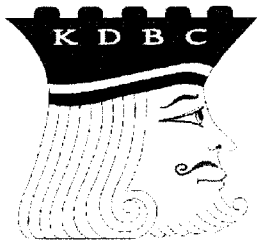


**Kingston Duplicate Bridge Club Inc.**  
**Agenda for the Board Meeting**  
**July 10, 2018**  
**Held at the Bridge Centre**

1. **Adoption of the Agenda** – John Gerretsen
2. **Approval of the Minutes of the Board Meeting of June 12, 2018** (Appendix A) – John Gerresten
3. **Report on the 2018 Regional Tournament** – Gaylia Ohlman (invited to attend)
4. **Report on 2017-2018 Financial Review** – Gaylia Ohlman and Bill Mitchell
5. **Report of the Search Committee for a new Club Manager** – John Gerretsen
6. **Treasurer's Report and Financial Statements** (Appendix B) – Bill Mitchell
7. **Club Manager's Report** (Appendix C) – Terry Demers
8. **Social Chair's Report** (Appendix D) – Bob Fowkes
9. **I/N Representative's Report** – Hamish Taylor
10. **Business Arising from the Minutes**
  - a. Balancing the Field/Fair Stratification of Games - Board
  - b. Earlier start time for evening games – Board
  - c. Election of Officers for 2018-19 Board – Carol Harries
  - d. Facility issues
    - i. Reverse Osmosis Water filter
    - ii. Kitchen Wiring
11. **New and Unfinished Business**
  - a. Draft Free Play Policy (Appendix E) - Greg McKellar and Terry Demers
  - b. Policy Index for Board Decisions (Appendix F) - Sharon Boal
  - c. Honouring Ken Allan – Greg McKellar
  - d. Books Sold at the Club – Bill Mitchell
12. **Deferred/On-going Items (to be brought back to future meetings)**
  - a. Report on BOT Play (Don Kersey, ongoing) (from Jan 2018)
  - b. 6-month review of viability of Sunday game (Board, August 2018) (from Oct 2017)
  - c. Regional 2020 Sanction and Requests for Interest – John Gerretsen (from March 2018)
  - d. Salvation Army Hamper Fund Issues Update – John Gerretsen (from Feb 2018)
  - e. Books for Sale and Library – Charlie Waddell and Terry Demers (from Feb 2018)
  - f. 2018-19 Education Budget and Plan: Audrey Grant Lecture – Charlie Waddell (from June 2018)
13. **Next Meeting Date:** August 14, 2018
14. **Adjournment**

*Board Members John Gerretsen – President; Greg McKellar – Vice-President; Carol Harries – Past President; Bill Mitchell – Treasurer. Terry Demers – Club Manager; 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.*



**Kingston Duplicate Bridge Club Inc.**  
**Minutes for the Board Meeting**  
**July 10, 2018**  
**Held at the Bridge Centre**

**1. Adoption of the Agenda**

John noted that Marilyn Lindsay and Marlene Young sent regrets. Bill Mitchell joined the meeting at 4:30 p.m. Item # 11d should be titled "Books Bought by the Club". John requested to add a new item 11e on the Club Manager as a voting member of the Board.

Motion to adopt the Agenda as amended; moved by Riet, seconded by Hamish. Motion passed.

**2. Approval of the Minutes of the Board Meeting of June 12, 2018 (Appendix A)**

Motion to approve the Minutes as circulated; moved by Hamish, seconded by Bob. Motion passed.

**3. Report on the 2018 Regional Tournament**

John reported that this item will be deferred until the next meeting, as Gaylia is still waiting for some outstanding invoices before she prepares her final report. However, the Regional Committee has provided the Club with a cheque for \$2500; further payments will be made if there are profits from the tournament. John will give the cheque to Bill for deposit.

**4. Report on 2017-2018 Financial Review**

Gaylia provided a written financial review for the Board (which was circulated by the Secretary). This will be included in the agenda package for the Annual General Meeting in September.

**5. Report of the Search Committee for a new Club Manager**

John reported that there were three applicants, all internal. The Search Committee (John, Greg and Carol) will interview candidates on Monday, July 16<sup>th</sup>. A special meeting of the Board will be held after the game on Tuesday, July 17<sup>th</sup>, to hear the Search Committee's recommendation and make a decision.

**6. Treasurer's Report and Financial Statements (Appendix B)**

Bill referred to his report and financial statements. The loss in June was largely due to the regional, and unplanned expenses relating to facility improvements (new toilets) and book expenses. The previously approved card purchase was also expensed in June. Printing for the regional was also expensive in June.

The new printer is considerably more costly (in terms of toner, and short drum life-span) to run than the old one. We are a print-heavy (ink intensive) organization, with daily hand records printed among other reports. The old printer was a commercial one and the new printer is intended to be for home office, rather than large office use. Bill and Terry will prepare data on amount of toner/number of pages printed per month since purchased this printer. This item will be examined in more detail at the next meeting.

Bill asked the Board what it would like in terms of financial reports. It was agreed that the Balance Sheet should be provided as it is currently (and not in comparison to other months).

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

**7. Club Manager's Report**

Terry reported that there is no Club Manager's report (accordingly no Appendix C), as she did not wish to plan items in advance of the new Club Manager being hired. She will walk that person through any existing up-coming events.

Normally Terry does not charge the Club mileage when she travels to pick up our playing card orders in the US, as she reported that she often chooses to combine those trips with some personal travel. However, the convention cards came in separately from the playing cards, and that necessitated an extra and Club-purpose-only trip; as a result it cost her personal expenditures for gasoline.

Motion to pay Terry \$40 to compensate for mileage expenses related to travel to the US to pick up our order of convention cards last month; moved by Riet, seconded by Greg. Motion carried.

#### **8. Social Chair's Report**

Bob referred to his report as circulated. With regard to upcoming special events:

For the Anniversary Party in July, the pizza will come from Papa John's as that was well-regarded at the Sectional. Bob will try to get the 2-for-1 Tuesday special, even though our event is on a Saturday. The price of a liquor license has increased to \$150 (if we charge for the drinks) and \$35 if we serve alcohol but do not charge for it. The application process is on-line and fairly cumbersome. As the Anniversary Party is a one-session event only with a meal following the game, it was agreed not to not offer alcohol, but offer free soft drinks, tea, coffee and water with the meal. Terry will update the website and notices on the bulletin board to reflect this change.

Motion to not serve liquor at the anniversary party; moved by Hamish, seconded by Elaine. Motion carried.

For the AGM in September, the meal will be from The Pasta Shelf. However, the normal date for our AGM (the second Saturday in September) coincides this year with the Perth Sectional. Accordingly, the AGM will be moved to Saturday, September 15<sup>th</sup>. Following the discussion above on the new liquor license regulations, and given that the AGM is a two-session event (game, AGM, meal, game) it was agreed that we would apply serve liquor and charge \$5 per drink.

Motion to serve liquor at the AGM with the meal (\$5 per drink); moved by Charlie, seconded by Bill. Motion carried (two opposed).

Bob is away during the AGM so John will ask Justin if he is willing to look after the liquor purchase and serving. John will report on this for the next meeting.

For the Christmas Party, Sybil has agreed to make the desserts.

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

#### **9. I/N Representative's Report**

Hamish did not have an I/N report, but would discuss the issue of stratification (important particularly to I/N players in open games) under the next Agenda item.

