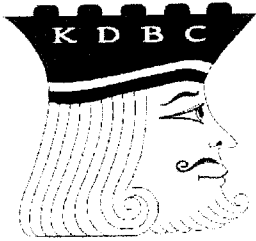


**Kingston Duplicate Bridge Club Inc.
Agenda for the Board Meeting
May 8, 2018
Held at the Bridge Centre**

- 1. Adoption of the Agenda** - John Gerretsen
- 2. Approval of the Minutes** – John Gerretsen
 - a. of the Board Meeting of April 17, 2018 (Appendix A)
 - b. of the Special Meeting of April 25, 2018 (to be distributed at the Meeting)
- 3. Treasurer's Report and Financial Statements** (Appendix B) – Bill Mitchell
 - a. 2018-19 Draft Budget and Budget Alternative (Appendix C)
- 4. Club Manager's Report** (Appendix D) – Terry Demers
- 5. Social Chair's Report** (Appendix E) – Bob Fowkes
- 6. I/N Representative's Report** – Hamish Taylor
- 7. Business Arising from the Minutes**
 - a. Update to By-Laws re Audit Requirement – Elaine McDougall
- 8. New and Unfinished Business**
 - a. Salvation Army Hamper Fund Issues Update – John Gerretsen
 - b. Books for Sale and Library – Charlie Waddell and Terry Demers
 - c. Communications with Members following Board Meetings – John Gerretsen and Terry Demers
 - d. Draft Free Play Policy– Greg McKellar and Terry Demers
 - e. Balancing the Field/Fair Stratification of Games update – Hamish Taylor
 - f. 2018-19 Education Budget and Plan: Purchase of Capital Assets – Charlie Waddell
 - g. Timing of Friday Game – Hamish Taylor
 - h. Board policy on playing Directors – John Gerretsen
 - i. Water Cooler vs Bottled Water at the Club – John Gerretsen
 - j. Updates on Items 9a-e - various
- 9. Deferred/On-going Items (to be brought back to future meetings)**
 - a. Policy Index for Board Decisions (Sharon Boal and Elaine McDougall, ongoing) (from Nov 2017)
 - b. Report on BOT Play (Don Kersey, ongoing) (from Jan 2018)
 - c. 6-month review of viability of Sunday game (Board, August 2018) (from Oct 2017)
 - d. Sanctions for future Regionals (John Gerretsen, after 2018 Regional) (from March 2018)
 - e. Passes
 - i. one-time free pass for the second Thursday Newcomer Mentor night to all new players who participated in the Rookie Master Game – Terry Demers
 - ii. Pricing and application of the I/N Pass – (Appendix G) Hamish Taylor, Sharon Boal and Marlene Young
- 10. Next Meeting Date:** June 12, 2018
- 11. Adjournment**



**Kingston Duplicate Bridge Club Inc.
Minutes of the Board Meeting
May 8, 2018
Held at the Bridge Centre**

1. Adoption of the Agenda - John Gerretsen

Four items were added to the Agenda as circulated: Toilets and floors (Riet), Manager's duties during her absence (Marilyn) and Date of Longest Day Game (Elaine).

Motion to approve the Agenda as circulated with the addition of the above items; moved by Marilyn, seconded by Greg. Motion carried.

2. Approval of the Minutes – John Gerretsen

a. of the Board Meeting of April 17, 2018 (Appendix A)

Motion to approve the Minutes of the Board Meeting of April 17, 2018 as circulated; moved by Marilyn, seconded by Bob. Motion carried.

b. of the Special Meeting of April 25, 2018 (to be distributed at the Meeting)

Motion to approve the Confidential Minutes of the Special Board Meeting of April 25, 2018 as distributed at the meeting; moved by Charlie, seconded by Marlene. Motion carried.

It was agreed that the official copy of these minutes would be kept in a sealed envelope at the Club. The numbered copies that were distributed at the meeting for review were collected by the Secretary and will be shredded.

3. Treasurer's Report and Financial Statements (Appendix B) – Bill Mitchell

a. 2018-19 Draft Budget and Budget Alternative (Appendix C)

John noted that he and Bill had met to go over the April deposits and bank statements and that all were in order and that John will continue this practice monthly as an independent report to the Board.

