

Westside Duplicate Bridge Club

Annual General Meeting

11:15 Thursday Oct. 17, 2019

West Kelowna Lion's Hall

1. Call to order – Establish Quorum and issuance of ballots for the election of council
2. Quorum report
3. Adoption of the Agenda
4. Adoption of the 2018 AGM minutes
5. Reports
  - a. President's Report - Wendy Mohamed
  - Treasurer's Report –Budget Report - Susan Fair
  - b. Club Manager's Report – Nigel Arding
  - c. Membership Report – Leslie Sil
  - d. Hospitality Report – Jude Cass (read by Wendy Mohamed in Jude's absence).
6. Motions
  - a. Motion: The Board of Directors should have the authority to award some free games to members who put in a significant amount of volunteer time. This past year it would include the President, the Treasurer, and the Club Manager, each of these positions requires more than 4 hours per month but more like 2 to 4 hours per week and they should be rewarded for their efforts.
  - b. Motion: the hospitality volunteer for that day should receive a game pass.
7. Election for Council members for the upcoming fiscal year  
-results to be announced after lunch - - Scrutineers - Annette Gough and Diane Dehmel
8. Motion to adjourn

## RECOGNITION OF CLUB PRESIDENT - WENDY MOHAMED - STEPPING DOWN

Before closing I would just like to say a few words of thanks to Wendy Mohamed, who is stepping down as club president

Wendy's 2 year term has been instrumental in growing the bridge club.

Her biggest claim to fame has been seeking out and securing the Lions Centre as a great place to play bridge, topped recently by the club now having a long term lease with the centre

Wendy's time on the Unit Board has helped the club establish 2 successful unit games a year that brings the club additional income in

Her organisation skills in setting up meetings, driving issues and not afraid to push the envelope have been her trademark

Although no longer on Club Council, Wendy has secured an ongoing position with the Club as Club Education Manager

Join me in thanking Wendy for her service to the club

Nigel Arding - 17 October 2019

## **HOSPITALITY REPORT - JUDY CASS - October 17, 2019**

Good morning everyone - Sometimes life gives you lemons and the best choice is to make a margarita.

I am sorry I am not here in person but looking forward to seeing everyone soon.

This report is based on information that was current to the end of June, so the figures to the end of the year will have changed slightly, but not enough to impact the overall report.

We held two large events - our annual Christmas Potluck and our first ever "summer Sizzle" tournament. Both were very successful and well-attended.

Our Christmas party was full of delicious assortments contributed by our membership and was a wonderful example of people coming together in community. The club spent \$712.00 for supplies and kitchen help, and we made \$810.00 for a profit of \$98.00

Based on lessons learned from the Christmas party, the Summer Sizzle was handled a bit differently. The committee, Lynda, Leslie and Judy opted to look for outside catering in order to keep the event running without undue delays, need for kitchen servers, or asking for numerous contributions from the membership. We explored a variety of options with each person providing quotes including Subway, buffets and several restaurant options. Our choice was lasagna from Houston Pizza and Leslie acted as our point person in ordering and ensuring a timely lunch. You may also recall Lynda and Leslie as your servers that day - a great job well done and served with a smile.

Thanks also to the many members who willingly brought goodies that kept our tables full of delicious sweets. Nigel's wife Susan and Bill's wife Bev volunteered to be our kitchen staff and were excellent in keeping the coffee, tea and cookies refilled. Many thanks to them as well.

We spent \$1013.51 at the event and made \$977.00 for a small loss of \$36.51.

I believe in hospitality. I enjoy welcoming people and I believe in random acts of kindness and "pitching in" just because it is the right thing to do. I believe many of the people in this room feel the same way, and I have seen it in action in the on-going refreshments we provide, where a small core of conscientious members have stepped into the kitchen to help out. You know who you are and I thank you so much.

But...I was hugely disappointed in myself because our weekly refreshments were chaotic most of the year. I simply failed to deliver an organized, smooth circle of volunteers who would make sure the hospitality table was full and clean-up was completed afterwards. Instead we had a "drop-in" system that frustrated those who DID sign up and came early to find someone else putting out a bit of this and a bit of that and "forgot" clean up. It was not what I wanted and if not

for Wendy, who made coffee so many, many times, we would have had water and little else. You were super, Wendy.