#### **10. Business Arising from the Minutes**

##### **a. Balancing the Field/Fair Stratification of Games – Board**

Hamish noted that using his computer program, while providing perfect stratification, did not work for two reasons: a) members do not want to wait to see where to sit; and b) the 10 or so players who wanted a specific seat or "would go home". He suggested that the Board could consider two options:

#1 – use the program, but run it 10 minutes before game time. Players who arrive after this time will have to sit in whatever seats are left; or

#2 – assign partnership point average ranges to tables (and have signs on the actual tables). Looking at a sample of past Tuesdays, ranges of partnership averages that provide an equal split among the three strata look to be:

A > 1200 mps partnership average; B 400 – 1200 mps partnership average; C < 400 mps partnership average.

We ask people to find a table that fits their partnership average, end of story. While acknowledging that some people may ignore this for the sake of “their favourite table” (this is opposed to a table that is required for a bona fide accommodation), Greg noted that it really is an issue of player integrity and Club responsibility. John commented that no-one complains when they receive their seat assignment at a tournament. If there are “repeat offenders” there may be some way to discuss a remedy with them. Sharon pointed out that the players respect the Directors, and that there was some discussion of the Directors’ role in seat assignment.

Motion to try table labels as a way to stratify the game, for four weeks on Tuesday afternoons, starting on July 17<sup>th</sup>; moved by Greg, seconded by Hamish. Motion passed.

Terry will make the table labels. It will not be the responsibility of the cash taker to assign tables.

The table labels will be made and placed as follows:

TABLES 1, 4, 7, 10, 13, 16: Sit here if your partnership average is >1200 mps

TABLES 2, 5, 8, 11, 14, 17: Sit here if your partnership average is 400 – 1200 mps

TABLES 3, 6, 9, 12, 15, 18: Sit here if your partnership average is < 400 mps

18 table mats will be put out. They will be collapsed and re-numbered in sequence by the Director, if there are fewer than 18 tables but the seating arrangements and order will be retained insofar as possible.

b. Earlier start time for evening games – Board

After further exploration, it was agreed that the Monday, Wednesday and first Thursday evening games will continue to start at 7:00 p.m.

c. Election of Officers for 2018-19 Board – Carol Harries

Carol confirmed that the Nominating Committee will have its slate ready by August 15<sup>th</sup>, and that members can forward additional names to the Nominating Committee by August 31<sup>st</sup>.

d. Facility issues

i. Reverse Osmosis Water filter

This unit, donated by Frances Szewczuk, is ready to be installed. Terry will ask John Finucan if he can install it, or recommend someone to install it.

ii. Kitchen Wiring

Riet reported that this was fixed at the same time that the toilets were installed.

## **11. New and Unfinished Business**

a. Draft Free Play Policy (Appendix E) - Greg McKellar and Terry Demers

Greg spoke to the policy which he had revised following the Board’s comments.

Motion to approve the Free Play Policy as circulated; moved by Greg, seconded by Terry. Motion passed.

b. Policy Index for Board Decisions (Appendix F) - Sharon Boal

Sharon spoke to the Policy Summary and Index, which provide an aid to the Board and the Club Manager in finding decisions made by the Board and their original sources (By-Law, motion in Minutes, past practice, or

Policy). It is still a work-in-progress as some minutes are still missing, and will require constant update following each Board meeting. It was agreed that the Board Secretary should be responsible for the updating. The Policy Summary document has an automatic date stamp so it is easy to identify the most recent version. The two documents will be kept in the "policy binder" in the Club. The Board thanked Elaine for her work over the past few months collecting and organizing the information.

Motion to approve two months free play for Elaine in appreciation of the work in creating the Policy Summary and Index; moved by Sharon, seconded by Greg. Motion passed.

c. Honouring Ken Allan – Greg McKellar

Greg noted that long-standing, significant contributors to the Club should be recognized, and not only posthumously (as an aside, the Club needs to award the Noreen Sugarman trophy). With regard to a suitable recognition of Ken Allan, Greg noted that Ken, on many levels, made the Kingston bridge club a better place. Not only an exceptional player himself, Ken taught, directed and took a particular and active interest in new players, and played with many of them as partners. Greg spoke with Paddy and she is very supportive of a Trophy and an award to honour Ken (the recipient would get a small plaque). With unanimous support for this idea, the Board agreed to return to this topic at its next meeting, with specific suggestions as to the criteria for the recipient, the nomination process, and the award process.

d. Books Purchased by the Club

Bill noted that a number of books had been bought by the Club over the past little while, and he asked how these were approved. Terry explained that a number of the purchases were the new ACBL Laws (needed since the change) and Audrey Grant "At a Glance" series, which are popular. All purchases are made per the Club's "Procedures for the Sale of Bridge Books and Other Items Directly Related to Duplicate Bridge and The Sale of Non-Bridge Items on Club Premises by Kingston Duplicate Bridge Club Members" dated May 3, 2015. This policy will be distributed to the Board members by the Secretary for discussion at the next meeting.

e. Voting Status of Club Manager

John noted that there have been different models at the Club of having the Club Manager be a voting or non-voting member of the Board. Before hiring a new manager, he suggested that the Board revisit the issue. Terry noted that she preferred to be non-voting and the Board members agreed that this would be preferable, with the Club Manager attending the Board meetings.

Motion to amend the By-Laws to make the Club Manager an ex-officio, non-voting, member of the Board; moved by Greg, seconded by Charlie. Motion passed.

Elaine will send draft text to the Board regarding this amendment.

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

- a. Report on BOT Play (Don Kersey, ongoing) (from Jan 2018)
- b. 6-month review of viability of Sunday game (Board, August 2018) (from Oct 2017)
- c. Regional 2020 Sanction and Requests for Interest – John Gerretsen (from March 2018)
- d. Salvation Army Hamper Fund Issues Update – John Gerretsen (from Feb 2018)
- e. Books for Sale and Library – Charlie Waddell and Terry Demers (from Feb 2018)
- f. 2018-19 Education Budget and Plan: Audrey Grant Lecture – Charlie Waddell (from June 2018)

Sharon reported on Ottawa's very positive experience with an Audrey Grant session. She also reported that Allan Graves is very willing to share his expertise on teaching bridge and increasing the game's broad appeal,

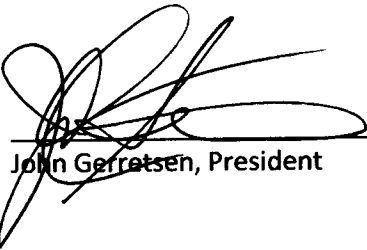
as well as teaching here. The first step would be for Charlie, our education chair, and his teaching team, to meet with Allan to discuss this proposal in more detail. Sharon will put them in contact with each other.

13. **Next Meeting Date:** July 17<sup>th</sup>, 2018 (special meeting re the appointment of a new Club Manager) and August 14, 2018 (next regular Board meeting).

14. **Adjournment**

Motion to adjourn the meeting at 6:20 p.m.; moved by Elaine, seconded by Carol. Motion passed.

*Board Members present: John Gerretsen – President; Greg McKellar – Vice-President; Carol Harries – Past President; Bill Mitchell – Treasurer (from 4:30 p.m. onwards); Terry Demers – Club Manager; Elaine McDougall – Secretary; Charlie Waddell - Education Chair; Hamish Taylor - I/N Representative; Sharon Boal - Promotions Chair; Bob Fowkes - Social Chair; Riet Haaksman– Member-at-Large. Regrets: Marilyn Lindsay - Partnership Chair; Marlene Young – Member-at-Large.*

  
\_\_\_\_\_  
John Gerretsen, President  
\_\_\_\_\_  
Elaine McDougall, Secretary

**TREASURER'S REPORT****June 2018**

Greetings to the Board of Directors. It's good to be back in person.