The "Budget Alternative" circulated by Bill was discussed. Hamish noted that the proposal was not really a budget (which is a tool used for forward planning) but is an alternative way to report current health of the Club's financial position. A budget is the tool we should use to determine whether or not we can make certain financial decisions (such as purchases, prices of games, types of passes etc) and meet our future financial obligations. Sharon commented that the costs cited on the "Budget Alternative" are indeed mostly controllable and as such form part of any budget plan. She recommended that the Board provide Bill with clarity as to what is needed by the Board in a budget. John agreed to speak with Bill, asking him to give the Board a clear outline of what is spent in each of broad categories, and take it from there.

Motion to approve the Treasurer's Report as circulated; moved by Marlene, seconded by Marilyn. Motion carried.

4. Club Manager's Report (Appendix D) – Terry Demers

There was discussion on the issue of water bottles and coolers.

Moved that "In the interests of good environmental practices, the Club proposes to stop selling bottled water and using Styrofoam cups if the majority of Members present agree at the AGM in September."; moved by Greg, seconded by Sharon. Motion carried (8 for, 2 opposed).

It was agreed that this motion would be featured in the May Board Communiqué to members.

John raised the question of player Directors and referred to the "Responsibilities and Duties of the Director" policy which was appended to Terry's report. John agreed that Directors should be made aware of #9, if they are not already. It was noted that Saturday and Sunday games are small and that it may be unreasonable to ask someone to direct those games without also playing; we clearly need more Directors. Greg commented that in the abstract, the integrity of the game depends on having non-playing Directors; however we cannot live in the abstract and it mostly is a problematic issue when a Director pre-books to play in a large game which he/she is also directing. It was agreed that we have a policy (see above) and can waive it under special circumstances.

Motion to approve the Club Manager's Report as circulated; moved by Bob, seconded by Riet. Motion carried.

5. Social Chair's Report (Appendix E) – Bob Fowkes

Bob presented his report. There were no questions.

Motion to approve the Social Chair's Report as circulated; moved by Bob, seconded by Riet. Motion carried.

6. I/N Representative's Report – Hamish Taylor

A couple of items were discussed:

Item 8g (timing of the Friday game) was brought up by an I/N member of the Club who wondered if the start time of the Friday game could be earlier, to finish before rush hour traffic and to get an earlier start on the weekend. It was agreed that an 11:30 start would be a good idea and that the Club members should be asked to vote on this on at the AGM. Starting earlier on Tuesday might also be desirable, although there are lessons before that game so this may not be feasible. We will need to check with Terry when she is back.

Motion to propose to the Members at the September AGM that the Friday Game start time be moved from 12:30 p.m. to 11:30 a.m.; moved by Marlene, seconded by Hamish. Motion carried.

It was agreed that this motion would be featured in the May Board Communiqué to members.

Item 9eii (I/N passes) will be tabled until the next meeting. Hamish, Sharon and Marlene have been working on a proposal, but the topic is complicated and needs more time.

7. Business Arising from the Minutes

- a. Update to By-Laws re Audit Requirement – Elaine McDougall

Elaine wanted to check that the amended Organizational By-Law be posted on the website. This was agreed. Elaine will bring the draft amended text to the next meeting for approval before posting.

8. New and Unfinished Business

- a. Salvation Army Hamper Fund Issues Update – John Gerretsen

John reported that he had called the Salvation Army to inquire about our issues and they have not yet called back.

- b. Books for Sale and Library – Charlie Waddell and Terry Demers

This item is deferred until the next meeting.

c. Communications with Members following Board Meetings – John Gerretsen and Terry Demers

Elaine noted that the April communiqué had been posted on the Club website but not yet emailed to Members as the 2018 email list has not been updated yet. In the interim, Carol and Charlie volunteered to print a couple of colour copies to post on the Club bulletin Boards.

The May communiqué will feature 1) reasons to stratify the game and 2) the items to be brought for a vote at the AGM (water bottle sales and Friday Game start).

d. Draft Free Play Policy– Greg McKellar and Terry Demers

Greg noted that the draft policy had meant to provide a framework only. It was noted that the problematic area remained volunteers – the policy did not seem to match the current or intended practices. Greg and Terry will review the comments and revise their draft as they deem appropriate for the Board to consider.

e. Balancing the Field/Fair Stratification of Games update – Hamish Taylor

Hamish reported on his trial that he ran for today's game and the results were clearly superior to having players pick their own tables. The computer results were 100% balanced in dividing the field into 3 equal strata and in then distributed players in each strata equally in both directions, whether the game was run as one section or two. Letting people sit where they wanted (what actually happened) resulted in a very unbalanced field overall, and unbalanced sections (see attached).