So perhaps having just water is the best solution. Times change. People don't hold open doors for strangers and they forget the food bank because "I don't use it." (Insert the words "I don't drink coffee" in here )

It is up to you, the membership to make a motion if refreshments are no longer needed.

To the end of June, we had spent \$1095.46 in kitchen supplies but I know that I submitted some bills after that so the figure is a bit higher. It's about \$125.00 per month to provide refreshments.

Lastly, thanks to my fellow council members for your support and guidance this year. it was my pleasure to be a part of such a good team - we worked hard and laughed often, and we did our best for all of you, our club. I think we have one of the most welcoming, well-run and pleasant places to be in West Kelowna.

Thanks you all

## **So another very successful year, Congratulations Members**

I hope you all had an opportunity to read my report sent via email as I will not be repeating information contained in that report. Does anyone have any questions about its contents?

Our club has had 2 years of tremendous growth. I attribute this success to our loyal and enthusiastic members, all who make our club a fun place to spend a few hours, to our venue, a very pleasant place to play indeed, to our hard working council members (ask them to stand) the support persons council members have called upon to perform specific duties. (Annette, Diane, Faye and Charlene, and Dave) Also thank you to David Nagy (stand) who is our Unit 571 representative for their fiscal year. I had prepared a glowing report of your council members efforts on your behalf but for some reason a few were against my reading it aloud so for those of you would like to give it a read copies will be available. And for those you who aided us at our 2 Unit parties, either by helping physically or by bringing goodies for our hospitality table, both our club and the club's bank account thank you.

We have some exciting news. Effective Jan. 1<sup>st</sup> 2020, we will enter into a long term rental agreement with the City of West Kelowna. This assures us of a place to play for a reasonable rent in the future. The City has proven to be very supportive of our bridge club, recognizing both the social and recreational value it provides. Your council has been in consultation these past 2 months, our 1<sup>st</sup> goal was to remain autonomous, allowing us to continue functioning as we have been but with the assurance of a long term reasonable and affordable rental agreement. which will keep our rental rates reasonable. So essentially we still have the same hours and conveniences we now enjoy. The

amount of the monthly rent represents the average payment made to the City per month for this and last year's rental payments.

Now for the concessions. We must become a registered non profit society with the Province of B.C. Bill Holland is familiar with this procedure and informed us there will be a modest registration fee. Our new treasurer will have a bit more on their plate because annual reports must to be sent to the B.C. government annually. We are very fortunate to have at least 1 member who has experience in this area otherwise our club would need to farm this job out.

The other obligation is to provide \$2,000,000 liability insurance. Fortunately 2 years ago our Unit 571 initiated a plan to purchase liability insurance for all Unit 571 clubs for any of the sanctioned games they hold, of which we are one. Their cost for this policy is \$1000/year. Copies are available to view. Great timing and David will you thank the Unit for us.

There are extra hardcopies of the insurance policy, the contract with the city and this report available on the table.

At our last AGM we reported how pleased we were to be receiving such a good response to the survey we circulated August 2018. We had not received enough information at that time to make a report at the AGM. However all members did receive the results of that survey via email.

Our membership at that time was not yet quite 150. 106 responded which was tremendous and so the survey should be a very good indication of the desires of our membership. There were 10 questions asked, some with a # of choices available to choose from, others were a

simple yes or no. Council has acted on most of those when a real inclination was observed.

**The first** was the formalizing of a rookie/mentor program. 61% were in favour – your council initiated a once/month rookie master. Your new council may decide to enlarge on that program.

**The second** was in response to "do you think we should host an ACBL tournament event once a year" received a resounding yes vote of 79%. So far we have only been able to add a 2nd Unit game as it is our Unit that decides where and when tournaments will be held. However we have been working on it and I imagine the new council will continue to pursue this idea.

The questions that received the most negative response were "should we add more Swiss team games with 39% against and 25% stating they don't play Swiss teams" and then 62% responding no to adding more open games to our schedule.

We received a decisive vote but because we could not get a majority vote in our council to enact this policy there was no agreement. I suggested at that time perhaps this is best to be deferred to at an AGM. The question was "should free passes be given to volunteers" and it received a 77% yes vote on the survey. You may recall this item was discussed at the last AGM but because the survey results weren't all in yet no motion was made and no vote was taken. Of the 106 responses to this question, only 9 members opted out on this particular item. Even if those 9 who had no opinion are considered to be a nay there is still tremendous support for a free pass program. In fairness I should mention though that the free pass idea seems to have received the most comments many of that 23% who objected certainly voiced their opinions strongly. If there ever is a decision to go ahead with free passes for volunteerism the program I suggest it be monitored closely, recorded accurately, have some definite

guidelines and full disclosure to our membership, either by announcing who received one at the game or by making the information available in the minutes. It must be transparent.