Revenue for the month of June was \$7,908.38. Expenses were \$10,003.23. Net Income was -\$2,094.85.

A large contributor to this loss was the Kingston Regional Tournament. The six days of lost revenue had a large impact as was expected, but this should be compensated for with our proceeds from the tournament which will occur in July. Our Cash account in the Balance Sheet shows a large jump but this is caused by the Regional returning our advance of \$3,000.00 and is reflected in the reduced Accounts Receivable account, so our Assets haven't changed.

We had a few heavier than expected expenses. The Maintenance – Facility expense was for 2 new heavy duty toilets to replace the existing ones with which we were having continual problems. The large Office Supplies expense was mainly due to purchasing toner for our new printer. Perhaps my impression is premature, but this printer seems to be more expensive to run than the previous one. If the Executive wishes I can create new accounts to track our printing costs, including toner, drums and paper. Also there was a larger than expected, in the budget, expenditure for Books and Playing Cards. The ACBL Fees account shows \$0.00 expense. This will result in a larger than normal expense in July as we catch up. The bills were paid on time by Terry, but she didn't claim her personal expense until recently. There's an amount recorded as Tournament Expense. Normally all expenses of the tournament would be paid by the tournament organizers, but this amount was paid by the club to return the tables and equipment to storage after the tournament.

Statistically, attendance was down by 89 tables from last month but only 16 tables compared to last year. Passes Bought was down, but usage was down even more, creating only a small hypothetical Lost Income.

Everything seems to be moving along as expected, no major surprises.

# 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	Hypothetical Income	Actual Income	Lost Income
April	1,029	29	51	20	217	1346	386.5	131	8	\$ 1,048.00	\$ 1,024.00	93	8	\$ 744.00	\$ 520.00	\$ 248.00
May	1,109	44	76	34	223	1486	371.5	132	7	\$ 1,056.00	\$ 896.00	101	8	\$ 808.00	\$ 520.00	\$ 448.00
June	998	43	63	13	159	1276	319.0	105	7	\$ 840.00	\$ 896.00	52	4	\$ 416.00	\$ 260.00	\$ 100.00
July	984	26	83	10	243	1346	386.5	173	9	\$ 1,384.00	\$ 1,132.00	70	7	\$ 560.00	\$ 455.00	\$ 337.00
August	1,060	65	74	12	303	1514	378.5	212	10	\$ 1,592.00	\$ 1,280.00	88	7	\$ 704.00	\$ 455.00	\$ 665.00
September	1,052	64	81	35	262	1494	373.5	199	10	\$ 1,592.00	\$ 1,280.00	62	5	\$ 496.00	\$ 325.00	\$ 483.00
October	1,112	77	82	31	246	1548	387.0	207	10	\$ 1,656.00	\$ 1,280.00	41	3	\$ 328.00	\$ 195.00	\$ 508.00
November	1,111	67	70	30	292	1570	392.5	181	10	\$ 1,448.00	\$ 1,280.00	110	9	\$ 880.00	\$ 585.00	\$ 463.00
December	948	22	54	303	129	1256	314.0	81	6	\$ 648.00	\$ 768.00	48	7	\$ 384.00	\$ 455.00	\$ (191.00)
January	948	39	60	47	180	1274	318.5	98	7	\$ 784.00	\$ 896.00	79	7	\$ 632.00	\$ 455.00	\$ 65.00
February	953	52	70	46	247	1368	342.0	182	9	\$ 1,456.00	\$ 1,152.00	75	6	\$ 600.00	\$ 390.00	\$ 514.00
March	1,083	51	82	50	350	1616	404.0	244	12	\$ 1,952.00	\$ 1,536.00	134	9	\$ 1,072.00	\$ 585.00	\$ 903.00
Totals YTD	12,187	579	846	631	2,851	17,094	4273.5	1945	105	\$ 15,560.00	\$ 13,440.00	953	80	\$ 7,624.00	\$ 5,200.00	\$ 4,544.00

# 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	Hypothetical Income	Actual Income	Lost Income
April	1029	54	70	54	347	1554	388.50	207	10	\$ 1,656.00	\$ 1,280.00	140	11	\$ 1,120.00	\$ 715.00	\$ 781.00
May	1092	66	56	51	303	1568	392.00	219	10	\$ 1,752.00	\$ 1,280.00	84	8	\$ 672.00	\$ 520.00	\$ 624.00
June	913	55	45	50	149	1212	303.00	117	7	\$ 936.00	\$ 896.00	32	4	\$ 256.00	\$ 260.00	\$ 36.00
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	3034	175	171	155	799	4334	1083.50	543	27	\$ 4,344.00	\$ 3,456.00	256	23	\$ 2,048.00	\$ 1,495.00	\$ 1,441.00

## 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.



**Kingston Duplicate Bridge Club Inc**  
**Income Statement 2018-06-01 to 2018-06-30**

**REVENUE**

<b>Sales Revenue</b>			
Bridge Books	93.80		
Playing Cards	81.42		
Total Game Supplies Sales		175.22	
Coffee Sales	120.13		
Water/Pop Sales	85.61		
Total Food/Drink Sales for Games		205.74	
Membership Fees	39.81		
Bridge Lessons Fees	66.37		
Total Other Fees		106.18	
Individual Game Fees	6,085.84		
Monthly Pass A	679.65		
Monthly Pass B	230.09		
Prepaid Individual Fees	425.66		
Total Game Fees - Income		7,421.24	
<b>Total Revenue</b>		<b>7,908.38</b>	
<b>TOTAL REVENUE</b>		<b>7,908.38</b>	

**EXPENSE**

<b>Cost of Goods Sold</b>			
Bridge Books - Cost	279.00		
Playing Cards - Cost	654.00		
Convention Cards/Holders - Cost	100.00		
Other Game Supplies - Cost	84.00		
Shipping	98.78		
Total Cost of Game Supplies to ...		1,215.78	
Coffee Supplies - Cost	32.52		
Water/Pop Supplies - Cost	57.73		
Cookies/Candies/etc	108.40		
Total Food/Drink Cost		198.65	
Other Social - Expense	52.56		
Total Social - Expense		52.56	
Directors Expense	1,440.00		
Cleaners Expense	550.00		
Club Manager Expense	1,102.95		
Total Subcontracts		3,092.95	
<b>Total Cost of Goods &amp; Services</b>		<b>4,559.94</b>	
<b>Tournaments - Expense</b>			
Tournament Expense		109.38	
<b>Total Tournament Expense</b>		<b>109.38</b>	
<b>General and Administrative Ex...</b>			
Cash Short/Over		-30.98	
Depreciation Expense		300.00	
Maintenance - Computer/Printer		39.62	
Insurance Facility	79.07		
Total Insurance - Cost		79.07	
Cash Deposit Fees		5.63	
Office Supplies		469.96	
Facility Supplies		53.32	
Rent/Lease		3,568.75	
Storage Space Rent		182.00	
Maintenance - Facility	398.00		
Total Maintenance Cost		398.00	
Bell	69.26		
Total Tel/Internet Expense		69.26	
Hydro One	173.71		
Union Gas	25.57		

