

KINGSTON DUPLICATE BRIDGE CLUB INC

BOARD OF DIRECTORS' MEETING

AUGUST 13, 2009

AGENDA

1. Adoption of the agenda
2. Approval of the Minutes of the July 9th meeting
3. Business arising from the minutes
 - a. role of the education chair
 - b. consideration of Elaine McDougall's communication
4. Treasurer's Report
 - a. Approval of the financial statements
 - b. Free plays for the auditor
5. Club Manager's Report
6. Social Convenor's Report
7. Report of the I/N Representative
8. Dates of the 2020 Regional – message from Bill about the Regional ending on Sunday..

KINGSTON DUPLICATE BRIDGE CLUB INC
MINUTES OF THE BOARD OF DIRECTORS' MEETING
AUGUST 14, 2009

Absent: Marvin Baer, John Gerretsen, Marilyn Lindsay

1. Adoption of the agenda

Moved by Anne and seconded by Carol that the agenda be adopted with the addition of a discussion of handicap doors and the manager's remuneration and the postponement of matters arising from the minutes until the new Board is elected. Carried.

2. Approval of the minutes

Moved by Bob and seconded by Marlene that the minutes from the July, 2019 Board meeting be approved. Carried.

3. Financial Report (attached)

Moved by Bill and seconded by Carol that the July financial reports be approved. Carried.

Moved by Bill and seconded by Carol that Gaylia be awarded two monthly passes for auditing the Club's financial reports. Carried.

4. Handicap door openings

The Board discussed the need and cost of installing handicap doors at the Club. The manager informed the Board that they would cost \$4600 and the landlord was not prepared to pay for them. The Board decided to ask Charlie and Riet to look into possible funding from organizations such as the United Way, Trillium and the City of Kingston.

Moved by Anne and seconded by Carol that, as an interim measure, door bells should be installed. Carried.

5. Other matters raised by the Club Manager

Jennifer reported that she will speak to the landlord about electrical plugs in the kitchen. She also brought to the Board's attention that the Club needs an instructional video on the use of the defibrillator. She agreed to consult with Keven (the Cub's safety officer) and see if one is available on youtube or from Cross Roads.

Moved by Sharon and seconded by Assunta that the Club manager's report be accepted. Carried.

6. Social Convenor's Report

Bob reported that the Pasta Shelf will provide lasagna for the AGM at the same price as last year. Marlene will look after the lunch in Bob's absence. Moved by Assunta and seconded by Sharon that the Social Convenor's report be received. Carried.

7. The 2020 Regional Tournament

Bill expressed his concern that the Regional tournament was scheduled for 6 days instead of 7. Paddy reported that the hotel was not available on the 7th day.

8. Manager's Remuneration

Greg reported on his discussion with Jennifer about the Board's proposed adjustment to her remuneration. Moved by Carol and seconded by Paddy that the Club Manager's salary be increased by \$1.00 an hour retroactive to Jan 1, 2019. Carried.

9. Adjournment

Moved by Jennifer and seconded by Anne that the meeting be adjourned.

Greg McKellar
President

Marlene Young
Acting Secretary

TREASURER'S REPORT

July 2019

July Revenue was \$11,530.67 and Expenses were \$11,625.28 for a Net Loss of \$94.61. The National Pairs qualifying games have generated larger than normal Income (Individual Game Fees) and Expenses (ACBL Fees) which balance each other. We are likely to see the same situation in August.

The Sectional Tournament – Income entry is the amount of money owed to us by Unit 192 to pay for the free games allotted their Executive members at the January Sectional. The Maintenance – Equipment entry is for repairs to the dealing machine. Other than that there is nothing unusual to report.

