

Minutes of Unit 249's Board of Director's Meeting

London Sectional

London Bridge Centre

1107 Dearness Drive, London, ON N6E 1N9

Friday, May 3, 2019

9:30 am

Present: Tom Ramsay, Ted Boyd, Susan Edwards, Tom Jolliffe, Jed Drew, Jennifer Verdam-Woodward, Maria Deaves, Hazel Hewitt, Pat Simpson

Regrets: Ewoud Van Goch

Meeting: A quorum being present, the meeting chaired by Tom Ramsay was called to order at 9:35 am.

Approval of the Previous Minutes:

Moved by Jennifer Verdam-Woodward and seconded by Ted Boyd that the minutes of the last Board Meeting held January 26, 2019, be approved as circulated - **CARRIED.**

Business Arising from the Previous Minutes:

Committee Reports

Secretary: Jennifer Verdam-Woodward

Correspondence and communications since our last meeting of January 26, 2019 are as follows:

- February 11, 2019 – received notification that Doug Bieman is now listed as the manager of the Kincardine Duplicate BC
- March 1, 2019 – received flyer for Barbara Seagram event in Guelph
- March 4, 2019 – sent out notification to clubs for three free plays for new bridge players per the motion of January 26, 2019
- May 3, 2019 – received a letter from Ross Driedger (reproduced below) resigning as Stratford tournament chair

Communication from Ross Driedger, dated May 3, 2019

For the last three years, I have acted as the Tournament Chair for the Stratford Festival of Bridge. I have decided to give up that role.

Over that time, I have found a number of impediments to running the tournament to what I consider the best advantage:

1. Increased power shift to the Unit Board and away from the Tournament Chair. This does not allow the Tournament Chairs to set policy according to the needs of any particular tournament. A major issue in this regard is the setting of card and entry fees. While Stratford is very fortunate in this regard, being at

a hotel and restricting expenses, it leaves other tournaments in a less advantageous position to cover their costs.

2. Close to nothing in terms of marketing support. The Unit Board is in a position to develop a consistent and effective marketing of all 249 tournaments, yet the sense is that marketing is an afterthought, with a few small flyers and posters, that are easily ignorable on the table with every other tournaments' flyers. There are no websites, no social media presence, no Google ads, nothing. The Unit is practically invisible to the up and coming players in neighbouring Unit 166, along with our own, a rich source of new players to our tournaments, but no effort is being made to reach these players. If all we want to do is give players an opportunity to play, all they need do is log in to BBO. Why should they go to a tournament?

3. I have met resistance to the 1000s of kms of travel I have made to promote the Stratford tournament. I have received push-back for charging the \$0.17 per km for travel to promote the tournament and, indirectly, the Unit (this is 1/3 of what ACBL directors charge for their travel). I do not wish to subsidize the Unit in this regard any longer.

4. An underlying emphasis on the money. While financial stability is important, and the not so recent history of the Board's finances dictates that care is appropriate, but there is an inordinate underscoring on cutting costs for the sake of making a profit. The ACBL is not a profit driven organization. Bridge tournaments are about giving bridge players a fun weekend experience, but we are concentrating on how much money is made or lost, and given up caring about attracting new players and giving them a reason to return next year. Does anyone on the Unit board know why some players do not attend tournaments? ...or why other players do not return? How much profit do we make if no one shows up?

5. An unwillingness to embrace technology. Two years ago, I had lined up a number of experienced information technology specialists and Website designers to build a consistent platform for promotion and advanced payment of card fees and meal tickets for 249 tournaments. Further, I had the arranged all this at an extremely discounted rate (roughly 10 to 15%). It was a platform that could have been licensed to other Units in the ACBL. Two disappointments came out of this: the idea was dismissed without any chance for discussion of concerns, and now this is being developed by Unit 166, after we would have been up and running with our version, far ahead of the game.

6. ACBL policy regarding tournament funds. In 2016 and 2017, Joel Shapiro took the ACBL's portion of the tournament receipts and forwarded them to the League office. In 2018, Nancy Strachan gave those funds me, expecting me to write a cheque to the ACBL which would be drawn from the excess of \$10,000 I was handed. It was uncomfortable enough being personally responsible for the roughly \$7000 in cash Joel had given me until the banks open, but now I was responsible for the larger amount. The added physical riskiness of this arrangement comes with no added benefit for the Tournament Chair. This is the second decade of the 21st century. We can do better than this.