Printed On: 2018-07-09

**Kingston Duplicate Bridge Club Inc**  
**Income Statement 2018-06-01 to 2018-06-30**

Total Utilities Expense	199.28
<b>Total General &amp; Admin Expense</b>	<b>5,333.91</b>
<b>TOTAL EXPENSE</b>	<b>10,003.23</b>
<b>NET INCOME</b>	<b>-2,094.85</b>

# Kingston Duplicate Bridge Club Inc

## Comparative Income Statement

	Actual 2018-06-01 to 2018-06-30	Budget 2018-06-01 to 2018-06-30	Difference
<b>REVENUE</b>			
<b>Sales Revenue</b>			
Bridge Books	93.80	57.96	35.84
Playing Cards	81.42	78.76	2.66
Convention Cards/Holders	0.00	0.88	-0.88
Bidding Boxes	0.00	37.17	-37.17
Total Game Supplies Sales	175.22	174.77	0.45
Coffee Sales	120.13	106.81	13.32
Water/Pop Sales	85.61	74.91	10.70
Other Food/Drink Sales	0.00	15.00	-15.00
Total Food/Drink Sales for Games	205.74	196.72	9.02
Membership Fees	39.81	13.27	26.54
Bridge Lessons Fees	66.37	26.55	39.82
Total Other Fees	106.18	39.82	66.36
Individual Game Fees	6,085.84	7,129.21	-1,043.37
Monthly Pass A	679.65	679.65	0.00
Monthly Pass B	230.09	230.09	0.00
Prepaid Individual Fees	425.66	254.86	170.80
Total Game Fees - Income	7,421.24	8,293.81	-872.57
<b>Total Revenue</b>	<b>7,908.38</b>	<b>8,705.12</b>	<b>-796.74</b>
<b>TOTAL REVENUE</b>	<b>7,908.38</b>	<b>8,705.12</b>	<b>-796.74</b>
<b>EXPENSE</b>			
<b>Cost of Goods Sold</b>			
Bridge Books - Cost	279.00	88.03	190.97
Playing Cards - Cost	654.00	140.06	513.94
Convention Cards/Holders - Cost	100.00	21.08	78.92
Bidding Boxes - Cost	0.00	35.15	-35.15
Other Game Supplies - Cost	84.00	4.06	79.94
Shipping	98.78	18.69	80.09
Total Cost of Game Supplies to ...	1,215.78	307.07	908.71
Coffee Supplies - Cost	32.52	108.61	-76.09
Water/Pop Supplies - Cost	57.73	33.61	24.12
Cookies/Candies/etc	108.40	297.83	-189.43
Other Food/Drink - Cost	0.00	8.33	-8.33
Total Food/Drink Cost	198.65	448.38	-249.73
Social Events - Expense	0.00	75.00	-75.00
Other Social - Expense	52.56	39.56	13.00
Total Social - Expense	52.56	114.56	-62.00
Directors Expense	1,440.00	1,380.00	60.00
Cleaners Expense	550.00	625.00	-75.00
Club Manager Expense	1,102.95	851.40	251.55
Bridge Lessons Food	0.00	10.00	-10.00
Total Subcontracts	3,092.95	2,866.40	226.55
<b>Total Cost of Goods &amp; Services</b>	<b>4,558.94</b>	<b>3,736.41</b>	<b>823.53</b>
<b>Tournaments - Expense</b>			
Tournament Expense	109.38	0.00	109.38
<b>Total Tournament Expense</b>	<b>109.38</b>	<b>0.00</b>	<b>109.38</b>
<b>General and Administrative Ex...</b>			
Advertising and Promotions	0.00	16.66	-16.66
ACBL Fees	0.00	506.89	-506.89
CBF Fees	0.00	69.02	-69.02
Total Business Fees	0.00	575.91	-575.91
Cash Short/Over	-30.98	55.85	-86.83
Depreciation Expense	300.00	300.00	0.00
Maintenance - Computer/Printer	39.62	0.00	39.62

Printed On: 2018-07-09

# Kingston Duplicate Bridge Club Inc

## Comparative Income Statement

	Actual 2018-06-01 to 2018-06-30	Budget 2018-06-01 to 2018-06-30	Difference
Computer Software Expense	0.00	62.50	-62.50
Insurance Facility	79.07	79.07	0.00
Total Insurance - Cost	79.07	79.07	0.00
Cash Deposit Fees	5.63	0.00	5.63
Office Supplies	469.96	62.61	407.35
Facility Supplies	53.32	80.19	-26.87
Miscellaneous Expenses	0.00	19.72	-19.72
Rent/Lease	3,568.75	3,568.75	0.00
Storage Space Rent	182.00	182.00	0.00
Maintenance - Facility	398.00	0.00	398.00
Maintenance - Equipment	0.00	45.20	-45.20
Maintenance - Furniture	0.00	181.11	-181.11
Total Maintenance Cost	398.00	226.31	171.69
Bell	69.26	69.26	0.00
Total Tel/Internet Expense	69.26	69.26	0.00
Hydro One	173.71	242.69	-68.98
Union Gas	25.57	0.00	25.57
Total Utilities Expense	199.28	242.69	-43.41
<b>Total General &amp; Admin Expense</b>	<b>5,333.91</b>	<b>5,541.52</b>	<b>-207.61</b>
<b>TOTAL EXPENSE</b>	<b>10,003.23</b>	<b>9,277.93</b>	<b>725.30</b>
<b>NET INCOME</b>	<b>-2,094.85</b>	<b>-572.81</b>	<b>-1,522.04</b>

# Kingston Duplicate Bridge Club Inc

## Balance Sheet As at 2018-06-30

### ASSET

<b>Current Assets</b>		
Directors Draw	50.00	
Cookie/food Draw	250.00	
Petty Cash	200.00	
Chequing Bank Account	22,764.12	
Total Cash		23,264.12
GIC	9,528.51	
GIC 2	5,000.00	
Contingency GIC	5,000.00	
Contingency GIC Interest	6.85	
Total Investments		19,535.36
Prepaid Rent/Lease	3,747.19	
Union Gas Deposit	410.00	
Total Prepaid Expenses		4,157.19
<b>Total Current Assets</b>		<b>46,956.67</b>
<b>Capital Assets</b>		
Club Furniture and Equipment	3,797.72	
Accum Deprec-Club Furn & Equip	-1,500.00	
Net - Club Furniture & Equipment		2,297.72
Tournament Furniture & Equipm...	11,000.00	
Accum Deprec - Tourm Furn & E...	-1,000.00	
Net - Tourm Furn & Equip		10,000.00
Facility	3,893.24	
Accum Depreciation - Facility	-1,500.00	
Net - Facility		2,393.24
<b>Total Capital Assets</b>		<b>14,690.96</b>
<b>TOTAL ASSET</b>		<b>61,647.63</b>

### LIABILITY

<b>Current Liabilities</b>		
Cheques Not Yet Cashd	326.75	
Total Accounts Payable		326.75
HST charged on Sales	3,740.97	
HST Paid on Purchases	-1,859.35	
HST Owng (Refund)		1,881.62
<b>Total Current Liabilities</b>		<b>2,208.37</b>
<b>TOTAL LIABILITY</b>		<b>2,208.37</b>

