club wishes to hold serve beer and wine, we will need a liquor license. Typically, Justin McHenry will provide advice on the wine purchases, and Justin and Sheila will serve the alcohol at the event.

Motion to purchase a liquor license for the Club's Christmas Party; moved by Charlie, seconded by Bob. Motion passed.

**ACTION: Bob to purchase the liquor license for the Christmas Party.**

Riet noted that there will be a Random Draw Team Game on Thursday, October 19<sup>th</sup>, with supper (lasagna for \$5 pp). The issue was raised as to whether or not there was an interest in having a chili dinner before the Jane Johnson Team Game scheduled for Thursday, October 26<sup>th</sup>. If volunteers could make a crock-pot of chili each, that would be relatively simple.

Motion to have a chili dinner for the Oct 26<sup>th</sup> team game; moved by Charlie, seconded by Bob. Motion passed.

**ACTION: Bob to coordinate chili-making for the Oct 26<sup>th</sup> game.**

There was general discussion about the frequent cancellation of games on the 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> Thursdays. It was agreed that once the decision has been made to cancel a game it should be announced on the Club website as soon as possible.

6. Business Arising from the Minutes

a. Use of KDBC Inc. "surplus" funds

John referred to his welcome email (which was included in the Agenda package as Appendix A), and indicated that he thought the Club was in a good enough financial position to start to consider reducing fees in some areas (eliminating the extra \$ for STAC fees, reducing the table fees from \$8 to \$7, having mentors play for free etc.). Hamish noted that it was impossible to estimate the effect of these suggestions in the absence of a budget. Terry noted that STAC games have an extra table fee for the ACBL and as such we already subsidize those games for members. Sharon noted that our Club, like most others, is vulnerable to declining membership and that we are committed to holding two tournaments in 2018 which may have their attendance affected by many things outside our control, and as such it is premature to make sweeping pricing changes. However, there was agreement that mentors playing for free would have a minimal impact on Club finances (there are two mentored games per month) and that encouraging good mentorship is an important aspect of the Club's role in promoting the game to new players, and in the education and encouragement of new players in the game.

Motion that mentors will play for free at the mentor games on the 1<sup>st</sup> and 2<sup>nd</sup> Thursdays of the month, effective immediately; moved by Riet, seconded by Terry. Motion passed.

Riet inquired about the possibility of a Sunday game (there is not one in Kingston at any club). It was agreed that the Club should try this for six months starting in January. The possibility of it being a shorter game was also discussed, given the audience it is likely to attract.

Motion to introduce a Sunday game, with one open section and 20 boards (or more at the Director's discretion), with play starting at 12:30, starting Sunday January 14, 2018. The game will be run for six months and reviewed at that point as to whether or not to continue; moved by Riet, seconded by Charlie. Motion passed.

**ACTION: Terry to obtain the ACBL sanction for the Sunday game, for a minimum of 18 boards.**

- b. Rental of storage facility – John Gerretsen/Charlie Waddell

This item will be deferred to a future meeting.

- c. Facility issues

- i. Outdoor light at back door

Charlie reported that the light at the back door is faulty; it has been replaced by the landlord but still doesn't work properly.

**ACTION: John will contact the landlord about fixing the light.**

Charlie also noted that the light in the men's washroom is not working. John Finucan has volunteered to change the ballast, with Charlie's assistance.

- ii. Replacement of taps in the men's washroom

The correct size replacement tap costs ~ \$50, but is currently out of stock. A cheaper laundry room tap could be used immediately, but will likely be too long for the sink.

Motion to purchase the correct tap for the men's washroom and have it installed; moved by Riet, seconded by Hamish. Motion passed.

## 7. New and Unfinished Business

a. 2018 Membership Fee

Motion to approve the 2018 membership fee of \$15; moved by Charlie, seconded by Greg. Motion passed.

b. Printing of 2018 Membership Cards

Sharon suggested that the Club dispense with the membership cards. Instead, as proof of payment, Sharon will use the Club cards that we already have and number and initial them.

Motion to use numbered and initialed Club cards for 2018 memberships; moved by Sharon, seconded by Carol. Motion passed.

c. Ontario Not for Profit Corporations Act

i. Notice of Filing Form 1

Elaine wanted the Minutes to reflect that she has filed, on the Club's behalf, the required Form 1 for the Ontario Government per the ONFPCA regarding Board membership. The forms were mailed September 30<sup>th</sup> and a copy is in the Club's files as required by the Act.

ii. Rules for Appointment of Auditor

This item is looked after by the creation of the Board committee on financial matters.

d. Organizational By-Law issue re Duties of the Officers

Elaine noted that there are a couple of discrepancies in our Organizational By-Laws, an excerpt of which was attached to the Agenda package as Appendix F. There is no description of duties for the I/N representative, and that it is not clear that the Past President and Club Manager are officers.

**ACTION: John will amend the By-Laws to correctly note the officers and the I/N representative duties and present the changes at the next Board meeting. Hamish will send John a brief description of the duties of the I/N representative.**

e. Proposal re Information on KDBC Website

Elaine noted that the price of the passes should be included under the cost of play section of the website. There are also some organizational issues with information pertaining to the Board appearing in more than one place, being out-of-date, and missing the By-Laws. Screen shots of the issues were attached to the Agenda package as Appendix G. It was agreed that Elaine should be in touch with Don about updating the information.