While Hamish's program does make a routinely "almost perfect" stratification, it is not without its drawbacks: if run live, the print-out would have been posted almost instantly after the last player had signed in, there would then take some time to have players find their assigned seats, and swap with their table partners (the only swapping that can be allowed as that would preserve the stratification) if they preferred the other direction. The other issue that will be difficult is when players need, for health reasons, a specific table. Only running a real trial will tell us how long this takes in reality and if it is feasible. It also takes considerable familiarity with the program to run it; it is unclear how many members at the Club would be willing or able to take on this duty before a Tuesday or Friday game.

It was agreed that an "awareness campaign" needed to be launched; a first piece on this will be a feature in the next Board communique on the need to stratify properly, authored by Greg. Perhaps more trials should be run as well (people were interested in what Hamish was doing), before a real test.

There issue with members is less of "I don't care about stratification" than a genuine "I didn't know it mattered".

In addition, members do not necessarily know which strata their partnership will end up in, as our current process has the Director ultimately controls the strata breaks, and determines if average, or top player, MPs is the determining factor.

Finally, simpler solutions may be findable, but the program, and the education campaign, will no doubt help in raising members' awareness of the importance of proper stratification.

It is also clear that regardless of the solution, the cash takers cannot be responsible for stratification, they are simply too busy.

As an aside, Greg commented that it is preferable to run one section, with a Web or other movement, than to divide the game into two sections, for a number of fairness reasons (including avoiding a long sit-out).

f. 2018-19 Education Budget and Plan: Purchase of Capital Assets – Charlie Waddell

This item is deferred until the next meeting.

- g. Timing of Friday Game – Hamish Taylor

This item was covered earlier in the meeting.

- h. Board policy on playing Directors – John Gerretsen

This item was covered earlier in the meeting.

- i. Water Cooler vs Bottled Water at the Club – John Gerretsen

This item was covered earlier in the meeting.

- j. Updates on Items 9a-e – various

9d) John reported on item d: there is considerable confusion as to the status of our 2020 regional sanction (whether or not it has been applied for; whether or not June is an option or if we have to return to a May date; whether or not the Club can apply or whether it must be an individual) and how much time we have to make an application. Originally we thought we had the okay to wait until the June 2018 regional is completed to decide whether or not we even wished to pursue a June 2020 date. Gaylia (by phone) confirmed that St. Lawrence should have its conference centre running by 2020 and that a May 2020 date at the College may be an option (it was not for 2018), but that whoever is running the 2020 regional will have to explore that option. It was also discussed that the Club should request “indications of interest” from individuals who may wish to run the 2020 regional, as soon as possible. John will contact Leo W. in the district to try to sort out the status of the 2020 sanction.

9eii) was covered earlier in the meeting.

9. Deferred/On-going Items (to be brought back to future meetings)

- a. Policy Index for Board Decisions (Sharon Boal and Elaine McDougall, ongoing) (from Nov 2017)
- b. Report on BOT Play (Don Kersey, ongoing) (from Jan 2018)
- c. 6-month review of viability of Sunday game (Board, August 2018) (from Oct 2017)
- d. Sanctions for future Regionals (John Gerretsen, after 2018 Regional) (from March 2018)
- e. Passes
 - i. one-time free pass for the second Thursday Newcomer Mentor night to all new players who participated in the Rookie Master Game – Terry Demers
 - ii. Pricing and application of the I/N Pass – (Appendix G) Hamish Taylor, Sharon Boal and Marlene Young

Items added to the Agenda

- f. Floors and Toilets- Riet Haaksman

Riet will speak to the landlords about the state of the floor, and replacing the toilets (the current ones are models that are not up to commercial use).

- g. Manager’s Duties – Marilyn Lindsay

Marilyn wondered who was taking on Terry’s duties in her absence, in particular with regard to handling phone messages and emails. John will be in touch with Terry to find out.