Nigel and Susan Metcalf spent a lot of time and did a tremendous job on this survey so that the incoming 2018 council could get a good idea of our memberships' desires. I have concluded that having a survey like this really does give a more accurate assessment of our memberships' desires, just not a vocal few so I hope future councils consider using surveys again.

It has been a pleasure serving as your president these past 2 years.

Wendy Mohamed Outgoing President 😊)



# Westside Duplicate Bridge Club

## Comparative Income Statement

	Actual 10/01/2018 to 09/30/2019	Actual 10/01/2017 to 09/30/2018	Percent
<b>REVENUE</b>			
<b>INCOME</b>			
TABLE FEES TUESDAY	9,550.00	8,746.00	9.19
TABLE FEES THURSDAY	12,627.00	12,640.00	-0.10
LEARNING GAME	4,340.00	3,542.00	22.53
TABLE FEES 199 GAME	1,127.00	0.00	0.00
MEMBERSHIP DUES	1,005.00	2,355.00	-57.32
MISCELLANEOUS INCOME	107.00	25.00	328.00
Unit GAME Fees	1,728.68	1,003.06	72.34
DONATIONS	0.00	35.00	-100.00
Free games Volunteers & New C...	0.00	460.00	-100.00
Summer Sizzle Lunch tickets	977.00	0.00	0.00
Xmas Lunch Tickets	810.00	0.00	0.00
<b>TOTAL INCOME</b>	<b>32,271.68</b>	<b>28,806.06</b>	<b>12.03</b>
<b>TOTAL REVENUE</b>	<b>32,271.68</b>	<b>28,806.06</b>	<b>12.03</b>
<b>EXPENSE</b>			
<b>EXPENSES</b>			
DIRECTOR FEE TUESDAY	2,970.00	2,925.00	1.54
GAME BOARD PREPARATION	965.00	120.00	704.17
DIRECTOR FEE THURSDAY	3,695.00	3,860.00	-4.27
DIRECTOR LEARNING GAME	2,205.00	1,905.00	15.75
DIRECTOR FEES 199 GAME	780.00	0.00	0.00
DIRECTOR FEES TOTAL	10,615.00	8,810.00	20.49
RENT	10,914.00	8,864.00	23.13
NAME BADGES	529.29	514.16	2.94
ACBL FEES	1,974.50	1,568.34	25.90
closed account	0.00	356.25	-100.00
closed account	0.00	52.50	-100.00
closed account	0.00	528.98	-100.00
closed account	0.00	215.65	-100.00
STAC Game	173.75	65.50	165.27
CANDIAN FEDERATION FEES	470.00	290.00	62.07
Western Conference CAD paid	479.81	220.31	117.79
GAME FEES	3,098.06	3,297.53	-6.05
BANK CHARGES	1.10	26.09	-95.78
OFFICE SUPPLIES	581.55	134.34	332.89
POSTAGE & DELIVERY	26.78	27.12	-1.25
PRINTING & REPRODUCTION	353.14	540.94	-34.72
GAME SUPPLIES	226.28	1,109.18	-79.60
INTERNET FEES	106.98	50.00	113.96
OFFICE & SUPPLY	1,294.73	1,861.58	-30.45
KITCHEN SUPPLIES	1,279.78	1,156.47	10.66
MISCELLANEOUS EXPENSE	11.18	107.38	-89.59
UNRECONCILED AMOUNT	-14.00	-0.50	2,700.00
Equipment Depreciation	2,035.00	1,928.89	5.50
Free Games - Volunteers & New...	30.00	460.00	-93.48
Advertising	74.98	0.00	0.00
Summer Sizzle	1,164.80	0.00	0.00
UNIT XMAS PARTY	712.51	39.33	1,711.62
<b>TOTAL EXPENSES</b>	<b>31,746.43</b>	<b>27,064.93</b>	<b>17.30</b>
<b>TOTAL EXPENSE</b>	<b>31,746.43</b>	<b>27,064.93</b>	<b>17.30</b>
<b>NET INCOME</b>	<b>525.25</b>	<b>1,741.13</b>	<b>-69.83</b>