All in all, I find that overall feeling is that the Unit's administration is stuck in the past and is impeding the steps I was trying to move to the future. With the exception of point 1, the sense was "this is the way we have always done it, no need to change." Given the aging demographic of tournament bridge players, this attitude is a death march.

We have to attract new players, make it fun and interesting, embrace the technology they use, and give them a reason to return. From where I sit, the Board is not doing any of this and making harder for me to do so as a Tournament Chair.

Ross Driedger Discussion

- Tom Ramsay will send a letter to Ross thanking him for running the last three tournaments.
- Hazel Hewitt feels that we should consult the Stratford club before we appoint a new tournament chair
- Jennifer Verdam-Woodward will ask if Scott/Mae are interested and if they are not, Ted Boyd will contact the club and ask if anyone in the club or the club wishes to take this on.
- Maria Deaves will take it on in addition to Goderich if no one else is interested.

Tournaments: Ted Boyd

Membership: Maria Deaves

I have included a brief summary of the membership activity for Unit 249, as sourced from the ACBL's QUIP report. Membership growth within Unit 249 was negative for the last 12 months ending March 31, 2019.

Over the past twelve months 105 new members joined and 140 members left the unit, for a net decrease of 35 members.

Unit 249 Membership Activity for the 12 months ending March 31, 2019

| # of Members | Member Gains | Member Losses | Net Losses | |
|--------------|--------------|---------------|------------|-------|
| Unit 249 | 1,346 | 105 | 140 | 35 |
| District | 7,910 | 669 | 703 | 34 |
| ACBL | 162,688 | 10,785 | 12,944 | 2,159 |

Average Age of Membership

| | Q1 2014 | Q1 2017 | Q1 2018 | Q1 2019 |
|----------|---------|---------|---------|---------|
| Unit 249 | 69.45 | 70.79 | 70.22 | 69.94 |
| ACBL | 70.79 | 72.01 | 72.22 | 72.50 |

In August of 2016, the Unit began issuing 2 Free Plays to each new member who joined the ACBL within Unit 249 . Eight free plays have been redeemed since last report.

Webmaster: Tom Jolliffe

Education Committee: Hazel Hewitt

Education Report, May 3, 2019
Submitted by Hazel Hewitt

The letters regarding Free Plays have been distributed to the Unit Board, Club Managers, Club Directors, Bridge Teachers and the Unit Website. One of these letters is also attached.

Jed made free play vouchers and I brought some for you to see. Please return them to me.

The three Free Plays have been distributed to London beginners and to Tillsonburg beginners so far. The goal is to get these folks into the sanctioned clubs. They might be more useful to fulfill this goal if we gave them to anyone taking a course of at least 5 lessons at any beginner/intermediate level. I suggest we do this for about a year and assess again. I also suggest that we give a free play to retroactive beginners going back two years.

Therefore,

1. I move that in addition to the three Free Plays for absolute beginners, one Free Play be distributed to anyone taking any secondary Beginner or Intermediate Course of at least five sessions upon application by their teacher to the Education Chair. Moved by Hazel Hewitt, seconded by Ted Boyd - CARRIED
2. I move that one Free Play be distributed to anyone who has taken a beginner bridge course in the past two years (2017 and 2018) upon application by their teacher who applies to the Education Chair. Moved by Hazel Hewitt, seconded by Jennifer Verdam-Woodward - CARRIED

The following is the text of a letter sent by Hazel:

To: Unit Board, Club Managers, Club Directors, Bridge Teachers, Unit Website

From: Hazel Hewitt, Unit 249 Education

March 2, 2019

The Unit 249 board passed the following motion on January 26, 2019 regarding assistance with encouraging beginner bridge players to play sanctioned bridge. Please be sure the appropriate people in your club receive a copy of this letter.

Motion: Upon completion of a beginning series of bridge lessons which is their first bridge course, each person be given three free plays for a sanctioned club within the unit.

