

KINGSTON DUPLICATE BRIDGE CLUB INC.

BOARD OF DIRECTORS' MEETING

JUNE 11, 2019

REVISED AGENDA

Present: Greg McKellar, Marilyn Lindsay, Jennifer Grechuk, Assunta Gerretsen, Paddy Allan, Marlene Young, Bob Fowkes, John Gerretsen, Anne Herfst, Bill Mitchell

Guests: Terry Demers, Hamish Taylor, Don Kersey (2020 Regional Tournament Committee) and Sybil Forbes

1. Adoption of the Agenda

Moved by John, seconded by Paddy. Carried.

2. Approval of the minutes of the May meeting.

Moved by John, seconded Marilyn. Carried.

3. 2020 Regional Tournament presentation

Terry asked the Board to be supportive of the tournament and requested that the tournament be promoted on the Club website. The tournament committee wants to be able to send information to our members. The committee was told that they can work with the Club Manager to determine how best to communicate with Club members. The Board members expressed their support of the regional tournament and agreed with these requests suggesting that the communique explain clearly why the Strawberry Social is being held as a fundraiser for the tournament.

When asked, Terry said that she had chosen specific people with specific skills to join the committee. The sub-committees were then selected by the sub-committee chairs. There are over 20 people involved but there is still room for more volunteers.

Hamish reported the tournament budget which shows that the tournament is projected to be profitable.

John reported that the past three Regionals were all profitable.

4. Sybil addressed the Board:

- asking the Board to be more transparent in general but specifically it should be made clear why the Strawberry Social is being held.
- saying that free plays should be eliminated for volunteers such as for those who make up boards and collect fees at door,

- saying that she was disappointed that an instructor had been treated poorly by the Board.

The Chair thanked Sybil for her input and said the Board will consider her concerns.

5. Business arising from the minutes

a. Clarification of the role of the Education Chair

Two documents were reviewed that define the role of the chair. (attached)
John moved that Sharon and Assunta get together to amalgamate these two documents together and bring to the next meeting. Marlene seconded.
Carried.

b. Communication from Elaine McDougall (her experience at four Clubs in the West)

Moved by Jennifer, seconded by Marilyn that Elaine's suggestions be deferred to next meeting. Carried.

6. Treasurer's Report

Moved by Anne that Free Plays should be reported on the Income Statement under two categories: "Board designated for continuing service", and "All Others".
Seconded by Bill. Carried.

Greg suggested that before the Board discusses whether to issue free plays, perhaps Club members should be surveyed to ask their opinion.

John moved that the Treasurer's report be accepted, seconded by Marlene. Carried.

7. Club Manager's Report

This past month Club Championship games were held and the double-sided forms for tracking scores are on order.

8. Social convenor's Report

Bob had reported that \$288 was spent in May for supplies.

Moved by John that the report be accepted, seconded by Marilyn. Carried.

9. Report of the I/N Representative

- Suggested that Saturday mentor games be cancelled until September.
- No one has volunteered to coordinate the I/N Mentor game on the second Thursday of the month. Anne asked that Directors announce the need for an I/N mentor game coordinator before each game. Marlene volunteered to fill the role for the summer months if no one steps forward.

- Some I/Ns have asked when the annual membership is due. Anne suggested that the procedure be improved to remind people when to renew their annual membership.

10. Motion to require advance notice of Board Motions 14 days in advance

see Bill's notice of motion (attach).

Bill revised the motion to say that all new business requiring a vote by the Board be presented to the Board members by email at least 14 calendar days prior to the meeting at which it will be presented. If the time period is not respected, any vote on the matter will be deferred to the next Board meeting. This procedure may be suspended to deal with urgent matters provided 60% of the Board members agree to the temporary suspension.

Seconded by John as amended. Carried

11. Tournament Fundraisers

Moved by Bill "The Board not support or promote any regional tournament fundraisers on club property that will require participation from the membership for success." Seconded by Marilyn.

To be discussed and voted on at next meeting.

12. Rental of Premises

Bill reported that he was asked if Crossroads duplicate bridge group could rent space twice a week, Monday and Thursday afternoons at our Club and how much we would charge.