### EQUITY

<b>Owners Equity</b>		
Retained Earnings-Previous Year	60,089.67	
Current Earnings	-650.41	
<b>Total Owners Equity</b>		<b>59,439.26</b>
<b>TOTAL EQUITY</b>		<b>59,439.26</b>
<b>LIABILITIES AND EQUITY</b>		<b>61,647.63</b>

Printed On: 2018-07-09

# Kingston Duplicate Bridge Club Inc

## Comparative Income Statement

	Actual 2018-04-01 to 2018-06-30	Budget 2018-04-01 to 2018-06-30	Difference
<b>REVENUE</b>			
<b>Sales Revenue</b>			
Bridge Books	466.81	308.39	158.42
Playing Cards	121.24	139.37	-18.13
Convention Cards/Holders	7.96	8.84	-0.88
Bidding Boxes	0.00	90.27	-90.27
Total Game Supplies Sales	596.01	546.87	49.14
Coffee Sales	409.82	417.81	-7.99
Water/Pop Sales	316.13	279.22	36.91
Other Food/Drink Sales	0.00	45.00	-45.00
Total Food/Drink Sales for Games	725.95	742.03	-16.08
Other Social - Income	0.00	21.10	-21.10
Total Social Income	0.00	21.10	-21.10
Membership Fees	225.64	265.46	-39.82
Bridge Lessons Fees	252.22	508.86	-256.64
Total Other Fees	477.86	774.32	-296.46
Individual Game Fees	21,176.10	22,910.74	-1,734.64
Monthly Pass A	3,058.40	2,322.13	736.27
Monthly Pass B	1,323.01	1,150.45	172.56
Prepaid Individual Fees	1,355.74	467.25	888.49
Total Game Fees - Income	26,913.25	26,850.57	62.68
<b>Total Revenue</b>	<b>28,713.07</b>	<b>28,934.89</b>	<b>-221.82</b>
<b>TOTAL REVENUE</b>	<b>28,713.07</b>	<b>28,934.89</b>	<b>-221.82</b>
<b>EXPENSE</b>			
<b>Cost of Goods Sold</b>			
Supplies for Games - cost	0.00	50.00	-50.00
Game Supplies for Sale	0.00	9.50	-9.50
Bridge Books - Cost	541.76	264.09	277.67
Playing Cards - Cost	654.00	420.18	233.82
Convention Cards/Holders - Cost	100.00	63.24	36.76
Bidding Boxes - Cost	0.00	105.45	-105.45
Other Game Supplies - Cost	84.00	12.18	71.82
Shipping	128.96	56.07	72.89
Total Cost of Game Supplies to ...	1,508.72	980.71	528.01
Coffee Supplies - Cost	531.52	325.83	205.69
Water/Pop Supplies - Cost	153.48	100.83	52.65
Cookies/Candles/etc	413.69	567.08	-153.39
Other Food/Drink - Cost	0.00	24.99	-24.99
Total Food/Drink Cost	1,098.69	1,018.73	79.96
Social Events - Expense	0.00	75.00	-75.00
Other Social - Expense	217.63	149.35	68.28
Total Social - Expense	217.63	224.35	-6.72
Directors Expense	4,960.00	4,470.00	490.00
Cleaners Expense	1,875.00	1,875.00	0.00
Club Manager Expense	2,979.90	3,057.30	-77.40
Bridge Lessons Expense	290.25	232.20	58.05
Bridge Lessons Food	0.00	30.00	-30.00
Total Subcontracts	10,105.15	9,664.50	440.65
<b>Total Cost of Goods &amp; Services</b>	<b>12,930.19</b>	<b>11,888.29</b>	<b>1,041.90</b>
<b>Tournaments - Expense</b>			
Tournament Expense	109.38	0.00	109.38
<b>Total Tournament Expense</b>	<b>109.38</b>	<b>0.00</b>	<b>109.38</b>
<b>General and Administrative Ex...</b>			
Advertising and Promotions	0.00	49.98	-49.98
ACBL Fees	186.00	1,777.79	-1,591.79

Printed On: 2018-07-09

# Kingston Duplicate Bridge Club Inc

## Comparative Income Statement

	Actual 2018-04-01 to 2018-06-30	Budget 2018-04-01 to 2018-06-30	Difference
CBF Fees	56.64	207.02	-150.38
STaC Fees	661.95	765.00	-103.05
Total Business Fees	904.59	2,749.81	-1,845.22
Cash Short/Over	37.43	99.20	-61.77
Depreciation Expense	900.00	900.00	0.00
Maintenance - Computer/Printer	39.62	0.00	39.62
Computer Software Expense	0.00	187.50	-187.50
Insurance Facility	237.21	237.21	0.00
Total Insurance - Cost	237.21	237.21	0.00
Cash Deposit Fees	16.88	16.54	0.34
Office Supplies	1,168.64	187.83	980.81
Facility Supplies	229.37	240.57	-11.20
Miscellaneous Expenses	0.00	59.16	-59.16
Rent/Lease	10,706.25	10,706.25	0.00
Storage Space Rent	546.00	546.00	0.00
Maintenance - Facility	398.00	0.00	398.00
Maintenance - Equipment	144.00	135.60	8.40
Maintenance - Furniture	12.83	543.33	-530.50
Total Maintenance Cost	554.83	678.93	-124.10
Bell	207.78	207.78	0.00
Total Tel/Internet Expense	207.78	207.78	0.00
Hydro One	556.16	944.20	-388.04
Union Gas	219.15	125.00	94.15
Total Utilities Expense	775.31	1,069.20	-293.89
Total General & Admin Expense	16,323.91	17,935.96	-1,612.05
<b>TOTAL EXPENSE</b>	<b>29,363.48</b>	<b>29,824.25</b>	<b>-460.77</b>
<b>NET INCOME</b>	<b>-650.41</b>	<b>-889.36</b>	<b>238.95</b>

Printed On: 2018-07-09

APPENDIX D



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

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**Social Convenor's Report for June 2018**

1 message

Bob Fowkes &lt;kohima@cogeco.ca&gt;

Wed, Jul 4, 2018 at 9:46 AM

To: Bob Fowkes &lt;kohima@cogeco.ca&gt;

Hi everyone, another month has gone by quickly. Here are my expenses for June 2018.

Cookies, chips & candy.	\$108.40.
Milk, cream, sugar & tea bags.	\$ 32.52
Ice cream, pop & water.	\$ 57.73
Toilet paper & Kleenex.	\$ 32.84
HST.	\$ 21.23
Total.	\$252.72

Sent from my iPad

## KDBC Policy on the Issuance of Free Plays

(April 2018) (revised July 2018)

### General

The KDBC recognizes the value of issuing free plays in support of clearly defined club objectives (e.g. recognizing member accomplishments) and as an expression of gratitude for *significant or ongoing* member contributions and volunteer efforts that facilitate or enhance club operations.

### Authority

Insofar as the issuance of a free play constitutes an expenditure, authority for issuing free plays shall rest with the Board. In order to ensure consistency, responsibility for implementing this policy, i.e. issuing free plays, shall rest solely with the Club Manager. Approval from the Board shall normally precede the issuance of a free play, however, the Club Manager shall have the discretion to issue a free play - consistent with this policy - when special circumstances warrant expediency. The Club Manager shall notify the Board as soon as possible whenever this has occurred.