**ACTION: Elaine to contact Don about the web issues.**

f. Inclusion of an "I/N Representative's Report" as a standing agenda item

Hamish reported that continuing to grow and support our I/N members is good for the Club in terms of membership numbers. Greg agreed, and noted that we need to concurrently help ensure that we offer a variety of elements to facilitate I/N players in improving their game. As an example, he suggested that a few players could be designated as persons willing to discuss a specific hand after a game with an I/N player (and Greg indicated he would be willing to do this), as a form of on-going mentoring. Sharon commented that the instruction from our Club teachers has been excellent and that it would be important that whomever informally offers instruction/suggestions to I/N players do so in ways that reinforce and augment these fundamentals. It was agreed that it is beneficial and important to put our resources into improving the

quality of our play overall, and that this topic should be returned to at a future meeting. Encouragement of mentors to play with less experienced players (as decided earlier in the meeting) and a regular update from the Board's I/N representative are good first steps in this process, but more can be done.

Motion to have a standing report from the I/N representative as an agenda item; moved by Hamish, seconded by Elaine. Motion carried.

g. Proposed survey of I/N players for review and input

Hamish referred to his draft survey of I/N players (attached to the Agenda package as Appendix H) and asked Board members to provide him with feedback and suggested questions before the next Board meeting.

h. Mentor Games

- i. Reduced Fees for Mentors or Mentees at Mentor Games
- ii. Random Draw Mentor Game

These items were dealt with earlier in the meeting.

i. Thursday Games

- i. Elimination of evening games for 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> Thursdays

Marilyn noted that with the exception of some 3<sup>rd</sup> Thursday games, most games on the 4<sup>th</sup> and 5<sup>th</sup> Thursday are cancelled. Terry explained that we cannot have a special sanction for random Thursday games – we must buy it for the year. The fee is \$14. As a result of the discussion, no action was taken with respect to discontinuing games on the 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> Thursdays.

- ii. 3<sup>rd</sup> Thursday

This item was dealt with earlier in the meeting.

j. Reduce number of boards dealt from 36 to 30 per set

Marilyn asked if we could reduce the number of boards dealt, to reduce wear and tear on cards and the dealing machine, now that we play web movements (27 boards). Charlie explained that Web movements do not work for all number of tables (13 and 14 cannot use a web movement) and as we have two sections (open and I/N) we will continue to need to deal 36 boards. It was generally agreed, however, that Web movements, when possible, are very much preferred as they are a fairer contest.

k. Length of evening games: 24 or 27 boards

John wanted to know if we should consider reducing the number of boards in order to shorten the evening games. It was discussed that a number of factors contribute to slow games: late starts, slow players etc. It is the Director's responsibility to keep the game moving – through use of the timer, monitoring (and penalizing) slow players, starting on time etc.

**ACTION: John will ask Don to speak to the Directors about keeping games moving in a timely fashion.**

l. Issues re Saturday games: attendance/Crossroads

John noted that he had been invited to the Crossroads club to talk about and promote our Saturday game. He will now also promote the new Sunday game at the same time.

m. Tablecloths

Riet provided a sample of a good quality, synthetic, washable, dark green fabric that we could use to make tablecloths. Riet would purchase the fabric and Tammy has volunteered to sew the tablecloths. It is hoped that the tablecloths will help with noise reduction and table glare.

Motion to approve purchase of fabric sufficient for five tablecloths (to a maximum of \$100) to use on a trial basis; moved by Riet, seconded by Bill. Motion passed.

n. Thermostat

Charlie noted that the Club's temperature cannot suit all members (different tolerances for hot/cold, different places in the room). There have been disagreements about the setting on the thermostat and some members change it themselves during the game, despite requests from the Directors to not touch the thermostat.

Motion to install a locked cover for the thermostat, and the key will be accessible only by the Directors; moved by Charlie, seconded by Bill. Motion passed.

**ACTION: Charlie to install the thermostat cover.**

o. New Year's Eve game

Motion: that the Club hold a licensed New Year's Eve party and game, Sunday December 31<sup>st</sup>, 2017; moved by Charlie, seconded by Riet. Motion passed.

**ACTION: Charlie to obtain the liquor license for the New Year's Eve game.**

**ACTION: Terry to determine if we need a special sanction for the New Year's Eve game.**

p. New business (prompted by the cleaners appearing at the door). Carol noted, and it was agreed, that the cleaners are not doing a good job.

**ACTION: John to ask Terry to look into the problems with the cleaners.**

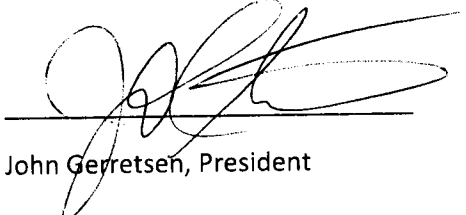
8. Next Meeting Date – TUESDAY, NOVEMBER 14, 2017 (after the game)

9. Adjournment

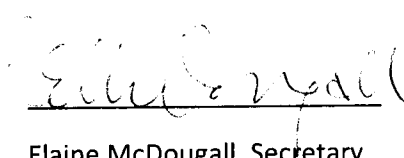
Motion to adjourn; moved by Hamish, seconded by Greg. Motion passed.