At the Crossroads, each player is charged \$6 per game. A small amount is retained to cover their costs and then the balance is paid to the Church for rental of their premises. Jennifer suggested that they may be looking for the same arrangement.

The Board agreed that we would be amenable for Crossroads bridge group to rent space at our club and that Bill should ask them to put their request in writing if they want to proceed.

13. Club Manager's resignation

The Board expressed their gratitude to the Club Manager for her decision to withdraw her resignation. In the future, issues should be brought to the President's attention. Although this was not expressed as a concern by the Manager, John pointed out that remuneration could have been modified after the Manager's probationary period. John and Greg will discuss and report back to the Board.

14. Adjournment

Paddy moved, seconded by Jennifer. Carried.

As Bill has reminded us, some of the issues we are faced with require more time for reflection and relevant input before final decisions are taken.

I feel this way about the role of our education chair. In the context of Board approved activities and events there is an attachment with my perception of what the role should be. It is very simple.

I do have some concerns about what the role should not be. In my opinion....

We are not in the business of certifying teachers....ACBL does that.

We are not in the business of evaluating teachers...we do not have the appropriate license, credentials or personnel to do so. The evaluation will come from the members who are taking the courses. We have already seen that in our mentor programs. If the experience has not been positive then the member signs up with someone else the next time or makes certain that organizers are aware of inappropriate information or behaviour.

We are not in the business of telling our members who they must take courses from or from whom they may not take courses. That is a personal prerogative.

I cannot support the perspective that our bridge gurus must be preordained. We are constantly learning from many, many sources and those sources are not always the 'experts'.

The allure of bridge is that the challenge remains regardless of ability. No one conquers the game. Mistakes are made in learning, teaching, and playing. The experts don't agree among themselves.

We have had a really unfortunate and disappointing series of events in our teaching program this year. It has been unsettling and harmful to positive relations in the club and created lasting negative consequences. Please, let's not make it worse by devising a narrow, reactionary, authoritarian policy.

Thank you for considering this.

Sharon

The Role of Education Chair

In the context of Board approved activities and events the Education Chair

Co-ordinates educational opportunities provided to our members by our members and other invited presenters.

Assists in obtaining required materials for teachers

Elicits learning needs from our members and seeks providers

Encourages and mentors new teachers

Provides opportunities for the teaching staff to meet and share ideas

Informs the Board of ongoing courses and presenters

Seeks assistance from the Board as required

Assists the I/N rep with special mentoring games and events

Role of Education Chair Duties and Responsibilities

The key roles of the Chair are to facilitate, coordinate, and communicate. The Chair should also understand the overall goals of the Kingston Duplicate bridge club and the ACBL.

This individual, in collaboration with the teaching staff, actively participates in the work of the teaching team, provides thoughtful input to the deliberations, and focuses on the best interests of KDBC and its members rather than personal or constituent interests, and works toward the accomplishment of the goals as described in a strategic plan.

Specific Duties and Responsibilities

1. To provide guidance/leadership to the teaching staff so that an individual will be ready to succeed to the Chair position.
2. Conduct regular teaching staff meetings that are set forth by the KDBC committee.
 - Develop an agenda for the meeting.
 - Conduct meetings
 - Review meeting minutes and report to the KDBC committee for their review.
 - Facilitate discussions, and voice objective opinions concerning the teaching issues and activities and to make relevant contributions.
3. Develop projects that will further the goals and objectives of the KDBC.
4. Maintain a current membership in KDBC during the volunteer term.
5. Write a Report for the Board prior to each Board meeting, minimum four times per year. The report will include a summary of the Committee's activities in the previous quarter.
6. To mentor and encourage new teachers and incorporate them into the KDBC.
7. To encourage training for teachers on education issues.
8. To Assist, the KDBC president when meeting with decision-makers/policymakers regarding education.
9. To provide workshops to the teaching staff if required.
10. Share new information provided by the ACBL regarding teaching.
11. Share any new teaching opportunities to all fellow teachers.
12. To increase the community's awareness of the KDBC mentoring/teaching programs.
13. Ensure a learning environment free of censorship

Kingston Regional Fundraisers

May 25, 2019.

I would like it to be known that I am totally against the KingstonRegional2020 Committee holding any fundraisers at the expense of our members. I did not speak out at the Board Meeting because I had not had an opportunity to consider the matter beforehand.