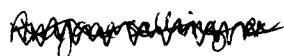
### Free Play Recipient Categories

1. For their essential ongoing contributions, the incumbents in the following positions shall receive free plays for all club games during their tenure: Treasurer, Web Master, Social Chair, and Partnership Chair. Where an incumbent is temporarily absent and their duties are being performed by another member, then that member shall receive free plays for the duration of this period.
2. Members who have made special or significant contributions, including, but not limited to, donations, facility maintenance or food provision, may receive free plays as approved by the Board.
3. Volunteer efforts by members, e.g. dealing boards/selling entries, where there is a *regular or frequent* time commitment, shall be recognized through free plays.
4. A member or a director who fills in *unexpectedly* to play with someone whose partner is not available shall receive a free play for that game.
5. The Board may elect to approve free plays for all members participating in a special charity game.
6. The Board may elect to offer free plays as prizes for club championships or other notable club accomplishments.
7. In an effort to promote membership/participation the Board may elect to offer limited free plays for newcomers, returning visitors or local students/youth.

Note: Free plays shall normally be applicable only for club sanctioned games.

### Accounting

The Board shall ensure that all free plays are tracked by category and that it conducts an annual assessment of the impact of free plays on the KDBC finances.





# APPENDIX F

**VERSION: July 10, 2018**

## **AWARDS AND RECOGNITION**

ABC Award	The award recognizes all C pairs who place 1 <sup>st</sup> in A, B and C sections of an open game with a minimum of 7 tables. Qualifying pairs are listed on the bulletin board and website with their percentage score. The pair with the highest percentage for the year receives the ABC award (and their names are listed on the plaque. The award is restricted to ACBL and Club members. [Feb and Mar 2016]
ABCL milestones	Club will purchase a plaque to recognize members who have achieved ACBL milestones, and it will be awarded at the annual awards game. [Jan 2018]
Awards	Awards are to be presented at the annual meeting for the winners from January until June. Awards will consist of a free play, a trophy, pens or a bottle of water. [2013]
Club Championships	Club Championship winners shall be given the choice of a bottle of wine (maximum value \$10), a book from the Club, or a single free play [Apr 2018]
Dennis Johnston	The Club will award a trophy to the annual winners of the Dennis Johnston Team Game [April 2017]
Don Kersey	Don Kersey will be awarded a Lifetime Membership in KDBC, with a plaque put on the wall in his honour and he shall be presented with a personal award. [2012]
Noreen Sugarman	The Noreen Sugarman Memorial Trophy will be awarded annually to _____ [Oct 2016]
Wayne Walker's Bench	A email from City Hall regarding Wayne Walker's memorial bench states that they will provide and maintain the bench for 10 years. The plaque will read "In memory of Wayne Walker, from your friends at the Bridge Centre". [2014]

## **CHARITIES**

Charities, selection of	<p>The charities supported by KDBC shall be selected in the following way:</p> <ol style="list-style-type: none"><li>1. The Charity coordinator shall recommend one or more local charities for consideration by the executive.</li><li>2. The recommendation should include a description of the aims of the charity and a report from the CRA on the amount the charity spends on fund raising and administration.</li><li>3. The KDBC Executive shall approve the charities to be supported by the KDBC. [2014]</li></ol>
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## **CLUB ADMINISTRATION AND MANAGEMENT**

Annual General Meeting	Org By-Laws
Audit	Org By-Laws
Banking	Org By-Laws
Board Minutes and Members	Shall be posted on the Club website. [AGM 2016]
Board of Directors, change in number	Org By-Law
Board of Directors, Committees of	Org By-Law
Board of Directors, Conflict of Interest	Org By-Law
Board of Directors, Duties of	Org By-Law; Org By-Law Sched 1
Board of Directors, Election of	By-Law #2
Board of Directors, Meetings of	Org By-Law
Board of Directors, Notices to	Org By-Law
Board of Directors, Officers of the Corp	Org By-Law
Board of Directors, Vacancy on	Org By-Law
By-Laws, Amendments to	Org By-Law
Cash position, monthly review	In order to protect the Treasurer, a second person shall review the Director's slips, deposits and withdrawals from the Club accounts and report to the Board on their findings. [April 2018]
Club Manager, Appointment of	Org By-Law
Club Manager, Duties of	The By-Laws committee submitted a "revised duties of the club manager" which was accepted with the addition of one item.[2012]
Communications with members	It was agreed that an email communiqué should be sent out to members by the Club Manager after board meetings to highlight important information from the Board meetings for members. The Secretary will draft the communiqué and circulate it to Board members for their okay before it is distributed. [Mar and April 2018]
Confidentiality Policy	Text approved by the Board; to be signed by all individuals who deal the boards for games; Club Manager to get signed copies and keep on file at the Club. [Mar 2018]
Conflict of Interest, Board	Org By-Law
Contracts	Org By-Law
Corporation Address, change in	Org By-Law

Financial matters, motions	Decisions affecting game pricing, or other significant financial matters (that are not emergency in nature) may only be made at a regularly scheduled meeting of the Board, with appropriate notice and rationale provided in advance of the meeting. [Feb 2018]
Financial Year	Org By-Law
Meetings, Annual of members	Org By-Laws
Meetings, Special of members	Org By-Laws
Officers of the Corp	Org By-Law
Sale of goods	Display and Sale of Bridge Items to the Public, procedures for. [May 2015]  Display and Sale of non-bridge items on club premises by club members. [May 2015]
Signing Authority	The President, Treasurer, Club Manager and Vice-President have signing authority for cheques. Two signatures are required on all cheques. [Nov 2015, Jan 2018].
Special meeting of members	Org By-Laws
T4s	The Club does not issue t4s for anyone. [Nov 2016]
Treasurer, files of the	The Treasurer's files shall be kept at the Club. [May 2017]
Treasurer, printer and ink for	The Club will purchase a printer and ink for the Treasurer's use for Club business. [Oct 2017]
Treasurer, software for	The Sage accounting program and computer will be given to the Club free of charge on Pat Briggs's retirement. [Dec 2016]
Unit 192 Representative	Our Unit rep should be a member of our executive, so they are well informed as to Club business. [July 2017]
Website, information on	Board Minutes and Members shall be posted on the Club's website [AGM 2016]

#### **DIRECTORS (for Games)**

Director's duties	Draft Policy [2016]  A Directors' Checklist will be given to Directors to ensure that everyone follows the same routine. [2013]  Slow play must be addressed by directors. [2013]
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	The Bylaws Committee requested suggestions for revisions to the Directors' Duties and a police check which was mentioned at the annual meeting. [2012]
Director's playing	Per Draft Policy (2016); can be waived in special circumstances, especially for small games. [May 2018]
Director's remuneration	Directors shall be paid \$60 instead of \$50 for directing a 1-section Web movement. [Nov 2017]
	A director is to be paid for overseeing only sanctioned games. [Apr 2016]
	Payment for a 2-section event is \$60; Payment for a 1-section event is \$50 [2012]