# Westside Duplicate Bridge Club

## Balance Sheet As at 09/30/2019

### ASSET

#### Current Assets

BMO Cheque Account	7,009.74
closed account	0.00
Cash	21.25
<b>Total Current Assets</b>	<u>7,030.99</u>

#### Fixed Asset

Equipment	17,506.09
Accumulated Deprciation	<u>-8,123.89</u>
<b>Total for Fixed Assets</b>	<u>9,382.20</u>

**TOTAL ASSET** 16,413.19

### LIABILITY

#### Liabilities

2020 Meberships	<u>1,620.00</u>
<b>Total Liabilites</b>	<u>1,620.00</u>

**TOTAL LIABILITY** 1,620.00

### EQUITY

#### Owner Equity

RETAINED EARNINGS	14,267.94
Current Earnings	<u>525.25</u>
<b>Total Equity</b>	<u>14,793.19</u>

**TOTAL EQUITY** 14,793.19

**LIABILITIES AND EQUITY** 16,413.19

# Westside Duplicate Bridge Club

## Comparative Income Statement

	Actual 10/01/2018 to 09/30/2019	Budget 10/01/2018 to 09/30/2019	Percent
<b>REVENUE</b>			
<b>INCOME</b>			
TABLE FEES TUESDAY	9,550.00	8,500.00	12.35
TABLE FEES THURSDAY	12,627.00	12,000.00	5.23
LEARNING GAME	4,340.00	3,500.00	24.00
TABLE FEES 199 GAME	1,127.00	0.00	0.00
MEMBERSHIP DUES	1,005.00	2,000.00	-49.75
MISCELLANEOUS INCOME	107.00	0.00	0.00
Unit GAME Fees	1,728.68	1,000.00	72.87
Free games Volunteers & New C...	0.00	0.00	0.00
Summer Sizzle Lunch tickets	977.00	0.00	0.00
Xmas Lunch Tickets	810.00	0.00	0.00
<b>TOTAL INCOME</b>	<u>32,271.68</u>	<u>27,000.00</u>	19.52
<b>TOTAL REVENUE</b>	<u>32,271.68</u>	<u>27,000.00</u>	19.52
<b>EXPENSE</b>			
<b>EXPENSES</b>			
DIRECTOR FEE TUESDAY	2,970.00	2,800.00	6.07
GAME BOARD PREPARATION	965.00	1,000.00	-3.50
DIRECTOR FEE THURSDAY	3,695.00	3,800.00	-2.76
DIRECTOR LEARNING GAME	2,205.00	2,000.00	10.25
DIRECTOR FEES 199 GAME	780.00	0.00	0.00
DIRECTOR FEES TOTAL	10,615.00	9,600.00	10.57
RENT	10,914.00	8,000.00	36.43
NAME BADGES	529.29	400.00	32.32
ACBL FEES	1,974.50	3,200.00	-38.30
closed account	0.00	0.00	0.00
closed account	0.00	0.00	0.00
STAC Game	173.75	0.00	0.00
CANDIAN FEDERATION FEES	470.00	400.00	17.50
Western Conference CAD paid	479.81	500.00	-4.04
GAME FEES	3,098.06	4,100.00	-24.44
BANK CHARGES	1.10	30.00	-96.33
OFFICE SUPPLIES	581.55	100.00	481.55
POSTAGE & DELIVERY	26.78	100.00	-73.22
PRINTING & REPRODUCTION	353.14	400.00	-11.72
GAME SUPPLIES	226.28	900.00	-74.86
INTERNET FEES	106.98	0.00	0.00
OFFICE & SUPPLY	1,294.73	1,500.00	-13.68
KITCHEN SUPPLIES	1,279.78	1,200.00	6.65
MISCELLANEOUS EXPENSE	11.18	250.00	-95.53
UNRECONCILLED AMOUNT	-14.00	0.00	0.00
Equipment Depreciation	2,035.00	2,000.00	1.75
Free Games - Volunteers & New...	30.00	0.00	0.00
Advertising	74.98	0.00	0.00
Summer Sizzle	1,164.80	0.00	0.00
UNIT XMAS PARTY	712.51	0.00	0.00
<b>TOTAL EXPENSES</b>	<u>31,746.43</u>	<u>27,080.00</u>	17.23
<b>TOTAL EXPENSE</b>	<u>31,746.43</u>	<u>27,080.00</u>	17.23
<b>NET INCOME</b>	<u>525.25</u>	<u>-80.00</u>	-756.56