Terry, as part of her spiel before club games, makes the point that the Regional is for the members. Why, then, is she asking the members to pay for it? Previous tournament committees have canvassed the business committee, much as she's asking our members to do, and been given donations as prizes at the tournament. Our members are being asked to canvas the business community and then buy the results themselves! There may be no businesses left to contribute prizes for the tournament.

It sounds to me that she is quite concerned about the overall expense of using the Ambassador. Then perhaps another venue would be more appropriate.

This tournament is supposed to be a revenue generator by itself, it always has been in the past. If it runs at a loss then the club will cover the cost, that's the agreement. Creating revenue, a year in advance, by making our members contribute to the profit the tournament is probably going to make anyway, is 'milking' our members.

I am told that the opinion has been expressed by some members that if the tournament can't be relied on to make a profit, perhaps it should be cancelled. We don't need our own members to not have confidence in the viability of the tournament.

These fundraisers, it sounds like there are more in the works, should be stopped. Our members deserve better treatment.

W.A. Mitchell

Treasurer

Club Manager's Report June 2019

It was an interesting month. We didn't have an abundance of special games this month, just a week of Club Championships.

We have run out of the double sided convention cards, I've been in contact with the supplier in the US and apparently he's sent them to us and we just have to wait for them to come in.

That's all I'm reporting this month. Everything else will be brought up in this meeting.

Jennifer Grechuk

Club Manager

Advance Notice

May 28, 2019

Almost every meeting we, the Board, are asked to consider matters of importance and to make decisions which affect the operation and/or finances of the club. Usually there is some kind of advance notice that something is coming up but very little detail. We are making 'spur of the moment' decisions. This is, in my opinion, not acceptable. Board Members need time to consider consequences before casting their votes.

This problem occurred for me with the proposal for the Regional Tournament fundraiser. I didn't know any details coming into the meeting and only after giving the matter considerable thought did I reach the position that I have expressed elsewhere. If I had details before the meeting, and enough time to consider consequences, I would have been prepared to speak to the matter at the meeting and perhaps the outcome might have been different.

My initial idea was that we should not allow a vote on new business until the meeting **AFTER** the meeting in which it is introduced. This might delay things that need to be done fairly quickly. I therefore move the following:

Motion –

All new business that will require a vote by the Executive Board must be presented to the Board Members, by email, with full discussion and disclosure, at least fourteen (14) calendar days prior to the meeting at which it will be presented. If this time period is not respected, any vote on the matter will be deferred to the next subsequent Board Meeting. This procedure may be suspended, by the Board, temporarily to deal with matters of great urgency, with a seventy-five percent (75%) majority of the Board Members agreeing to the temporary suspension.

Moved by –

W.A. Mitchell

Seconded by –

TREASURER'S REPORT

May 2019

Income for the month of May was \$9,577.47 and expenses were \$9,213.91 for a Net Income of \$363.56. It's nice to be in the black for a change.

There is no single thing in the Income Statement to account for the change other than attendance being up over last month, but still lower than last year.