- h. Date of the Longest Day Game – Elaine McDougall


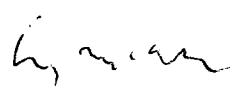
Elaine referred to the emails between Terry and Kirti, which had been copied to the Board, in which Kirti expressed some concern about the date of the Longest Day charity game date (the day before our Regional) and wondered if it could be changed as it might result in a low turn-out for the charity. It was unclear whether or not Terry was leaving open the possibility of changing the date of the charity game (even though it would not be part of the Longest Day games). It was confirmed that the Club would participate in the Longest Day charity game and hold it at the Club on Monday June 18th. John is to let Kirti know what our constraints are around this.

Charlie remarked that part of the point of the Longest Day game was also to raise awareness of bridge, and that some Clubs play in public venues and that the Club had played once in the atrium on the Frontenac Mall. It was agreed the Club should explore options for this in future years.

10. **Next Meeting Date:** June 12, 2018

11. Adjournment

Board Members Present: John Gerretsen – President; Greg McKellar – Vice-President; Carol Harries – Past President; Elaine McDougall – Secretary; 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; Marlene Young – Member-at-Large. Regrets: Bill Mitchell – Treasurer and Terry Demers – Club Manager.

Elaine McDougall, Secretary :  June 12, 2018
Greg McKellar, Vice-President :  June 12, 2018

COMPUTER MODEL (2 sections) MAY 12⁸

RESULTS

Section A						Section B					
No.	Name	Partner	Tier	Table #	Dir	No.	Name	Partner	Tier	Table #	Dir
1	Dikland, Harry	Boal, Sharon	A	1	N/S	1	Ohlman, Gaylia	Lindsay, Maril	A	1	N/S
2	Mckellar, Greg	Mckellar, Jim	A	1	E/W	2	Jennings, Pat	Maceachen, A	A	1	E/W
3	O'reilly, Edward	Mckellar, Beverley	A	4	N/S	3	Gagnon, Flore	Douglas, Robe	A	4	N/S
4	Briggs, Patricia	Baer, Marvin	A	4	E/W	4	Ormiston, Lou	Van Eck Mar	A	4	E/W
5	Lindsay, Roderick	Loughlin, Kevin	A	7	N/S	5	Dumontier, Ph	Moreau, Sylvi	A	7	N/S
6	Oberai, Tara	Oberai, Kirti	A	7	E/W	6	Waddell Dor	Berard, L Flor	A	7	E/W
7	Forbes, Sybil	Renzoni, Joan	B	2	N/S	7	Bursey, Debor	Fowkes, Robe	B	2	N/S
8	Harries, Carol	Wilson Bon	B	2	E/W	8	Hazelgrove, Ja	Szewczuk, Fra	B	2	E/W
9	Tong, Kai	Potvin, Larry	B	5	N/S	9	Sherlock, Anne	Ahrens, Ilona	B	5	N/S
10	Mitz, Niki	Mitz, Lew	B	5	E/W	10	Ross, Betty	Scott, Lillian	B	5	E/W
11	Finucan, John	Johnston, Mac	B	8	N/S	11	Rothenbury, R	Richardson, L	B	8	N/S
12	Tousignant Luc	Day, Maureen	C	8	E/W	12	Young, Marlen	Wyborn, Kath	C	8	E/W
13	Haaksman, Riet	Gauvin, Tammy	C	3	N/S	13	Leach, June	Lallemand, Cl	C	3	N/S
14	Licharson, John	Licharson, Elna	C	3	E/W	14	Ryan, Suzanne	Tindall Lin	C	3	E/W
15	Forbes, William	Torrie, Glenn	C	6	N/S	15	Prince, Judy	Prince, Brian	C	6	N/S
16	Mackay, Patricia	Menninga, Rita	C	6	E/W	16	Sheridan, Rita	Larson, Gary	C	6	E/W
17				9	N/S	17	west, marg	millar, Willy	C	9	N/S

(1 section)