Board Members Present: John Gerretsen – President; Greg McKellar – Vice-President; Carol Harries – Past President; Bill Mitchell – Treasurer; Elaine McDougall – Secretary; Terry Demers – Club Manager; Charlie Waddell - Education Chair; Hamish Taylor - I/N Representative; Marilyn Lindsay - Partnership Chair; Sharon Boal - Promotions Chair; Bob Fowkes - Social Chair; Riet Haaksman – Member-at-Large.

Regrets: Marlene Young – Member-at-Large.



John Gerretsen, President



Elaine McDougall, Secretary

**(REVISED) AGENDA for the Board Meeting of October 10, 2017**

1. Welcome and Adoption of the Agenda (Appendix A) - John Gerretsen
2. Approval of the Minutes of the Board Meeting of September 12, 2017 (Appendix B) - John Gerretsen
3. Treasurer's Report (Appendix C) - Bill Mitchell
  - a. Purchase of printer for Treasurer
4. Manager's Report (Appendix D) - Terry Demers
  - a. Kingston General Hospital Auxiliary Bridge at Club November 20, 2017
  - b. Charity Game for KGH Auxiliary
  - c. STOP card discontinuation
  - d. Tablet BOT players for half tables
  - e. Club By-Law #2 (Duties of the Club Manager)
5. Social Director's Report - Bob Fowkes
6. Business Arising from the Minutes
  - a. Use of KDBC Inc. "surplus" funds – John Gerretsen
  - b. Rental of storage facility – John Gerretsen/Charlie Waddell
  - c. Facility issues
    - i. Outdoor light at back door
    - ii. Replacement of taps in the men's washroom
7. New and Unfinished Business
  - a. 2018 Membership Fee – Sharon Boal
  - b. Printing of 2018 Membership Cards - Sharon Boal
  - c. Ontario Not for Profit Corporations Act – Elaine McDougall
    - i. Notice of Filing Form 1
    - ii. Rules for Appointment of Auditor (Appendix E)
  - d. Organizational By-Law issue re Duties of the Officers (Appendix F) - Elaine McDougall
  - e. Proposal re Information on KDBC Website (Appendix G) - Elaine McDougall
  - f. Inclusion of an "I/N Representative's Report" as a standing agenda item - Hamish Taylor
  - g. Proposed survey of I/N players for review and input (Appendix H) - Hamish Taylor
  - h. Mentor Games
    - i. Reduced Fees for Mentors or Mentees at Mentor Games – John Gerretsen/Hamish Taylor
    - ii. Random Draw Mentor Game – Charlie Waddell
  - i. Thursday Games
    - i. Elimination of evening games for 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> Thursdays – Marilyn Lindsay
    - ii. 3<sup>rd</sup> Thursday – Charlie Waddell
  - j. Reduce number of boards dealt from 36 to 30 per set – Marilyn Lindsay
  - k. Length of evening games: 24 or 27 boards - John Gerretsen
  - l. Issues re Saturday games: attendance/Crossroads - John Gerretsen
  - m. Tablecloths – Charlie Waddell
  - n. Thermostat – Charlie Waddell
  - o. New Year's Eve – Charlie Waddell
8. Next Meeting Date – TUESDAY, NOVEMBER 14, 2017 (after the game)
9. Adjournment

Board Members: John Gerretsen – President, Greg McKellar – Vice-President, Carol Harries – Past President, Bill Mitchell – Treasurer, Elaine McDougall – Secretary, Terry Demers – Club Manager, Charlie Waddell - Education Chair, Hamish Taylor - I/N Representative, Marilyn Lindsay - Partnership Chair, Sharon Boal - Promotions Chair, Bob Fowkes - Social Chair, Riet Haaksman & Marlene Young – Members-at-Large.



FROM: John Gerretsen  
TO: Members of the 2017-2018 KDBC Board  
DATE: Sep 30, 2017 (by email)

Hi everyone:

Let me start by welcoming everyone, both new and returning members, to the 2017-2018 Board of our bridge club.

I look forward to a exciting year of good competitive bridge for all of our 199 members.

We are in great financial shape with cash assets of over \$ 40,000.00 and own the necessary equipment and supplies to operate not only 7 games a week but also have all the materials and supplies necessary to run sectional and regional bridge tournaments (tables, bidding boxes, dealing machines etc.)

For our new board members you obviously know that Terry is our only employee, as part time manager, being compensated on an hourly basis for the number of hours per month that she works for the club. In addition to that some members get to play for free for the functions that they perform for us. They include the treasurer, partnership chair, I/N coordinator, social chair and web master. They all perform jobs beyond the call of duty and I want to thank them for all the work they do on almost a daily basis, our Club could not operate so successfully without them.

In addition our directors on whom we all rely so that our games are run in a competent, efficient and effective manner are paid \$ 50.00 to \$ 60.00 a session depending on the number of tables being played at that session. At times some free game cards are given out as prizes for winning special games or for extra volunteer work performed by some of our members from time to time.

Some of our members teach bridge at various levels at the Club and are compensated from the entry fees that they charge and then they donate some money to the Club. We as a Club can only be successful if we keep attracting new people to the game of bridge. It has been very encouraging to see the number of IN tables increase significantly during the last few years. The teaching is supervised under the excellent direction of Charlie.