Moved by Tom Jolliffe, seconded by Sue Edwards – CARRIED

Club Managers: Please be sure your Teachers and Directors are aware of this motion.

Beginner Bridge Teachers: Before completion of a set of beginner lessons please contact Hazel Hewitt (hazeljhewitt@hotmail.com, 519-284-3482) and you will be sent three free plays for sanctioned games in the unit for each of your students. This is for courses of several lessons that started after January 2019.

Club Directors and Managers: When presented with one of these free plays please honour it and send to Jed Drew, Unit 249 treasurer for reimbursement. This information is on the back of the voucher.

Website Manager: Please post on the Education website.

Discipline: Pat Simpson

No issues at tournaments

For a long time club discipline was not considered to be part of the Unit board purview. Now however, clubs may apply to the discipline committee at the unit level. It is noteworthy that some of the unit level discipline can be quite punitive (people are losing chunks of masterpoints and being suspended for quite some time). Jed created policies for the St Thomas Bridge Club from the CDR policies on the ACBL website.

Supplies: Ewoud Van Goch

No report. Some question of who will be able to look through the supplies to see what needs replenishment etc. Maria Deaves will contact Ewoud and will assist with the supplies coordination.

Treasurer's Report: Jed Drew

Subject: Treasurer's Report May 3 BOD Mtg

To: Board of Directors, SWOBA, Unit 249
From: Jed Drew, Treasurer
Subject: Treasurer's report – Board of Directors Meeting, May 3, 2019
Date: May 2, 2019

The following constitutes my Treasurer's report to the May 3, 2019 Board of Directors Meeting of Unit 249. My report provides preliminary year-end figures for 2018. As I am in the process of finalizing the year-end in order to turn the books over to our auditor for his review these figures may change as final year-end adjustments are made, although I do not expect any changes of consequence.

In addition, I am also providing an update regarding our current position in 2019, through to May 2.

2018 Results

2018 Balance Sheet (Attachment BS 20181231 Prelim.pdf)

As of December 31, 2018, we have \$54,854 in assets, consisting of \$39,398 in the bank, accounts receivable of \$2,438, \$3,278 outstanding in advances (Stratford Sectional) and \$1,874 in prepaid expenses (Storage fees \$550, and 2020 Regional \$1,324). Additionally, we have equipment assets (Bridgemates) with a depreciated value of \$7,865.

Our balance sheet shows that we have current liabilities of \$6,091, consisting of \$600 accrued for our 2018 audit fee, tournament honoraria of \$500, \$50 owed to the Chatham Sectional chair for an overpayment on account and \$4,941 owing on HST. Our unrestricted net assets retained from prior years is \$39,771 and we had a net income from operations in 2018 of \$8,991.

2018 Profit and Loss Statement (Attachment PL 20181231 Prelim.pdf)

As shown in this statement, we had revenue of \$148,401 for 2018, upon which we made a net profit of \$8,991 for the year.

Schedule 1 (Attachment 20181231.pdf)

Schedule 1 shows the financial results of the tournaments this year compared to last year. This report may further be summarized by the following table. It should be noted that this is not a direct year-over-year comparison as the Regionals were only held in 2016 and 2018.

| Comparison of Results Based on Completed Tournaments | | | |
|---|---------------|---------------|---------------------|
| | 2017 | 2018 | Better/Worse |
| London | 755 | 891 | 136 |
| Guelph | 1,229 | 1,504 | 275 |
| Sarnia | (148) | 31 | 179 |
| K-W/Cambridge | 1,153 | 2,102 | 948 |
| Kitchener Regional | 11,120 (2016) | 6,765 | (4,355) |
| Tillsonburg | 352 | 313 | (40) |
| Goderich | (226) | 159 | 386 |
| St. Thomas | (120) | (491) | (370) |
| Chatham | 282 | (910) | (1,192) |
| Stratford | 1,274 | 431 | (843) |
| Total | 15,672 | 10,795 | (4,877) |

Submission of 2018 Books to the Auditor

My timetable for submission of the books was thrown off by the exceptionally late reporting of the Stratford Tournament results. I had earmarked time in January to complete the books and prepare them for the auditor but I did not receive the supporting documents from Stratford until March, at which point I then had to juggle my own schedule to complete the work. I am expecting to finalize the 2018 HST submission this coming week and submit the books to the auditor shortly thereafter. I am expecting that the auditor's Review Engagement Report will then be ready for our next meeting.