Name	Partner	Tier	Table #	Dir	Name	Partner	Tier	Table #	Dir
Mckellar, Greg	Mckellar, Jim	A	1	EW	Dikland, Harry	Boal, Sharon	A	1	NS
Briggs, Patricia	Baer, Marvin	A	4	EW	O'reilly, Edward	Mckellar, Beverley	A	4	NS
Oberai, Tara	Oberai, Kirti	A	7	EW	Lindsay, Roderick	Loughlin, Kevin	A	7	NS
Jennings, Pat	Maceachen, Anne	A	10	EW	Ohlman, Gaylia	Lindsay, Marilyn	A	10	NS
Ormiston, Louise	Van Eck Mar	A	13	EW	Gagnon, Florence	Douglas, Roberta	A	13	NS
Waddell Dor	Berard, L Florence	A	16	EW	Dumontier, Phil	Moreau, Sylvia	A	16	NS
Harries, Carol	Wilson Bon	B	2	EW	Forbes, Sybil	Renzoni, Joan	B	2	NS
Mitz, Niki	Mitz, Lew	B	5	EW	Tong, Kai	Potvin, Larry	B	5	NS
Bursey, Deborah	Fowkes, Robert	B	8	EW	Finucan, John	Johnston, Mac	B	8	NS
Sherlock, Anne	Ahrens, Ilona	B	11	EW	Hazelgrove, Janet	Szewczuk, Frances	B	11	NS
Rothenbury, Ray	Richardson, Larry	B	14	EW	Ross, Betty	Scott, Lillian	B	14	NS
Haaksman, Riet	Gauvin, Tammy	C	3	EW	Tousignant Luc	Day, Maureen	C	3	NS
Forbes, William	Torrie, Glenn	C	6	EW	Licharson, John	Licharson, Elna	C	6	NS
Young, Marlene	Wyborn, Kathryn	C	9	EW	Mackay, Patricia	Menninga, Rita	C	9	NS
Ryan, Suzanne	Tindall Lin	C	12	EW	Leach, June	Lallemand, Claudine	C	12	NS
Sheridan, Rita	Larson, Gary	C	15	EW	Prince, Judy	Prince, Brian	C	15	NS
		z	18	EW	west, marg	millar, Willy	C	18	NS

one section

ACTUAL RESULTS: Tuesday, May 15, 2018

OPEN/2000/500

Section A

Table #	NS	Strata	EW	Strata
1	S Boal & H Dikland	A	A Maceachen & P Jennings	B
2	B Fowkes & D Bursey	B	J Prince & B Prince	C
3	A Sherlock & I Ahrens	B	S Ryan & L Tindall	C
4	R Douglas & F Gagnon	B	C Harries & B Wilson	B
5	L Ormiston & M Van Eck	B	L Scott & B Ross	B
6	M Young & K Wyborn	C	C Lallemant & J Leach	C
7	J Hazelgrove & F Szewczuk	B	R Haaskman & T Gauvin	C
8	D Waddell & F Berard	B	N Mitz & L Mitz	B

Section B

Table #	NS	Strata	EW	Strata
1	L Tousignant & M Day	C	R Menninga & P Mackay	C
2	S Forbes & J Renzoni	B	J Finucan & M Johnston	B
3	K Tong & L Potvin	B	M West & W Miller	C
4	G Larson & R Sheridan	C	B Forbes & G Torrie	C
5	M Baer & P Briggs	A	M Lindsay & G Ohlman	A
6	R Lindsay & K Loughin	A	K Oberai & T Oberai	A
7	J Licharson & E Licharson	C	R Rothenbury & L Richardson	C
8	E O'Reilly & B McKellar	A	J McKellar & G McKellar	A
9			S Moreau & P Dumontier	B

Summary

	A	B	C		A	B	C
Section A NS	1	6	1	Section A EW	0	4	4
Section B NS	3	2	3	Section B EW	3	2	4
NS Totals	4	8	4	EW Totals	3	6	8
% of pairs NS	12%	24%	12%	% of pairs EW	9%	18%	24%
% of pairs in game	21%	42%	36%				

TREASURER'S REPORT**April 2018**

Firstly, allow me to apologize for not being present at the Board Meeting. I am, however, available during the meeting to respond to any questions or comments, 613-449-5796.

We had a very modest profit in April with Income at \$10,601.97 and Expenses at \$10,339.46 for a net gain of \$262.51.

I have prepared the Income Statement as a comparison to last year's for the same period and I find there are some interesting changes from last year.