For next year Brian has agreed to once again chair the sectional tournament in January (26 to 28), probably at a different location than at the Ambassador. Gaylia with her committee will once again run the Regional tournament in May. Both have been successful in running these tournaments on behalf of the Club before and undoubtedly will do so again next year. Any help the Board and other club members can provide them I am sure will be greatly appreciated.

It is also important in my view to place all of the assets the club now owns ( mainly 180 or so bridge tables and numerous bankers boxes of material) in one single location so that they can be

easily accessed by the club. Locker spaces range between \$ 95.00 to \$ 125.00 a month depending where it is located. A decision should be made before the next sectional tournament in January.

Most of our games (Monday and Wednesday evenings and Tuesday and Friday afternoons) are well attended. Thursday morning games are also popular. However, Thursday evening and Saturday afternoon games continue to have attendance problems. Some special games on Thursday evenings are well attended. Rite and her team deserve a special thanks for organizing special Thursday evening games especially when a pregame meal is provided at nominal costs. We also operate mentor/mentee Thursday game once a month. We may want to make this a free game for mentors (perhaps menses as well). This may ensure a better makeup by our valued mentors. A few years ago our club was featured in the bridge magazine for running these mentor games as a great example how more accomplished players could assist new players.

I am also reaching out to the Crossroads club to see if their members who want to play on Saturday will join us so that our Saturday afternoon games will grow in numbers.

Late evening games have been an issue from time to time. Should we reduce those games to only 24 boards? Noise at heavily attended games are also an issue. How do we address that?

As stated before the Club is well off financially. Some things to consider:

- Should we reduce our game fee from \$ 8.00 to \$ 7.00 ?
- Should mentors play free at mentor-mentee games?
- Should we not charge the extra dollar for the Stac or other special games that the ACBL charges us extra for?
- Should we donate or match member donations when we run charity games from Club funds?
- Should we change our annual membership fees from the current fee of \$15.00? Some regular players are not members. Why?

Any other suggestions are more than welcome.

I look forward to discussing these and other issues that you may have in an open and constructive manner in the months to come.

As long as we remember that our club belongs to all of our members and whatever we do must benefit them all; if we stick to that we, in my view, will be on the right track.

Once again I look forward to a great year for our club. Elaine has graciously agreed to put together the monthly agendas. Be sure to provide her with any items you want to discuss at the monthly meetings at least 4 days in advance of our meetings. For now our meetings will continue to be held after the Tuesday afternoon game on the second Tuesday of the month.

Any comments will be greatly appreciated.

Have great weekend and let's keep enjoying the competitive game of bridge, John.

## Treasurer's Report

September 2017

Things continue to run smoothly with an Income of \$9,888.94 and Expenses of \$13,206.89 for a Net Loss of \$3,317.95. I have printed a comparative Income Statement to highlight why we have a large loss this month. I compared with August, which is a good comparison except for the large income item of equipment at \$11,000.00. If that item is removed, August had a Net Income of \$1,330.14.

Our income was pretty much the same both months, but there are some large differences in our expenses:

1. Maintenance Furniture - This is the purchase of supplies to repair our chairs as approved by the Board at the September meeting.
2. Insurance – This is the policy protecting members of the Board of Directors. It is set up to be paid annually as opposed to our premises insurance which is on a monthly payment plan.
3. This expense wasn't reported last month and so is double this month.
4. Two special games in September, AGM and Memorial.
5. Game supplies, books, bidding boxes, etc.

These expenses total \$4,838.00 which, if they hadn't happened, would have resulted in an income of about \$1,500.00.

In mid-September, since 99.9% of the printing I do is for the Treasurer's job, I purchased a large amount of ink for my personal computer, \$222.59, which I charged to the club. 7 days later my printer died. I had used one cartridge in the printer and I returned the rest to Staples for a refund, \$201.39. I researched the printers at Staples and purchased an HP OfficeJet Pro 8710 for \$138.03. I don't need a printer for my personal affairs, so I suggest that this printer be purchased by the club for the position of Treasurer. I am constantly printing reports tracking accounting program entries, reports from other Directors, minutes, agendas, etc.

I move that the HP OfficeJet Pro 8710 printer be purchased by the club for the position of Treasurer and that this printer accompany the Acer Aspire E 15 laptop as equipment to be used by the Club Treasurer.

Since the AGM, I have had contact from Anne Herfst, a retired Accountant and a member of our club. She has made some suggestions that could make our financial reports more acceptable should we ever have to undergo a formal audit. We do not have formal audits done at this time as it is very expensive and we have a very experienced individual who reviews our books on an annual basis. I will meet with Anne to discuss her suggestions.

On Saturday September 9, we held our Annual General Meeting. This was comprised of 2 bridge sessions with the meeting and supper, provided by the club, in between. The bridge session generated \$490.00 in revenue while the dinner generated \$318.00 of expense for a net income of \$172.00. Also, on Wednesday September 20 we held our annual Memorial Game, honoring those members who have passed away. This game was an expense of \$109.45.