## **GAMES & FEES**

Birthday games	Monthly birthday games are stopped due to lack of interest. [Dec 2015]
Boards, Making up	Free plays shall be offered to everyone making up boards (modified from previous month in which cash payment was part of the motion). [2013]
Bridge Mates, scores on	The results for each hand will be removed from the Bridge Mates as of Jan 1, 2017. [Dec 2016]
Common Game	The Saturday Game will be part of the Common Game program, starting Jan 1, 2018. [Nov 2017]
Dennis Johnston Team Game	The Club Manager will email Club members annually in advance of this game to explaining the history of the game and how it is played. The team make-up shall be: 2 life masters and 2 non-life masters with fewer than 500 points; the life masters play other life masters, the non-life masters play other non-life masters. [Mar 2018]
Fees, special games	The Club, by Motion of the Board, shall charge Club members \$1 extra and non-Club members \$2 extra for STaC games, effective immediately. Any extra fees for other special games will be posted at the Club and on the website. [Mar 2018]
Free play	<p>The member(s) who coordinate the Newcomer-Mentor game (2<sup>nd</sup> Thursdays) get a free pass for this volunteer work. [Nov 2017; under review Apr 2018]</p> <p>In order to ensure award of free plays is done in a manner that is fair, equitable, transparent and financially viable, the Board has appointed a sub-committee to develop such a draft policy for consideration by the</p>

	<p>Board. Any free plays awarded prior to the adoption of a free lay policy by the Board shall be considered non-binding and non-precedent setting. [Feb 2018]</p> <p>Any player who brings a new player (someone who has not played at the Club previously) to the new (2018) Sunday game will receive one free play. [Jan 2018]</p> <p>Players who are called in to complete a partnership at the last minute get a free play. [Jan 2016]</p> <p>Members who mentor at the 1<sup>st</sup> or 2<sup>nd</sup> Thursday night mentor games play for free. [Oct 2017]</p> <p>There is now a system in place to keep track of free plays. All free plays will be numbered. When the free play is used, the director puts the number of the director slip. A list is kept on file. The director has the option to offer a free play which will be noted. [2014]</p> <p>Free plays shall be offered to everyone making up boards (modified from previous month in which cash payment was part of the motion). [2013]</p> <p>The members holding the positions of Partnership Chair, the Social Chair, the Treasurer and the Webmaster get free passes for as long as they are in those positions. [no date]</p>
Individual game	<p>An individual game will be held once a year and will be a tournament. [2012]</p>
I/N pass (\$65)	<p>I/N Pass shall be discontinued and replaced with a Newcomer Pass (see Newcomer Pass effective Jan 1, 2019. [June 2018]</p> <p>It was clarified that the I/N pass can only be purchased by NLM players and is intended to be used for I/N games only (with Director's discretion in unique circumstances). [Nov 2017]</p> <p>Use of I/N pass to be reviewed by a Board sub-committee. [Apr 2018]</p>
Movements, Web	<p>It was agreed that Web movements, when possible, are preferred as they are a fairer contest. [Oct 2017]</p> <p>Directors shall be paid \$60 instead of \$50 for directing a Web movement. [Nov 2017]</p>
Newcomer Pass	<p>I/N Pass shall be discontinued and replaced with a Newcomer Pass (as attached), effective Jan 1, 2019. The Newcomer Pass would be available for purchase to by any new member of the Club, with fewer than 50 MPs, for 12 months. The 12-month effective date for purchase of the pass will have to be recorded in the Club Manager's book. The new pass</p>

shall be made available to anyone eligible who joined the Club in 2018 for 12 months starting Jan 1, 2019. [June 2018]

Sitouts	A system shall be set up so that sitouts will alternate from NS to EW. [2012]
Start times	<p>The Newcomer Mentor Game (2<sup>nd</sup> Thursdays) will start at 6:30 p.m., effective immediately. [June 2018]</p> <p>The 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> Thursday games will start at 6:30 p.m. [Aug 2016]</p>
STOP card	Use at Club discontinued as of Jan 1, 2018. [Nov 2017]
Sunday games	Will be priced at \$5 and be shorter (~21 boards). [Jan 2018]
Team games	A team game will be held on the 5 <sup>th</sup> Thursday of each month that this occurs. [2013]
Thursday games	<p>The 3<sup>rd</sup> and 4<sup>th</sup> Thursday games will be used for new types of events, such as an IMP pairs game. [Jan 2018]</p> <p>The 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> Thursday games will start at 6:30 p.m. [Aug 2016]</p> <p>The 5<sup>th</sup> Thursday game will be a team game. [2013]</p>
Zero tolerance	<p>Zero tolerance cards will be distributed and discussed at the games. It will be a yellow "BE NICE" card, with the actions not tolerated listed on the back. Don will be asked to reinforce what directors should be doing re zero tolerance and their other duties. [2012]</p> <p>There are ACBL rules re people walking out of a game before completion. The Conduct and Ethics committee will handle these situations. [2013]</p>

## HEALTH AND SAFETY

ACCESS Bus Service	The Director, or a Board Member, is expected to remain at the Club with any member waiting for an ACCESS Bus (or until the member finds another way home). [Jan 2018]
AED	Battery replacement, inspection schedule etc. [?]
Do not resuscitate (DNR) policy	The Club will honour any legal DNR requests on file at the Club. The DNR binder is in the Director's file at the Club desk. [Jun and Aug 2017]
Emergency Plan	For Frontenac Mall [Jan 2015]
No smoking policy	The no smoking policy prohibits smoking of any type (including e-cigarettes) inside the Club. [Jan 2018]
Players who are ill	The Board discussed how to deal with a player who may be too ill to play and agreed that, in order to protect that player and others, a player who is clearly ill with something that may be communicable should be asked to consult with their doctor as to whether or not they are able to come to bridge. [June 2018]

## **INTERMEDIATE/NEWCOMER MATTERS**

I/N Board Representative	<p>There shall be a regular report from the I/N Representative as a standing Agenda Item at Board meetings [Oct 2017]</p> <p>Amendments to the constitution were discussed. It was decided that a member from the I/N group will be invited to join the executive. [2013]</p>
I/N definition of	<p>Eligible players for I/N games are any players with fewer than 500 MPs. [June 2018]</p>
I/N partnership program	<p>There will be a sign-up sheet posted on the I/N board, for Master-level players to indicate they'd be willing to partner with an I/N player for 3 or 4 regular games (not mentor games). [Nov 2017]</p>
I/N pass (\$65)	<p>I/N Pass shall be discontinued and replaced with a Newcomer Pass (see Newcomer Pass effective Jan 1, 2019. [June 2018]</p> <p>Use of I/N pass to be reviewed by a Board sub-committee. [Apr 2018]</p> <p>It was clarified that the I/N pass can only be purchased by NLM players and is intended to be used for I/N games only (with Director's discretion in unique circumstances). [Nov 2017]</p>
Mentors of I/N players	<p>Members who mentor at the 1<sup>st</sup> or 2<sup>nd</sup> Thursday night mentor games play for free. [Oct 2017]</p>
Newcomer Pass	<p>I/N Pass shall be discontinued and replaced with a Newcomer Pass (as attached), effective Jan 1, 2019. The Newcomer Pass would be available for purchase to by any new member of the Club, with fewer than 50 MPs, for 12 months. The 12-month effective date for purchase of the pass will have to be recorded in the Club Manager's book. The new pass shall be made available to anyone eligible who joined the Club in 2018 for 12 months starting Jan 1, 2019. [June 2018]</p>
Newcomer-Mentor game	<p>The member(s) who coordinate the Newcomer-Mentor game (2<sup>nd</sup> Thursdays) get a free pass for this volunteer work. [Nov 2017, under review Apr 2018]</p>
New Members welcome package	<p>A letter shall be included in kit addressing proper protocol re arrival for games times, etc. [Aug 2016]</p>