W.A. Mitchell

Treasurer

Kingston Duplicate Bridge Club Inc

Balance Sheet As at 2019-07-31

ASSET

Current Assets

Directors Draw	100.00	
Cookie/food Draw	250.00	
Petty Cash	200.00	
HST Savings Account	3,036.85	
Chequing Bank Account	11,420.00	
Total Cash		15,006.85
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		42,186.05

Capital Assests

Club Furniture and Equipment	3,872.72	
Accum Deprec-Club Furn & Equip	-2,800.00	
Net - Club Furniture & Equipment		1,072.72
Tournament Furniture & Equipm...	11,000.00	
Accum Deprec - Tourn Furn & E...	-2,300.00	
Net - Tourn Furn & Equip		8,700.00
Facility	9,393.24	
Accum Depreciation - Facility	-3,178.95	
Net - Facility		6,214.29
Total Capital Assets		15,987.01

TOTAL ASSET

58,173.06

LIABILITY

Current Liabilities

Cheques Not Yet Cashied	326.75	
Total Accounts Payable		326.75
HST charged on Sales	11,701.02	
HST Paid on Purchases	-8,662.76	
HST Owing (Refund)		3,038.26
Total Current Liabilities		3,365.01

TOTAL LIABILITY

3,365.01

EQUITY

Owners Equity

Retained Earnings-Previous Year	54,441.65
Current Earnings	366.40
Total Owners Equity	54,808.05

TOTAL EQUITY

54,808.05

LIABILITIES AND EQUITY

58,173.06

Kingston Duplicate Bridge Club Inc
Income Statement 2019-07-01 to 2019-07-31

REVENUE

Sales Revenue

Bridge Books	80.53	
Playing Cards	63.72	
Bidding Boxes	74.34	
Total Game Supplies Sales		218.59
Coffee Sales	109.68	
Water/Pop Sales	63.45	
Total Food/Drink Sales for Games		173.13
Membership Fees	53.09	
Total Other Fees		53.09
Individual Game Fees	7,942.48	
Monthly Pass A	566.37	
Prepaid Individual Fees	1,415.92	
** Free Plays Board	693.80	
** Free Plays Other	325.66	
Total Game Fees - Income		10,944.23
Sectional Tournament - Income	142.48	
Interest - Revenue	-0.85	
Total Other Revenue		141.63

Total Revenue

11,530.67

TOTAL REVENUE

11,530.67

EXPENSE

Cost of Goods for Club and Re...

Game Supplies for Sale	98.58	
Shipping	52.25	
Total Cost of Game Supplies		150.83
Coffee Supplies - Cost	167.15	
Cookies/Candies/etc	264.23	
Total Food/Drink Cost		431.38
Directors Expense	1,860.00	
Cleaners Expense	725.00	
Club Manager Expense	1,363.45	
Bridge Lessons Expense	155.28	
** Free Plays Board	693.80	
** Free Plays Other	325.66	
Total Subcontracts		5,123.19

Total Cost of Goods & Services

5,705.40

General and Administrative Ex...

ACBL Fees	1,059.76	
Total Business Fees		1,059.76
Cash Short/Over		38.93
Depreciation Expense		375.79
Insurance Facility	88.21	
Total Insurance - Cost		88.21
Monthly Plan Fee	4.95	
Cash Deposit Fees	6.43	
Bank Charges Total		11.38
Printer Toner	37.50	
Other Printer Costs	5.99	
Office Supplies Total		43.49
Facility Supplies		49.27
Rent/Lease		3,568.75
Storage Space Rent		182.00
Maintenance - Equipment	200.00	
Total Maintenance Cost		200.00
Bell	79.25	
Total Tel/Internet Expense		79.25

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Kingston Duplicate Bridge Club Inc
Income Statement 2019-07-01 to 2019-07-31

Hydro One	200.64	
Union Gas	22.41	
Total Utilities Expense		223.05
Total General & Admin Expense		<u>5,919.88</u>
TOTAL EXPENSE		<u>11,625.28</u>
NET INCOME		<u><u>-94.61</u></u>

** These four (4) items did not involve receiving or paying of any cash. They are included simply to track the amount of revenue that is lost as a result of Free Plays being used. These figures do inflate the actual Income and Expense totals slightly, but they have no effect on Net Income.