STATS: Sept. 2016, Sept.2017

	Indiv.	Free	Free	Prepaid	Passes	# of
	Players	Board	Awards			Tables
2016	1114	48	46	27	249	371
2017	1052	81	35	64	262	373.5

# Kingston Duplicate Bridge Club Inc

## Comparative Income Statement

	Actual 2017-09-01 to 2017-09-30	Actual 2017-08-01 to 2017-08-31	Difference
<b>REVENUE</b>			
<b>Sals Revenue</b>			
Bridge Books	192.04	41.59	150.45
Convention Cards/Holders	0.00	12.38	-12.38
Total Game Supplies Sales	192.04	53.97	138.07
Sales - Food/Drink for Games	0.00	0.00	0.00
Coffee Sales	112.12	86.02	26.10
Water/Pop Sales	130.93	92.43	38.50
Total Food/Drink Sales for Games	243.05	178.45	64.60
Anniversary Party Income	0.00	0.00	0.00
Annual General Meeting Income	12.39	0.00	12.39
Total Social Income	12.39	0.00	12.39
Membership Fees	53.09	13.27	39.82
Bridge Lessons Fees	234.52	0.00	234.52
Individual Game Fees	7,447.79	7,790.26	-342.47
Monthly Pass A	1,019.46	1,246.01	-226.55
Monthly Pass B	287.61	402.65	-115.04
Prepaid Individual Fees	353.99	283.19	70.80
Total Game Fees - Income	9,108.85	9,722.11	-613.26
<b>Net Sles</b>	9,843.94	9,967.80	-123.86
<b>Other Revenue</b>			
Donations	45.00	11,000.00	-10,955.00
<b>Total Other Revenue</b>	45.00	11,000.00	-10,955.00
<b>TOTAL REVENUE</b>	9,888.94	20,967.80	-11,078.86
<b>EXPENSE</b>			
<b>Cost of Goods Sold</b>			
Game Supplies for Gams - cost	179.23	0.00	179.23
Bridge Books - cost	605.78	0.00	605.78
Playing Cards - Cost	0.00	48.00	-48.00
Bidding Boxes - Cost	301.84	120.00	181.84
Other Game Supplies - Cost	48.73	0.00	48.73
Shipping	72.52	0.00	72.52
Total Cost of Game Supplies to ...	1,028.87	168.00	860.87
Coffee Supplies - Cost	24.55	0.00	24.55
Cookies/Candies/etc	41.73	139.59	-97.86
Other Food/Drink - Cost	18.85	0.00	18.85
Total Food/Drink Cost	85.13	139.59	-54.46
Anniversary Party Expense	0.00	0.00	0.00
Annual General Meeting Expense	318.00	0.00	318.00
Other Social - Expense	0.00	92.67	-92.67
Memorial Game Expense	108.30	0.00	108.30
Special Games Advance	0.00	0.00	0.00
Total Social - Expense	426.30	92.67	333.63
Directors Expense	1,500.00	1,440.00	60.00
Cleaners Expense	1,106.00	0.00	1,106.00
Club Manager Expense	1,267.43	1,073.93	193.50
Bridge Lessons Expense	174.15	0.00	174.15
Bridge Lessons Food	12.45	0.00	12.45
Total Subcontracts	4,060.03	2,513.93	1,546.10
<b>Total Cost of Goods &amp; Services</b>	5,779.56	2,914.19	2,865.37
<b>Generl and Administrative Exp...</b>			
ACBL Fees	0.00	517.64	-517.64
Total Business Fees	0.00	517.64	-517.64
Cash Short/Over	1.56	26.55	-24.99
Amortization Expense	300.00	1,000.00	-700.00
<b>Printed On: 2017-10-08</b>			

# Kingston Duplicate Bridge Club Inc

## Comparative Income Statement

	Actual 2017-09-01 to 2017-09-30	Actual 2017-08-01 to 2017-08-31	Difference
Insurance	768.00	0.00	768.00
Insurance Facility	79.07	79.07	0.00
Total Insurance - Cost	79.07	79.07	0.00
Monthly Plan Fee	0.00	0.00	0.00
Cash Deposit Fees	13.00	5.54	7.46
Office Supplies	106.53	72.31	34.22
Facility Supplies	124.51	69.67	54.84
RentLease	3,568.75	3,560.79	7.96
Maintenance - Furniture	2,160.00	0.00	2,160.00
Total Maintenance Cost	2,160.00	0.00	2,160.00
Telephone/Internet	69.26	69.26	0.00
Bell	0.00	71.61	-71.61
Total Tel/Internet Expense	0.00	71.61	-71.61
Hydro One	236.65	251.03	-14.38
Total Utilities Expense	236.65	251.03	-14.38
<b>Total General &amp; Admin Expense</b>	<b>7,427.33</b>	<b>5,723.47</b>	<b>1,703.86</b>
<b>TOTAL EXPENSE</b>	<b>13,206.89</b>	<b>8,637.66</b>	<b>4,569.23</b>
<b>NET INCOME</b>	<b>-3,317.95</b>	<b>12,330.14</b>	<b>-15,648.09</b>