1. Game fees have gone up. While individual payers have declined, passes and prepaids have increased significantly for a gain of \$715.91.
2. Book sales have increased.
3. Cost of goods sold up by \$689.15 mainly due to increases in director's, cleaning and manager's fees.
4. General and Admin. Expense was up due to the STaC in April, depreciation, office supplies (new printer and supplies).
5. Utilities expense lower! Probably due to better light control and programmable thermostat.

The Statistics present some interesting information. The increase in attendance of 208 players might have increased our income, year over year, by \$1,664.00. However the increase in passes used and free plays wiped out more than half of that increase, bringing it down to only \$715.91. There were only 5 more passes purchased but passes were used 123 more times, and 180 more players played for free than last year, which represents \$2,073.00 of lost income (# of players * \$8.00 minus dollar amount of new passes purchased).

All in all, April was a satisfactory month financially.

I have prepared a new Budget for 2018-2019. Not having any information about where we can expect changes in Income or Expenses, I have simply taken last year's numbers, divided by 12 for those items that appear monthly and used last year's figure for those items that appear only once per year. The whole process seems rather pointless in my opinion. Please see my proposal later in the meeting.

Respectfully,

Bill.

Statistics for 2017-2018

Month	Cash	Prepay	Board	Award	Passes	Total	Tables	Pass A Used	Bought A	Hypothetical Income	Actual Income	Pass B Used	Bought B
April	1,029	29	51	20	217	1346	336.5	131	8	\$ 1,048.00	\$ 1,024.00	93	8
May	1,109	44	76	34	223	1486	371.5	132	7	\$ 1,056.00	\$ 896.00	101	8
June	998	43	63	13	159	1276	319.0	105	7	\$ 840.00	\$ 896.00	52	4
July	984	26	83	10	243	1346	336.5	173	9	\$ 1,384.00	\$ 1,152.00	70	7
August	1,060	65	74	12	303	1514	378.5	212	10	\$ 1,696.00	\$ 1,280.00	88	7
September	1,052	64	81	35	262	1494	373.5	199	10	\$ 1,592.00	\$ 1,280.00	62	5
October	1,112	77	82	31	246	1548	387.0	207	10	\$ 1,656.00	\$ 1,280.00	41	3
November	1,111	67	70	30	292	1570	392.5	181	10	\$ 1,448.00	\$ 1,280.00	110	9
December	748	22	54	303	129	1256	314.0	81	6	\$ 648.00	\$ 768.00	48	7
January	948	39	60	47	180	1274	318.5	98	7	\$ 784.00	\$ 896.00	79	7
February	953	52	70	46	247	1368	342.0	182	9	\$ 1,456.00	\$ 1,152.00	75	6
March	1,083	51	82	50	350	1616	404.0	244	12	\$ 1,952.00	\$ 1,536.00	134	9
Totals YTD	12,187	579	846	631	2,851	17094	4273.5	1945	105	\$ 15,560.00	\$ 13,440.00	953	80

Statistics for 2018-2019

Month	Cash	Prepay	Board	Award	Passes	Total	Tables	Pass A Used	Bought A	Hypothetical Income	Actual Income	Pass B Used	Bought B
April	1029	54	70	54	347	1554	388.50	207	10	\$ 1,656.00	\$ 1,280.00	140	11
May	0	0	0	0	0	0	0.00	0	0	\$ -	\$ -	0	0
June	0	0	0	0	0	0	0.00	0	0	\$ -	\$ -	0	0
July	0	0	0	0	0	0	0.00	0	0	\$ -	\$ -	0	0
August	0	0	0	0	0	0	0.00	0	0	\$ -	\$ -	0	0
September	0	0	0	0	0	0	0.00	0	0	\$ -	\$ -	0	0
October	0	0	0	0	0	0	0.00	0	0	\$ -	\$ -	0	0
November	0	0	0	0	0	0	0.00	0	0	\$ -	\$ -	0	0
December	0	0	0	0	0	0	0.00	0	0	\$ -	\$ -	0	0
January	0	0	0	0	0	0	0.00	0	0	\$ -	\$ -	0	0
February	0	0	0	0	0	0	0.00	0	0	\$ -	\$ -	0	0
March	0	0	0	0	0	0	0.00	0	0	\$ -	\$ -	0	0
Totals YTD	1029	54	70	54	347	1554	388.50	207	10	\$ 1,656.00	\$ 1,280.00	140	11

Definitions:

Individual Players – Those players who paid \$8.00 to play bridge.