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	1568	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	987	137	94	57	99	1374	343.5	1088.5	99	7	\$ 792.00	\$ 896.00	0	0	\$ -	\$ -	\$ (104.00)
July	1062	194	98	46	122	1522	380.5	1469.0	111	5	\$ 888.00	\$ 640.00	0	0	\$ -	\$ -	\$ 248.00
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	4055	656	375	262	528	5876	1469.0		517	28	\$ 4,136.00	\$ 3,584.00	0	0	\$ -	\$ -	\$ 552.00

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.

Hi everyone, here are the Social expenses for July 2019.

Grapes, cookies and chips.	\$264.23
Milk and cream for coffee.	17.15
Facility supplies toilet paper etc.	49.27
HST.	10.95
Total.	\$341.60

I purchased grapes that were on sale this month and people seemed to enjoy them. I spoke with Marco at the Pasta Shelf and he said he supply the Pasta for the AGM at the same cost as last year, he will need the numbers 24 hours before the event. Marlene said she would look after ordering and picking it up as I will be on my annual visit to NB and NS.
See you when ever we have the next board meeting

Chimo
Bob

Sent from my iPad

Club Managers Report for July 2019

It was a quiet month at the club, we had two weeks of NAP'S so our members had a chance to win Red points.

We had a run on playing cards and we couldn't keep them in stock. We now have some more in stock.

I heard from the Landlord about the price of having Handicapped Door openers installed. One company is \$4600 for buttons at both the front and the back door. The other company was \$5700. I checked with the Landlord about the division of the cost per door and he said that a button just at the back door would be approximately \$2000, this wouldn't include getting the electricity to the door, but he the landlord would be willing to cover the cost of wiring the electricity.

I have also received an email from ACBL about requests for Unit Championships to be run in September, 3 days, the 17th, 18th and 19th. I phoned ACBL to find out what it was about and it turns out the Unit had requested 3 days of Unit Championship games to be run, those are the days, all three are in the afternoon, and so we only have the one game, the Tuesday the 17th game that falls in the right time slot, so I think we should play in that one. Extra cost of \$2.25 per table.

Also I ordered new defibrillator pads for the AED machine as they had expired. Last month Crossroads church purchased one of these machines and so they had a video that they showed to all the groups that use the church so that people would be familiar with how the machine worked, what to expect etc. I'd really like something like that for our club as I don't know if it's the same machine and if it works the same way. If we have a training video I'd really like to know about it.

That's all for now.

Jennifer Grechuk

Club Manager

Four Clubs in the West: Can KDBC learn anything from them?

Dear Board,

Hamish & I spent 15 weeks playing at Duncan Bridge Centre in California in 2018 and 2109, and 2 weeks at Desert Cities Bridge Club in California in 2019 (it just opened before we left); we also have spent 3 weeks playing at Vancouver Bridge Centre and West Vancouver Bridge Club (in 2016 and 2019).

The clubs' operations are summarized in an accompanying table (at the end of this note). The clubs are varied in size but face similar challenges:

- New players are almost exclusively retirees (despite an active school outreach program at Duncan Bridge Centre)
- Space is a problem, and if the club is too small, people feel crowded and it negatively affects the atmosphere.
- Managing table numbers is a problem; two of the four clubs have very slick on-line pre-registration programs however the players don't like having to use them (why is beyond me – they were very easy to use systems, and these people can figure out slam bidding) or, worse, pre-register and then don't show.

However, there are some things that these clubs do that work well (see the table!), and we thought it might be helpful for KDBC to consider whether or not to adopt some of these practices. Some of these would be easier to do than others, even if considered worth trying:

1. Have the Director collect the money at the table.

This wouldn't be new to KDBC and is simple to do.

It certainly seats people earlier, and the 3 clubs that used this method generally started their games more quickly. It also reduces congestion at the door and near the coat hooks.