# Kingston Duplicate Bridge Club Inc

## Balance Sheet As at 2017-09-30

### ASSET

#### Current Assets

Directors Draw	50.00	
Cookie/food Draw	250.00	
Petty Cash	200.00	
Chequing Bank Account	26,108.73	
Total Cash		26,608.73
GIC	9,528.51	
GIC 2	5,000.00	
GIC 2 Interest	0.00	
Total Gic + Interest		14,528.51
Accounts Receivable	606.91	
Acc. Rec. Next Month	0.00	
Total Receivable		606.91
Prepaid Rent/Lease	3,747.19	
Hydro One Deposit	430.00	
Union Gas Deposit	410.00	
Total Prepaid Expenses		4,587.19
<b>Total Current Assets</b>		<b>46,331.34</b>

#### Capital Assests

Furniture and Equipment		0.00
Club Furniture and Equipment	3,706.83	
Accum Amort-Club Furn & Equip	-600.00	
Net - Club Furniture & Equipment		3,106.83
Tournament Furniture & Equipm...	11,000.00	
Accum Amort - Tourn Furn & Eq...	-100.00	
Net - Tourn Furn & Equip		10,900.00
Facility	3,893.24	
Accum Amort - Facility	-600.00	
Net - Leasehold Improvements		3,293.24
<b>Total Capital Assets</b>		<b>17,300.07</b>

#### Other Non-Current Assets

Computer Software	407.24	
Incorporation	300.00	
<b>Total Other Non-Current Assets</b>	<b>707.24</b>	

**TOTAL ASSET** 64,338.65

### LIABILITY

#### Current Liabilities

Cheques Not Yet Cashd	3,196.04	
Total Accounts Payable		3,196.04
HST		0.00
HST charged on Sales	3,580.52	
HST Paid on Purchases	-2,672.30	
HST Owing (Refund)		908.22
<b>Total Current Liabilities</b>		<b>4,104.26</b>

**TOTAL LIABILITY** 4,104.26

### EQUITY

#### Owners Equity

Retained Earnings-Previous Year	49,314.69	
Current Earnings	10,919.70	
<b>Total Owners Equity</b>	<b>60,234.39</b>	

**TOTAL EQUITY** 60,234.39

**LIABILITIES AND EQUITY** 64,338.65

**Club Manager's Report  
October 2017**

**New Business**

1. Jean Fraser from KGH Auxiliary contacted me about returning for their bridge charity event. This year they are holding a "Teddy Bear Campaign" to raise money to purchase teddy bears for the paediatric ward. Monday afternoon November 20 worked for them and Jean asked if we would post notices. This is a social game, no duplicate movement, all members are welcome and I will send invitations via email and post on the website.  
In addition, I would like to hold a charity game at the club. Jean would be invited to play as a guest and give a presentation about the Auxiliary and this campaign. I suggest that we match member donations up to \$200. Kirti, our charity co-ordinator is in agreement.
2. The new ACBL laws are in effect. We have a copy at the desk and a pending order for 10 new law books. Starting January 1 the ACBL has decided to pull the Stop card from the bidding boxes. Clubs are invited to do the same. If we decide to pull the card our members should be reminded that when an opponent makes a skip bid the next player is required to pause for at least 10 seconds (in tempo).
3. The bulletin had an article on robots playing at club games. This could eliminate half tables. We would have to purchase tablets. Are Board members in favour of looking into this possibility?
4. I have attached a copy of our bylaw "Duties of the Club Manager". The ACBL's Club Manager's Handbook states "Every ACBL-sanctioned masterpoint point game must designate an active ACBL member as its manager. The club manager accepts the responsibility of complying with all local, state and federal laws."

**Upcoming Events:**

- Week of October 16-21. District 1 STaC
- Wednesday afternoon, October 25. ACBL Wide Instant Matchpoint game. One gold point for each section top.
- Thursday evening 26 October Jane Johnson Team Game. 2 sessions, 2 sections - gold points issued.
- Tuesday 7 November. District 1 John McAdam Charity Game.
- Sunday 3 December. Christmas Party, 2 session, 2 sections.
- Tuesday, Wednesday 12, 13 December Salvation Army Hamper Drive Charity Event.

Thank you, Terry



## KINGSTON DUPLICATE BRIDGE CLUB

### BY-LAW NO.2

#### DUTIES OF THE CLUB MANAGER

1. The Executive shall appoint a Club Manager for a term to be agreed upon between the Executive and the Manager.
2. The term of the Club Manager may be renewed by mutual agreement of the Manager and the Executive.
3. The Executive shall set the remuneration of the Club Manager after the President has consulted the existing Manager or candidates for the position. The remuneration shall be reviewed each year.
4. The Club Manager shall be responsible for:
  - a. submitting the Monthly Reports required by ACBL,
  - b. submitting correspondence to ACBL on club matters,
  - c. submitting the application for sanction renewals and special games to the ACBL and CBF,
  - d. maintaining game supplies,
  - e. establishing a list of game directors,
  - f. providing a schedule for game directors,
  - g. maintaining an annual membership roster,
  - h. updating monthly schedules on the website and the calendar provided to the members,
  - i. hiring and remuneration of the cleaning staff,
  - j. arranging to have the appropriate sets of boards dealt for each game,
  - k. issuing and keeping track of who has keys to the Club's premises and retrieving keys when the holders no longer need them,
  - l. arranging to replace and repair the equipment and furniture as needed, but seeking the approval of the Executive for all expenditures greater than \$500,
  - m. providing a Club Manager's Report as requested by the Executive at any General Meeting,
  - n. arranging the publication of a newsletter several times a year,
  - o. other responsibilities as assigned by the Executive.