Free Board – The # of games played by Board Members who play for free as recognition for the amount of personal time their responsibilities entail.

Free Awards – The # of games played by other members of the club as recognition of volunteer activities above and beyond.

Prepaid – The number of games played by members using a 10 game pass they purchased for \$80.00.

Passes – The number of games played by members who bought a monthly pass.

Budget Alternative

May 8, 2018

The By-laws of KDBC Inc. require the Treasurer to prepare an Annual Budget within 60 days of the start of a new year. The proposed Budget for 2018-2019 was presented for your consideration as part of the Treasurer's Report.

However, I'm not sure that what the Executive and Membership needs, to monitor the success of the Corporation, is a Budget. A budget is effective when there are controllable expenses and/or receipts that need to be monitored, and whose performance can be altered to conform to the needs of the approved budget. Other corporations have budgets based on expectations based on department staffing or sales projections, or projects forecasting material and labour costs. We have very few items on our books that fit that description.

We have no control over the major items in our income and expense statement:

1. Individual game fees
2. Monthly passes
3. Bridge books income
4. Playing cards income
5. Christmas party income
6. Coffee sales
7. Water/pop sales
8. Membership fees
9. Lesson fees
10. Director's fees
11. Coffee supplies
12. Water/pop supplies
13. Cookies/candies
14. Christmas party expense
15. Etc.

We could control some expense items by putting limits on how much can be spent:

1. Bridge books - cost
2. Playing cards - cost
3. Advertising
4. Furniture repair
5. Etc.

The individual responsible for the spending on these items would have to prepare a proposal for the amount to be spent and present it to the Executive for approval. These items are such a small part of our financial record that I'm not sure it's worth the effort or stress.

The accounting software I am using, Sage 50, is capable of preparing financial reports comparing this year to last year, item by item, one month at a time, or year-to-date. I suggest that, rather than compare this year's numbers to a budget that is based on last year's numbers (at the very best as there is no department or project to forecast any change), I present reports monthly comparing this month to the same month last year, and comparing this year-to-date to last year's year-to-date. This has not been possible before now because 2016-2017 is not in the database, whereas 2017-2018 is.

This type of comparison will give us accurate information so we can see how we are doing compared to last year, and it will allow us to analyze what we need to do about it, if anything.

As I said in the opening, our by-laws require the Treasurer to prepare an annual budget. I suspect that, at the time of preparation, this was a 'boiler-plate' inclusion found in most by-laws. By-laws can be changed and I propose we change them so that the financial reports always compare to the previous year. This will provide a more understandable picture of our financial status.

If this concept meets with the approval of the Board, and the Board agrees it would be a good idea to change our By-laws, I will be happy to prepare new wording for a By-law amendment to be presented to the Membership in September at our Annual General Meeting.

Prepared and submitted by:

W.A. Mitchell

Treasurer

KDBC Inc.
Club Manager Report
May 2018

Carry Over:

- **Drinking water options:**

Floor model standing cold/room temperature water. Uses 5 gallon water tanks. Available online or at Costco \$169. (vitapur-white)

The Water Store (Gardiners and Bath) has a system that is a cooler set up to our water intake. The water is filtered. The filter (\$25 to be replaced about every 6 months). No bottle pick up or exchanges -\$422. + \$150 installation.

Water Store also has a under sink filter unit including a reverse osmosis system. This will filter chlorine and other particles. We already have a tap installed at our sink (right side) that we may be able to use. The filter replacement is \$65 annually. No bottle pick up - \$399. + \$150 instal.

If we choose to have 5 gallon water refills you can purchase a card at the Water Store for \$91.20 that will allow you 38 refills (\$2.40 per refill) or you can pay each time for \$3.06. They have a cleaning station where you clean your bottle and refill yourself. This water is filtered.