Statistics for 2018-2019

Month	Cash	Prepay	Board	Award	Passes	Total	Tables	YTD	Pass A Used	Bought A	Hypothetical Income	Actual Income	Pass B Used	Bought B	Hypothetical Income	Actual Income	Lost Income
April	1,029	54	70	54	347	1554	388.5	388.5	207	10	\$ 1,656.00	\$ 1,280.00	140	11	\$ 1,120.00	\$ 715.00	\$ 781.00
May	1,092	66	56	51	303	1568	392.0	780.5	219	10	\$ 1,752.00	\$ 1,280.00	84	8	\$ 672.00	\$ 520.00	\$ 624.00
June	913	55	45	50	149	1212	303.0	1083.5	117	7	\$ 936.00	\$ 896.00	32	4	\$ 256.00	\$ 260.00	\$ 36.00
July	1,133	96	69	76	198	1572	393.0	1476.5	131	7	\$ 1,048.00	\$ 896.00	63	6	\$ 504.00	\$ 390.00	\$ 266.00
August	764	116	74	49	201	1204	301.0	1777.5	143	7	\$ 1,144.00	\$ 896.00	58	6	\$ 464.00	\$ 390.00	\$ 322.00
September	977	116	69	53	259	1474	368.5	2146.0	211	11	\$ 1,688.00	\$ 1,408.00	53	5	\$ 424.00	\$ 325.00	\$ 379.00
October	1,006	96	101	54	287	1544	386.0	2532.0	236	11	\$ 1,888.00	\$ 1,408.00	51	5	\$ 408.00	\$ 325.00	\$ 563.00
November	977	135	82	50	324	1378	392.0	2924.0	224	11	\$ 1,792.00	\$ 1,408.00	100	8	\$ 800.00	\$ 520.00	\$ 664.00
December	672	264	62	230	150	1378	344.5	3268.5	95	8	\$ 760.00	\$ 1,024.00	54	5	\$ 432.00	\$ 325.00	\$ (157.00)
January	792	153	80	50	115	1190	297.5	3566.0	113	6	\$ 904.00	\$ 768.00	-	-	-	-	\$ 136.00
February	778	105	77	90	146	1196	299.0	3865.0	137	8	\$ 1,096.00	\$ 1,024.00	-	-	-	-	\$ 72.00
March	965	150	89	88	200	1492	373.0	4238.0	196	9	\$ 1,568.00	\$ 1,152.00	-	-	-	-	\$ 416.00
Totals YTD	11,098	1,406	874	895	2,679	16952	4238.0		2029	105	\$ 16,232.00	\$ 13,440.00	635	58	\$ 5,080.00	\$ 3,770.00	\$ 4,102.00

Statistics for 2019-2020

Month	Cash	Prepay	Board	Award	Passes	Total	Tables	YTD	Pass A Used	Bought A	Hypothetical Income	Actual Income	Pass B Used	Bought B	Hypothetical Income	Actual Income	Lost Income
April	995	149	84	76	158	1462	365.5	365.5	158	8	\$ 1,264.00	\$ 1,024.00	0	0	\$ -	\$ -	\$ 240.00
May	1011	176	99	83	149	1518	379.5	745.0	149	8	\$ 1,192.00	\$ 1,024.00	0	0	\$ -	\$ -	\$ 168.00
June	0	0	0	0	0	0	0.0	0.0	0	0	\$ -	\$ -	0	0	\$ -	\$ -	\$ -
July	0	0	0	0	0	0	0.0	0.0	0	0	\$ -	\$ -	0	0	\$ -	\$ -	\$ -
August	0	0	0	0	0	0	0.0	0.0	0	0	\$ -	\$ -	0	0	\$ -	\$ -	\$ -
September	0	0	0	0	0	0	0.0	0.0	0	0	\$ -	\$ -	0	0	\$ -	\$ -	\$ -
October	0	0	0	0	0	0	0.0	0.0	0	0	\$ -	\$ -	0	0	\$ -	\$ -	\$ -
November	0	0	0	0	0	0	0.0	0.0	0	0	\$ -	\$ -	0	0	\$ -	\$ -	\$ -
December	0	0	0	0	0	0	0.0	0.0	0	0	\$ -	\$ -	0	0	\$ -	\$ -	\$ -
January	0	0	0	0	0	0	0.0	0.0	0	0	\$ -	\$ -	0	0	\$ -	\$ -	\$ -
February	0	0	0	0	0	0	0.0	0.0	0	0	\$ -	\$ -	0	0	\$ -	\$ -	\$ -
March	0	0	0	0	0	0	0.0	0.0	0	0	\$ -	\$ -	0	0	\$ -	\$ -	\$ -
Totals YTD	2006	325	183	159	307	2980	745.0		307	16	\$ 2,456.00	\$ 2,048.00	0	0	\$ -	\$ -	\$ 408.00

Definitions:

Cash 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, and those members called in at the last minute to fill out a table.
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 2019-05-01 to 2019-05-31

REVENUE

Sales Revenue		
Bridge Books	125.67	
Playing Cards	23.89	
Total Game Supplies Sales		149.56
Coffee Sales	142.04	
Water/Pop Sales	60.93	
Total Food/Drink Sales for Games		202.97
Membership Fees	53.10	
Total Other Fees		53.10
Individual Game Fees	7,022.12	
Monthly Pass A	906.19	
Prepaid Individual Fees	1,203.53	
Total Game Fees - Income		9,131.84
Donations	40.00	
Total Other Revenue		40.00
Total Revenue		9,577.47
TOTAL REVENUE		9,577.47