It means the Director can't play (but that's our club's preference anyhow).

The "envelope system" at Duncan uses a letter-sized envelope at each table, with the table # on it. Players put the cash in the envelope before the game starts and if change is needed, mark how much and to which player on the outside. The Director collects the envelopes, eventually returns the change to the right people (striking this off the outside of the envelopes). Envelopes are reused until they can't be.

2. Rethink our food and beverage offerings.

These clubs all offered free basic beverages - tea, coffee and tap water. Snacks were simple, but generally fresher and of better quality than ours (sorry Bob, but the cookie selection we offer is stale in more ways than one!).

Potato chips and other similar snacks were not offered because "chips are greasy and muck up the cards".

3. Eliminate the Monthly Pass.

No club had one, and I think they would have been surprised at the notion (not only because of the revenue loss, but also because of the inequity – why should people who cannot play more subsidize those who can?). The game is the same, the points are the same, and so the price should be the same.

We eliminated the I/N Monthly Pass on those same two grounds: finances and equity, so I think the Board should really take a long, hard look at how it can possibly justify keeping this version of a two-tiered pricing system, and favouring some players over others.

We are a *Club* – some Members shouldn't get something because they can afford it while others cannot. Besides, if we eliminated the Monthly Pass, we might make up some revenue that would allow us to subsidize something, however small, for all Members in the Club. That would be a much nicer bit of symbolism about who we are.

One game, for one price, for all members. Period.

4. Think about volunteer recognition.

There is nothing as important as volunteers to a bridge club like ours, and we need to recognize them thoughtfully and publically. Too often, instead, there are no public thanks, but a system of hidden insider free play payments that not even all volunteers get. It starts to feel and look very cozy – who you know on the board and what they think about what you did – and that's a sure way to actually kill genuine volunteerism*.

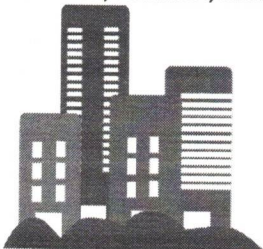


5. Growing membership.





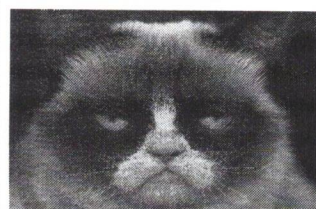
Aspirational as it may be to have young folks learn bridge, KDBC isn't doing anything to promote this. And, like most clubs, our largest source of new members is retirees who take up the game (or re-take up the game). I am utterly unconvinced that KDBC really understand what this means in terms of attracting and retaining these players. It's a big problem and one that will take a real strategy. It might be good if the board formed a task force (and not just of board members) to examine best practices and see what we can do. I think clubs in Victoria (with a large retiree population) may get this right, or at least better than those in Vancouver, and Duncan naturally benefits from a large seasonal influx of new players during "the season". We didn't get the chance to play at a club in Victoria as they were closed for the Regional that was on while we were there.

Cheers, and thanks for listening,

Elaine McDougall

*Conflict of Interest alert here: I acknowledge the board voted to give me 2 months of free play for work I did as a board member (and not any to Hamish for his equally labour-intensive contribution on a seeding system). I have not used mine yet, and am not sure that I will.