# WESTSIDE DUPLICATE BRIDGE CLUB

Proposed 2019/20 budget

**INCOME based on games 50 weeks of the year. During the 2018/19 year we had an average of 10-12 tables on Tuesdays and 12-14 tables on Thursday. The Actual numbers are from Financials Done on Sept 30.**

	<b>BUDGET 2019/2020</b>	<b>ACTUAL 2018/2019</b>
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Tues Game fees@\$5.00	10,000	9,550
Thurs Game Fees	12,000	12,627
Learning Game Fees	4,500	4,340
0-99 Tues Games	0	1,127 Note 1
Memberships	2,500	1,005 Note 2
Unit Games	1,800	1,729
Unit Game Meal Tickets	1,800	1,787
Miscellaneous	0	107
<b>TOTAL INCOME</b>	<b>\$32,600</b>	<b>\$32,272</b>
<b>TOTAL EXPENSES</b>	<b>2019/2020</b>	<b>2018/2019</b>
Rent	10,000	10,914
Directors	11,000	10,615 Note 3
Bridge Fees	3,200	3,098
Name Badges	500	529
Printing/Postage/Office	1,100	1,068
Game Supplies	500	226
Kitchen Supplies	1,400	1,279
Miscellaneous Expenses	200	105
Depreciation of Equipment	2,000	2,035
Xmas and Summer Unit Games	2,000	1,877
<b>TOTAL EXPENSES</b>	<b>\$31,900</b>	<b>\$31,746</b>
<b>NET INCOME/LOSS</b>	<b>\$ 700</b>	<b>\$ 525</b>

**CURRENT BANK BALANCE      \$7031      Note 4**

## Notes

- 1) The Tuesday morning game was cancelled for now due to a lack of participation but could resume as our new members become more experienced. The Thursday morning game was expanded.**
- 2) Membership on our Income statement includes only memberships collected for 2018-19. There is a liability set up for money collected for 2019-20 memberships**
- 3) Directors are paid \$50 for the first 8 tables and \$5 per table above 8 tables. There is an additional \$5 per set of boards for Game Board Preparation**
- 4) This is a comfortable balance and should be maintained at \$1,000 for unexpected expense. As our equipment ages somethings need replacement and as our club grows we might need additional equipment. We now have equipment for 24 Tables**



# WESTSIDE DUPLICATE BRIDGE CLUB



October 5, 2019

## 2018 - 19 Club Manager Report

### Significant Events During the Year

- Late Spring we added a 0 - 99 game to accommodate those players that had outgrown our 0 - 20 but were not quite ready to play in the open games. It quickly became apparent that to run both a 0 - 20 and a 0 - 99 game was not financially sustainable. Summertime we cancelled the Tuesday morning 0 - 99 game and upgraded the Thursday morning game to a 0 - 49 game. The 0 - 49 game is currently part of our weekly schedule and is just about break even to run
- July we ran a second 'One Day Unit Game' on a Sunday and called it the Summer Sizzle. We had 63.5 tables attend. Last December we ran a Xmas Unit Game and had 76 tables - both events made a profit for the club
- The Club has transitioned to a new ACBL results reporting service. ACBL has advised that the old posting service will be decommissioned at the end of this month. The new ACBL service allows a club member to receive the game results immediately after the game directly by email. Prior to this service, we used to have about 400 weekly visits to our website. Today we only have about 170 visits a week. So members have stopped going to the website to get the game results. Additionally Let's Play Bridge Clubs have allowed us to post our game results to their Bridgewebs website which provides a more in depth analysis of the game results



# WESTSIDE DUPLICATE BRIDGE CLUB



- A Club Psyching Policy has been developed. This was spearheaded by council member Bill Holland with input from various Game Directors
- Recently the club has set up a regular Rookie Master Game (first Tuesday in a month) and a regular 'Birthday Game' (takes place on a Tuesday in one month and a Thursday in the next month) with a Birthday cake and a free bottle of wine
- The Club now has a new storeroom layout for our bridge equipment at the Lions Center
- The Club has tooled up for the future. We can now run 24 tables if we had to. The most tables we have ever run is 19