EXPENSE

Cost of Goods for Club and Re...		
Other Game Supplies - Cost	1.25	
Total Cost of Game Supplies		1.25
Coffee Supplies - Cost	131.77	
Water/Pop Supplies - Cost	38.92	
Cookies/Candies/etc	141.59	
Total Food/Drink Cost		312.28
Directors Expense	1,829.80	
Cleaners Expense	625.00	
Club Manager Expense	1,141.65	
Total Subcontracts		3,596.45
Total Cost of Goods & Services		3,909.98
General and Administrative Ex...		
ACBL Fees	406.02	
Total Business Fees		406.02
Cash Short/Over		11.28
Depreciation Expense		375.79
Insurance Facility	80.11	
Total Insurance - Cost		80.11
Monthly Plan Fee	4.95	
Cash Deposit Fees	5.22	
Bank Charges Total		10.17
Office Supplies	3.00	
Printer Toner	38.50	
Other Printer Costs	105.97	
Office Supplies Total		147.47
Facility Supplies		85.85
Rent/Lease		3,568.75
Storage Space Rent		182.00
Maintenance - Facility	118.03	
Total Maintenance Cost		118.03
Bell	79.25	
Total Tel/Internet Expense		79.25
Hydro One	163.12	
Union Gas	76.09	
Total Utilities Expense		239.21
Total General & Admin Expense		5,303.93

Kingston Duplicate Bridge Club Inc
Income Statement 2019-05-01 to 2019-05-31

TOTAL EXPENSE	<u>9,213.91</u>
NET INCOME	<u><u>363.56</u></u>

Kingston Duplicate Bridge Club Inc

Balance Sheet As at 2019-05-31

ASSET

Current Assets

Directors Draw	50.00	
Cookie/food Draw	250.00	
Petty Cash	200.00	
HST Savings Account	1,897.91	
Chequing Bank Account	10,945.58	
Total Cash		13,343.49
GIC	9,528.51	
GIC 2	5,000.00	
Contingency GIC	5,051.02	
Total Investments		19,579.53
KingstonRegional2020 Advance	3,000.00	
Kingston Sectional Advance	442.48	
Total Receivable		3,442.48
Prepaid Rent/Lease	3,747.19	
Union Gas Deposit	410.00	
Total Prepaid Expenses		4,157.19
Total Current Assets		40,522.69

Capital Assests

Club Furniture and Equipment	3,872.72	
Accum Deprec-Club Furn & Equip	-2,600.00	
Net - Club Furniture & Equipment		1,272.72
Tournament Furniture & Equipm...	11,000.00	
Accum Deprec - Tourn Furn & E...	-2,100.00	
Net - Tourn Furn & Equip		8,900.00
Facility	9,393.24	
Accum Depreciation - Facility	-2,827.37	
Net - Facility		6,565.87
Total Capital Assets		16,738.59

TOTAL ASSET

57,261.28

LIABILITY

Current Liabilities

Cheques Not Yet Cashed	326.75	
Total Accounts Payable		326.75
HST charged on Sales	9,101.69	
HST Paid on Purchases	-7,203.78	
HST Owing (Refund)		1,897.91
Total Current Liabilities		2,224.66

TOTAL LIABILITY

2,224.66

EQUITY

Owners Equity

Retained Earnings-Previous Year	54,441.65
Current Earnings	594.97
Total Owners Equity	55,036.62

TOTAL EQUITY

55,036.62

LIABILITIES AND EQUITY

57,261.28

Bob Fowkes

Sun, Jun 9, 4:28 PM (2
days ago)

to Bob

Hi again

Here are the expenses for May 2019:

Cookies, cheese & candy.	\$141.59
Milk & cream.	26.77
Pop.	38.92
Kleenex, paper towels & toilet paper.	59.90
HST.	20.89
Total expenses.	\$288.07

Hope everyone had a good month, see you at the meeting

Chimo

Bob

Sent from my iPad