Elaine McDougall &lt;elaine.mcdougall@gmail.com&gt;

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**Social Convenor's report August &a September**

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Kohima &lt;kohima@cogeco.ca&gt;

Mon, Oct 9, 2017 at 11:07 PM

To: Bob Fowkes &lt;kohima@cogeco.ca&gt;, bridgecentrekingston@gmail.com

Hello everyone sorry for the delay for this report. The expenses for August are as follows.

Chips, cheese & candy.	\$139.59
Toilet paper.	\$ 9.98
Get well cards.	\$ 12.00
Milk, cream, pop, napkins & water.	\$ 92.67
HST.	\$ 19.52
Total.	\$273.76

I was in New Brunswick and Nova Scotia from 16 August until 01 October, during that time Terry, Shirley Grundy and Marleen Young looked after my duties. They did a great job and I had thank them very much. I know there were other members who helped keep the kitchen area clean, I also would like to thank them and hope they continue to keep an eye on the kitchen area when I am not around, a lot of our members do not wash their dirty cups and plates before they leave so other people wash them.

While I was away 2 functions took place, the AGM and the Memorial game. Marleen looked after the refreshments for these functions. I checked the treasurers report and it looks as if the AGM expense was \$318.00 and the expense for the Memorial game was \$109.45. I also think Shirley had to purchase crackers, milk/cream for a cost of approximately \$80.00.

I hope to see you at the monthly board meeting tomorrow.

Again I apologize for sending this report at the last minute.

Chimo

Bob

Sent from my iPad

## **Ontario Not For Profit Corporations Act - PART VII AUDITORS**

### **Appointment of auditor**

**68** (1) Subject to section 76, at each annual meeting, members of a corporation shall by ordinary resolution appoint,

- (a) an auditor to hold office until the close of the next annual meeting; or
- (b) a person to conduct a review engagement of the corporation. 2010, c. 15, s. 68 (1).

### **Eligibility of director-appointed auditor**

(2) An auditor appointed at the first meeting of the directors held under subsection 32 (1) is eligible for appointment under subsection (1). 2010, c. 15, s. 68 (2).

### **Incumbent auditor**

(3) If an auditor is not appointed at a meeting of the members and if no resolution is passed under section 76, the incumbent auditor continues in office until a successor is appointed. 2010, c. 15, s. 68 (3).

### **Remuneration**

(4) The remuneration of an auditor or person appointed to conduct a review engagement may be fixed by ordinary resolution of the members or, if not so fixed, shall be fixed by the directors. 2010, c. 15, s. 68 (4).

### **Qualifications**

**69** (1) In order to be an auditor of a corporation or to conduct a review engagement of a corporation, a person must be permitted to conduct an audit or review engagement of the corporation under the *Public Accounting Act, 2004* and be independent of the corporation, any of its affiliates, and the directors and officers of the corporation and its affiliates. 2010, c. 15, s. 69 (1).

### **Independence**

- (2) For the purpose of this section,
  - (a) independence is a question of fact; and
  - (b) a person is deemed not to be independent if that person or their business partner,

- (i) is a business partner, a director, an officer or an employee of the corporation or any of its affiliates, or is a business partner of any director, officer or employee of the corporation or any of its affiliates,
- (ii) beneficially owns or controls, directly or indirectly, a material interest in the debt obligations of the corporation or any of its affiliates, or
- (iii) has been a receiver, receiver-manager, liquidator or trustee in bankruptcy of the corporation or any of its affiliates within two years before the person is proposed to be appointed as auditor of the corporation or to conduct a review engagement of the corporation. 2010, c. 15, s. 69 (2).

#### Business partners

- (3) For the purpose of subclause (2) (b) (i), a body corporate's business partner includes a shareholder or member of the body corporate. 2010, c. 15, s. 69 (3).

#### Duty to resign

- (4) An auditor or person appointed to conduct a review engagement who is disqualified under this section shall resign immediately after becoming aware of the disqualification. 2010, c. 15, s. 69 (4).

effect in the minutes shall be conclusive evidence of the fact without proof of the number or proportion of voted recorded in favour of or against the motion.

#### **4. Directors**

##### **Election and Term**

The Board of Directors of the Corporation shall consist of thirteen (13) directors including the following nine (9) officers elected by the members;

1. The President
2. The Vice- President
3. The Secretary
4. The Treasurer
5. The Social Chair
6. The Partnership Chair
7. The Education Chair
8. The Promotion Chair
9. A Representative of the Novice and Intermediate players,

The Board shall also include two other directors elected by the Members, the Club Manager appointed by the Board, and a Past President appointed by the Board.

The term of office of the Directors shall be for one year from October 1 next following the date of their election or appointment and they may be elected or appointed for further one year terms.

##### **Vacancies**

The office of a Director shall be vacated immediately:

## **SCHEDULE A**

### **Duties of Officers of the Corporation**

#### **1. President**

The duties of the President shall be:

- (a) To preside over all meetings of the Board of Directors and Members,
- (b) To propose an agenda for all meetings
- (c) To carry out the decisions and directions of the Board
- (d) To represent the Club to outside parties
- (d) To co-ordinate Board activities in fulfilling its governance responsibilities and facilitate co-operative relationships among directors and between the Board and the Club Manager
- (e) To lead the Board in monitoring and evaluating the performance of the Club Manager
- (f) To serve as a member on all Board Committees except the Conduct and Ethics Committee

#### **2. Past President**

The duties of the Past President shall be:

- (a) To convene and chair a nominating committee as provided in the Elections By-law,
- (b) To conduct the election of Officers of the Corporation as provided by the By-laws.