## **LESSONS**

Fees for lessons	Shall be \$5 per lesson. [Oct 2016]
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Instructor's remuneration	Instructors receive all fees collected for lessons, except for the Club manager, who (if giving lessons) is paid her/his hourly rate and the Club receives the lesson fees. The Club does not charge for premises or supplies used in giving lessons. [Nov 2016]
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## **MEMBERS/MEMBERSHIP**

Members, annual meeting of	Org By-Laws
Members, communications with	It was agreed that an email communiqué should be sent out to members by the Club Manager after board meetings to highlight important information from the Board meetings for members. The Secretary will draft the communiqué and circulate it to Board members for their okay before it is distributed. [Mar and April 2018]
Members, complaints by or about	By-Law #3
Members, special meeting of	Org By-Laws
Membership cards	Use initialed Club cards for 2018 membership. [Oct 2017]
Membership, definition of	Org By-Law
Membership lists	The Promotions Chair will keep track of membership for registration purposes. [Nov 2016]
Membership lists, exclusion from	Members may request to not have their names on published membership lists. [Nov 2016]
Membership, suspension of	Org By-Law
New Members welcome package	A letter shall be included in kit addressing proper protocol re arrival for games times, etc. [Aug 2016]

## **SPECIAL EVENTS**

Reserved seating	There is no reserved seating for special events. [Nov 2017]
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Topic	Reference Date (Bd)	By-Law	Details under this category in Word doc
ABC Award			
ABCL Milestones	Feb and Mar 2016		Awards & Recognition
ACCESS Bus, for members who require	Jan 2018		Awards & Recognition
AED, upkeep	Jan 2018		Health & Safety
Audit	?		Health & Safety
Annual General Meeting		Org By-Law	Club Admin & Mgmt
Awards, club championships		Org By-Law	Club Admin & Mgmt; Members/Membership
Awards, presentation of and prizes	April 2018		Awards & Recognition
Banking	2013		Awards & Recognition
Birthday games		Org By-Law	Club Admin & Mgmt
Bridge Mates, scores on	Dec 2015		Games & Fees
Board Minutes and Members	Dec 2016		Games & Fees
Board of Directors, changes to number	AGM 2016		Club Admin & Mgmt
Board of Directors, Committees of		Org By-Law	Club Admin & Mgmt
Board of Directors, Conflict of Interest		Org By-Law	Club Admin & Mgmt
Board of Directors, Duties of		Org By-Law	Club Admin & Mgmt
Board of Directors, Election of		Org By-Law; Org By-Law Sch 1	Club Admin & Mgmt
Board of Directors, Meetings of		By-Law #2	Club Admin & Mgmt
Board of Directors, notices to		Org By-Law	Club Admin & Mgmt
Board of Directors, Officers of the Corporation		Org By-Law	Club Admin & Mgmt
Board of Directors, Vacancies on		Org By-Law	Club Admin & Mgmt
Boards, making of	2013		Club Admin & Mgmt
By-Laws, amendments to			Club Admin & Mgmt
Cash Position, monthly review of	April 2018	Org By-Law	Club Admin & Mgmt
Charities, selection of	2014		Club Admin & Mgmt
Club Championships, prizes for	April 2018		Club Admin & Mgmt
Club Manager, Appointment of			Awards & Recognition
Club Manager, Duties of		Org By-Law	Club Admin & Mgmt
Common Game, on Saturdays	2012	Org By-Law, Sch 2	Club Admin & Mgmt
Communications with members	Nov 2017		Games & Fees
Complaints by & about members	Mar and Apr 2018		Club Admin & Mgmt
Confidentiality Policy	Mar 2018	By-Law #3	Members/Membership
			Club Admin & Mgmt

[illegible]

I/N partnership program	Nov 2017		Intermediate/Newcomer Matters
I/N passes	Nov 2017, Apr 2018, June 2018		Games & Fees; Intermediate/Newcomer Matters
I/N passes, cancellation of	June 2018		Games & Fees; Intermediate/Newcomer Matters
I/N representative, on executive	2013		Intermediate/Newcomer Matters
I/N Representative, regular report of	Oct 2017		Intermediate/Newcomer Matters
Instructors, remuneration	Nov 2016		Lessons
Ill players	June 2018		Health & Safety
Lessons, fees of \$5	Oct 2016		Lessons
Meetings, annual meeting of members		Org By-Law	Club Admin & Mgmt; Members/Membership
Meetings, Board of Directors		Org By-Law	Club Admin & Mgmt
Meetings, special meeting of members		Org By-Law	Club Admin & Mgmt; Members/Membership
Members, communications with	Mar and Apr 2018		Club Admin & Mgmt; Members/Membership
Members, complaints by or about		By-Law #3	Members/Membership
Members, annual meeting of		Org By-Law	Club Admin & Mgmt; Members/Membership
Members, special meetings of		Org By-Law	Club Admin & Mgmt; Members/Membership
Membership, Cards (2018)	Oct 2017		Members/Membership
Membership, definition of		Org By-law	Members/Membership
Membership, List	Nov 2016		Members/Membership
Membership, List (not appear on)	Nov 2016		Members/Membership
Membership, new members welcome kit	Aug 2016		Members/Membership
Membership, suspension of		Org By-Law	Members/Membership
Mentors of I/N players, free play for	Oct 2017		Intermediate/Newcomer Matters
New members, welcome kit	Aug 2016		Members/Membership; Intermediate/Newcomer Ma
Newcomer Pass	June 2018		Games & Fees; Intermediate/Newcomer Matters
Newcomer-Mentor Game coordinators, free play	Nov 2017 and Apr 2018		Intermediate/Newcomer Matters
No smoking policy	Jan 2018		Health & Safety
Noreen Sugarman Award	Oct 2016		Awards & Recognition
Officers of the Corporation, Board		Org By-Law	Club Admin & Mgmt
Sale of bridge items to the public, procedures for	May 2015		Club Admin & Mgmt
Sale of non-bridge items at the club, by members	May 2015		Club Admin & Mgmt
Saturday games, part of Common Game	Nov 2017		Games & Fees
Signing Authority for Chequest	Nov 2015 and Jan 2018		Club Admin & Mgmt
Sitouts, alternating directions	2012		Games & Fees
Special events, no reserved seats	Nov 2017		Special Events

Special games, fees for	Mar 2018		Games & Fees
Special meetings of members		Org By-Law	Club Admin & Mgmt; Members/Membership
Start times, Thursday games	Aug 2016, June 2018		Games & Fees
STOP Card, discontinuation of	Nov 2017		Games & Fees
Sunday games	Jan 2018		Games & Fees
T4s	Nov 2016		Club Admin & Mgmt
Thursday games, start time	Aug 2016		Games & Fees
Thursday games, types of games	Jan 2018, 2013		Games & Fees
Treasurer, files of the	May 2017		Club Admin & Mgmt
Treasurer, printer and ink for	Oct 2017		Club Admin & Mgmt
Treasurer, software for	Dec 2016		Club Admin & Mgmt
Recognition of members	various		Awards & Recognition
Unit 192 Representative, on Board	July 2017		Club Admin & Mgmt
Volunteers, Confidentiality Policy and	Mar 2018		Club Admin & Mgmt
Wayne Walker, memorial bench for	2014		Awards & Recognition
Web Movement, remuneration for directing	Nov 2017		Directors
Web Movement, preference for	Oct 2017		Games & Fees
Website, information available on	AGM 2016		Club Admin & Mgmt
Zero tolerance, behaviour	2012		Games & Fees
Zero tolerance, leaving early	2013		Games & Fees