- Styrofoam cups. Bob mentioned that he has more cups to donate to our club. I would like to eliminate the styrofoam cups and replace them with regular cups. We could have a special cupboard for anyone who wants to keep a personal cup. Members would be expected to clean and put their personal cup in the designated cupboard. All other cups would be free for all.
- The Rookie Master game was a success. 21 players who do not usually play at our club joined in. I have added them to our email beginner contact list, presently at 89 contacts and passed the email addresses on to Gayle and Kay. ~~For more info?~~

New Business

1. **Playing directors.** John asked that I distribute a copy of "Director's Duties and Responsibilities" to the Board. This is a working copy from 2016 with some changes. There is no policy at this point.

Upcoming Events

Thursday evening May 17: IMP game.

June, July and August. North American Pairs (NAP) club level qualifying games. We have 6 scheduled games. No extra charge to players. The fee is \$5 US per table. 50/50% red/black: 81.8% sectional rated.

Monday June 18: Alzheimers Charity game.

June 19-24: Kingston Regional

Thank you.

I regret not being able to attend. I look forward to Elaine's minutes.

Attached: Duties of

Responsibilities and Duties of the Director

Requirements of a Director:

- Be ACBL qualified, and members of the KDBC.
- Have knowledge and understanding of the Laws of Duplicate Bridge and ACBL regulations.
- Have knowledge of ACBLscore and the ability to work with required tools and hardware.
- Be familiar with how to input, save and deal boards.

Director's responsibilities:

1. To be courteous and professional.
2. To enforce our zero tolerance policy.
3. To be prepared for emergencies such as medical and fire.
4. To arrive at least ½ hour before game time. Table mats and movements should be in order, Bridgemates distributed. The director determines the stratification.
5. To pick up the seating assignments and return them to the cash box.
6. Directors should announce number of tables, movements and skips before the game.
7. To start the game on time. All players are expected to be seated 5 minutes before game time for announcements.
8. To keep the game moving. Rounds are to be monitored and slow players guided. Clock timers are encouraged. Late plays and penalties are at the discretion of the director. Noise levels monitored.
9. Directors should not pre-book games. Exceptions can be made for single session games with fewer than 10 tables. If someone shows up without a partner the director is not required to play. Directors should not play to make a half table. If someone has double booked, or made an error in their schedule the director should try to find a partner for them. If someone arrives needing a partner in a small game where the director is booked to play the director shall not send that person home. Instead the director's partner should offer to play. With 2 sections or over 16 tables the director does not play.
10. **Directors must follow ACBL requirements for playing directors in special sanction events.** When stated that directors should not play a director is not to prebook a game and should only play in extenuating circumstances.
11. To fill in Director's Slip and have it signed. 2 copies are required: one for the treasurer and one for the manager.
12. To distribute hand records and post results on the website.
13. To notify the Director in Charge of a STaC if a scheduled game is cancelled.
14. To gather and put away the tablemats, Bridgemates and boards after the game. The desk and playing area to be left tidy. Coffee machine turned off. The bathrooms checked. Heating/air should be turned down in winter and off in the summer. Lights turned off, kitchen left tidy and both doors locked.
15. Other duties as requested by the Board.

Directors are paid: \$50 to direct 1 session with 1 section

\$60 to direct 2 sessions or a session with a web movement.

Thank you for being a Director. Your time and expertise are greatly appreciated.

Bob Fowkes May 1 (7 days ago)

to Bob

Hi again everyone, here are my expenses for April 2018

Cookies, chips, candy etc.	\$152.19
Fruits, vegetables, dips etc. for the rookie/masters game.	\$ 62.88
Toilet paper, paper towels & mats.	\$ 91.69
Pop, water, cream, milk, tea bags etc.	\$ 114.43
HST.	\$ 27.87
Total expenses.	\$449.06

Another month gone by to quickly, the main event in April was the Rookie/Master game that was a real success thanks to Marilyn and Terry. We had 21 tables which included many new faces to the club. The refreshments were fruit and veggie platters which I made up at the club for a total cost of \$62.88. There was very little waste. Special thanks to Margo who helped me with cutting the watermelon and making up the platters. The left over was put out the next evening and only 3 pieces of watermelon were left. Everyone seemed to enjoy the spread.

I spoke to John Gerretsen and got permission to purchase 3 mats for the kitchen area that were on sale at Costco. They replaced the carpet runner in front of the sink. The total cost was \$50.82.

That's about all to report, see you at the club.

Chimo

Bob

Sent from my iPad