Four Clubs in the West (a limited review)	Duncan Bridge Centre, Palm Desert CA	Desert Cities Bridge Club, Palm Desert CA	Vancouver Bridge Centre, Vancouver BC	West Vancouver Bridge Club, Vancouver BC
Organization	NFP, player owned, elected Board	NFP, Director owned	Director/Owner	Director/Owner
Location, location, location 	Planning to leave its current rental location to build its own facility on rented land; will raise funds for this largely by donations. To contribute \$ to the building fund, Board decided to reduce sq ft rented in their facility by 50% – so very crowded at present.	New club; just launched in Feb 2019; large facility in Temple Sinai, lots of parking.	Had to leave its beloved rental location; new facility in a senior centre is smaller, on the other side of town and has limited parking. No-one likes it, but they couldn't find anywhere else suitable.	Mon & Wed games are in a church hall which is small; Fri game is new and in another (larger) church hall. In both facilities, equipment, including chairs and tables, must be set up and stored before and after games.
Open games	1 pm (M, T, W, Th, F, Sa)	1 pm (M, T, W, Th, F, Sa)	10:15 am (M, T, W, F); 1 pm (Su); 7 pm (T, W, Th)	10:00 am (M, W, F)
Limited games	1 pm 0-750 (M, T, W, Th, F, Sa); 9 am 0-299 (T, W, Th, F, Sa); 9 am 0-49 (T); 9 am 0-20 (Sa)	1 pm 0-499 with sufficient attendance (M, T, W, Th, F, Sa)	10:30 am 0-199 (Th)	None
Lesson program? 	YES; very active with local and outside teachers; special workshop events.	NO	YES	NO
Who are the new players?	Retirees (almost exclusively)			
Ave # tables at afternoon games	>50 (25 open, 25 0-750)	6-20, average about 11	17-25	16 (maximum space allows)
Do they use Web, stand- by/relay movements etc.?	YES			
Do they have BridgeMates, Hand Records, websites with results etc?	YES			
What about partnerships?	Request form & partner list on website	No evident help from club.		
How were half tables handled? Were there attempts to fill them in? 	IF both Open and 0-750 games had a half table, a request was made for a volunteer to move up. IF a pair did – applause. If no pair volunteered nothing more was done.	No management – half tables just happen sometimes.		

Did Directors play?	Never		Not usually	
Table fees (all cash \$\$ only)	\$10 US		\$10 Cdn	
Are there frequent player discounted passes? 	NO			
How are fees collected?	At the table	At the table	At main desk as you enter	At the table
Who collects the fees?	The Director			
How do you get a table?	On-line pre-registration required (space issues); your table is assigned before you show up.	Show up and sit down.	Show up and you are assigned a table by the director when you pay your fee.	Tried on-line pre-registration but it's not working so will go back to show up and sit down.
Did the game start on time?	Ish. Problems with preregistered no-shows.	Yes.	No, usually due to paying process.	Yes.
Beverages? 	Free coffee, tea and tap water (if you want to drink anything else, you bring it). Coffee – regular and decaf - was made by volunteers in large urns (no Keurigs).			
Food? 	All free and baked or bought and brought by members to every game. Club provides trail mix.	Veggies and dip; fresh fruit; cheese & crackers; cookies.	Cheese and crackers; fresh fruit; cookies/pastries.	
Were there potato chips?	NO			
Volunteers	We had a limited look-in, but in all clubs volunteers helped with food prep and clean-up; there was no indication of free plays for volunteer work, btw, except at Duncan where they had one game to acknowledge volunteers contributions over the past year and gave them a free play on that one day (all names were announced; it was a nice event).			
Unexpected cute things 	Envelope table money collection system...very slick and simple. Hand-made wooden bidding boxes.	Bills itself as "The Home of the HEALTHY Snacks"	Half-way through the 10:15 game is a 15 minute lunch break. Players eat the sandwiches they brought.	Peek Frean's! Wide-wale dark green corduroy table cloths.
Mood and reputation 	Much table talk about the very controversial move from current space to own building; many members think the Board was wrong in this decision, and very much resent the current crowding (many tables were in the kitchen). Some members happily abandoning club to play at Desert Cities.	The Open game is known as "the Friendliest Open Game in the Valley"; and it was a calm and pleasant playing environment. This new club is seen as an alternative for disgruntled Duncan Bridge Centre players.	Think the players at the West Vancouver Club are not very good (this may not necessarily be true). Otherwise, a bit chaotic with the new limited table space.	Think the players at the Vancouver Bridge Centre are nasty (this may not necessarily be false). In general, a pleasant and welcoming club.