#### **3. Vice-president**

**Website Issues****Re Board Materials**

1. LH menu on main page does not indicate where any material related to the Board can be found
2. Board material is in two places
  - a. Minutes and Treasurer's Report are under NEWS
  - b. Board membership is called "Committee" and is under INFORMATION
3. No information on By-Laws is on the website
4. No budget on the website
5. Board membership is 2016-17

**Recommendations:**

- Make a menu item on the main page "KDBC BOARD" and have four sub-tabs for Minutes, Treasurer's Reports, By-Laws and Committees (Board Members Other Positions and Directors)
- Update Board Members list as of Oct 1, 2017.
- Add By-Laws and budget

**Re Cost to Play**

1. Cost is under main information tab, but does not describe passes.

**Recommendation:**

- Add information on price and how to buy Passes to the "how much?" tab.

Committee	
1 Executive	
President	John Gerretsen
Vice President	Carol Harries
Past President	Marvin Baer
Treasurer	Bill Mitchell
Secretary	Marlene Young
Club Manager	Terry Demers
Education Chair	Charlie Waddell
Partnership Chair	Marilyn Lindsay
Social Chair	Bob Fowkes
Promotion Chair	Glenn Torrie
Intermediate/Novice Representative	Margaret Beck
Member at Large	Elizabeth Stott
Member at Large	Suzanne Lambert
2 Other Positions	
Chief Director	Don Kersey
Recorder	Jock Devonshire
Ethics Committee Chairperson	Don Kersey
Charity Coordinator	Kirti Oberai
Webmaster	Mark Donovan
Librarian	Larry Potvin
Fire/Safety Representative	Kevin Loughlin
Unit Representative	Sharon Boal
Regional Tournament Coordinator	Gaylia Ohlman
3 Directors	
Chief Director	Don Kersey
Director	Marvin Baer
Director	Jock Devonshire
Director	Kevin Loughlin
Director	Brian Moorby
Director	Charlie Waddell



## Kingston Duplicate

New ??

Release 2.19k

- Home Page
- News Page
- Information
- Lessons
- Calendar
- Calendar Month
- Results
- Competitions
- Useful Links
- Membership
- Administration

Switch to Desktop

### Notice



We

Web Site Ne



This new website for the Kingston now officially live. If you have site, please email bridgecent

### 2017 Laws of Dug

As of September 25, the new La in effect in the ACBL.

- Download a copy of the ACBL website

Congratulations to all Brock

Home Page

News Page

Interesting hands

Treasurer's Reports

Board Minutes

Information

Lessons

Calendar

Calendar Month

Results

Competitions

Useful Links

Membership

Administration

New ??

Release 2.19k

- Home Page
- News Page
- Information
  - Where & When
  - How to Find Us
  - Contact Us
  - Committee
- Lessons
- Calendar
- Calendar Month
- Results
- Competitions
- Useful Links
- Membership
- Administration

### Where & When for Kingston Duplicate Bridge Club

①	When	Seven games a week
♠	What	Duplicate Bridge
📍	Where	Bridge Centre 645 Gardiners Road Kingston, ON  Click here for a map to K7M 8K2
🚗	Car Parking	Front and back
💰	How Much	Table Money (Members) - \$8.00 (\$5.00 for students) Table Money (Visitors) - \$8.00 (surcharge for some special games) Annual Subscription - Club membership \$15.00
📞	Contact	
😊	Visitors	Always Welcome
🍹	Refreshments	
🚭	Smoking	All parts of the interior are non smoking areas. Smoking can continue outside the building.
👯	Partners	For Partnership, call 613-384-0888



Suggested I/N questions

1. I would like to have some games with
  - a. A life master paired with an I/N player on each table (both directions)  
☐ Yes ☐ No
  - b. Random draw partnerships of I/N players in each direction  
☐ Yes ☐ No
  - c. More Swiss team events for I/N players  
☐ Yes ☐ No
2. When there are few tables, I would like a Howell movement (to increase the number of points available, and play against more players):  
☐ Yes ☐ No

With 6 I/N tables, I prefer a movement so that 4 boards are played at all 6 tables (versus 5 boards at 5 tables, with a skip):

☐ Yes ☐ No

With 8 I/N tables I prefer to play:

6 tables with 4 boards each, with a skip and a "bye" ☐ Yes ☐ No

A movement with 3 boards played at each of 8 tables ☐ Yes ☐ No

3. When there is a half-table, I would prefer a Howell movement to minimize the number of boards to sit out  
☐ Yes ☐ No
4. For I/N mentor games, should the mentor play for free? ☐ Yes ☐ No  
For I/N Mentor games, should the mentee play some games for free? ☐ Yes ☐ No  
If Yes, How many \_\_\_\_\_
5. Are there other issues that concern you as an I/N Player?

6. Do you have suggestions to encourage newcomers to play at the club?