2019 Results

2019 Balance Sheet (Attachment BS 20190502.pdf)

Available Working Funds

Our available working funds are substantial. We have the following:

| | | |
|--------------------------------|-----------------|--------------------|
| Funds in Chequing Account | \$45,517 | On hand |
| Accounts Receivable | | |
| Guelph Sectional | <u>4,412</u> | Expected next week |
| Sub-Total | \$49,929 | |
| Accounts Payable | | |
| Accruals and invoices | (\$1,472) | |
| HST Payable | (\$5,935) | |
| Available Working Funds | \$42,522 | |

Profit and Loss Statement (Attachment PL 20190502.pdf)

According to the P&L Statement attached we have a net profit to date of \$2,948.

Schedule 1 (Attachment 20190502.pdf)

Schedule 1 shows the financial results of the tournaments this year compared to last year.

Comparison of 2019 vs 2018 Tournament Results

After two completed tournaments we are basically at the same point as we were last year. The London Sectional suffered a considerable drop of \$941, due almost exclusively to a heavy snowfall during the tournament. Fortunately, the Guelph Sectional was a resounding success with a gain over the prior year of \$924, thus completely recovering the loss at London.

| Comparison of Results Based on Completed Tournaments to Date | | | |
|---|--------------|--------------|---------------------|
| | 2018 | 2019 | Better/Worse |
| London | 891 | (51) | (941) |
| Guelph | 1,504 | 2,427 | 924 |
| Sarnia | | | |
| K-W/Cambridge | | | |
| Kitchener Regional | | | |
| Tillsonburg | | | |
| Goderich | | | |
| St. Thomas | | | |
| Chatham | | | |
| Stratford | | | |
| Total | 2,394 | 2,377 | (18) |

Summary

The unit is now in its best financial position since at least 1996, the earliest year for which I have financial records.

I move acceptance of this report.

Acceptance of the report was moved by Jed Drew, seconded by Jennifer Verdam-Woodward -**CARRIED**

Unfinished Business:

- 2019 Election – there were not sufficient entries to hold an election. Received nomination forms from Raj Seth from Sarnia and from all current directors except for Ewoud Van Goch and Pat Simpson who had already indicated that he would not be running again, but now feels circumstances have changed for him and he could still serve on the committee. Ted Boyd moves that we acclaim the eight people who submitted nominations, seconded by Tom Joliffe - **CARRIED**
 - o Tom Ramsay

- Jennifer Verdam-Woodward
 - Jed Drew
 - Tom Jolliffe
 - Hazel Hewitt
 - Ted Boyd
 - Maria Deaves
 - Raj Seth
- Appointments to the board
 - Ted moves that we appoint Pat Simpson to the board, seconded by Jed - **CARRIED**
 - Tom will send a letter to Ewoud thanking for his service and ask if he is interested in an appointment as we need a Windsor representative.
 - Follow up on programs to allocate profits. Programs are now in place and running. Director training will happen in the summer but the London bridge club is having some trouble getting a time slot for Martin to come and do the training (he is really booked for summer tournaments). There are eight people who are interested in the new director training, and the London club plans to charge \$25 per person. Free plays for volunteers at tournaments is in place but the policy on that is not yet in place. Tom Jolliffe will draft a policy document to conform with this decision.

New Business:

- District Board issues – \$2,200 for regional for the novice support program, and will also subsidize sectional novice games
- Regional Schedule through 2025 – we can apply for sanctions now for 2023 and 2025. Will they be in Kitchener or in London? Maria wants to do the 2023 in London. Ted will discuss with Kitchener. There is no need to decide today. Maria and Ted can prepare plans for London and Kitchener and the board can decide at the next meeting.
- Purchase of another set of bridgemates and servers
 - Motion: Jed moves that we purchase a set of 25 bridgemates plus server plus case, seconded by Pat Simpson. Tom Jolliffe wants to know who is going to update the bridgemates, as firmware updates requires updating each bridgemate individually. Jed said that the supply coordinator is responsible. We will need a new supply coordinator if Ewoud is not on the board. That will be discussed at the meeting in August. - **CARRIED**
- Reviewed and approved policies:
 - 2018-002 Sponsorship - Competitions
 - 2019-001 Elections
 - 2019-002 Compensation for Clubs during a Unit 249 Regional
- Purchase of 25 tables – likely would cost \$40 a table at Walmart but expected to cost 700 a year if we rent them. We should purchase decent heavy-duty tables. Maria moves that we purchase 25 tables at a maximum of \$50 a table for sectional tournaments, seconded by Pat Simpson. - **CARRIED**
- Signing authorities – Jim Brimner, Sue Edwards, Tom Ramsay, and Jed Drew are current. We will remove Sue Edwards and Jim Brimner, and add Tom Jolliffe. Jed will sort that out with the bank. Ted Boyd moves that we change to signing authorities to remove Sue Edwards and Jim Brimner and add Tom Jolliffe, seconded by Jennifer Verdam-Woodward – **CARRIED**
- Jed Drew has cheques for himself and for Tom Ramsay for meeting costs, and mileage, and they both need to sign them as we currently do not have sufficient signing authorities.

- Jennifer Verdam-Woodward moves that Jed and Tom sign cheque 924 for Jed Drew for mileage and Toronto meeting costs, seconded by Ted Boyd – **CARRIED**
- Ted Boyd moves that Jed and Tom sign cheque 926 for Tom Ramsay for mileage for today's meeting, and cheque 917 to Tom Ramsay for travel to the District 2 meeting, seconded by Hazel Hewitt - **CARRIED**

Next Meeting

The next meeting will include the AGM and will be held at the St Thomas tournament on the 7th of September.

Adjournment: Moved by Ted Boyd that the meeting be adjourned - **CARRIED.**

**CLUB MANAGERS and DIRECTORS,
PLEASE, POST and ANNOUNCE THIS
ASAP TO THE PLAYERS IN YOUR AREA.**

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|---|--|
| <p>SUBJECT:</p> <p>Sponsorship for Pairs/Teams representing District 2 in North American Bridge Championships and World Bridge Federation Championships.</p> | <p>REF #:</p> <p>2018-002</p> |
| <p>APPROVED DATE:</p> <p>Jan. 27, 2018</p> | <p>REVISION DATE:</p> <p>May 3, 2019</p> |
| <p>ISSUED TO:</p> <p>Unit 249</p> | <p>EFFECTIVE DATE:</p> <p>Immediately</p> |

POLICY:

Unit 249 supports the promotion of competitive contests leading to ACBL-wide and WBF championships. To this end, Unit 249 will sponsor pairs/teams from the Unit who successfully qualify to participate in the following championships:

| Event | Maximum Amount of Sponsorship per Year |
|---|---|
| <p>ACBL Events – For those players who have qualified in a district-wide competition, earning the right to represent District 2 in either the Grand National Teams or North American Pairs.</p> | |
| <ul style="list-style-type: none"> • Grand National Teams Championship (GNT) | <p>\$50 per player*</p> |
| <ul style="list-style-type: none"> • North American Pairs Championship (NAP) | <p>\$50 per player*</p> |
| <ul style="list-style-type: none"> • Collegiate Bowl Events – For Unit 249 players participating in the Collegiate Bowl events, held in conjunction with a North American Bridge Championship <ul style="list-style-type: none"> • Team Championship • Pairs Championship • Individual Championship | <p>\$50 per player*</p> <p>\$50 per player*</p> <p>\$50 per player</p> |
| <p>WBF Events – For those players representing Canada</p> <ul style="list-style-type: none"> • Bermuda Bowl • Venice Cup • D’Orsi Seniors Trophy | <p>\$50 per player*</p> <p>\$50 per player*</p> <p>\$50 per player*</p> |

*In the event that one member of a pair or one or more members of a team are not members of Unit 249 the sponsorship will be paid to the Unit 249 player(s) only. No subsidy will be authorized if any player on the pair/team is a professional player.

SCOPE: Applies to Unit 249

PROCEDURES:

1. Payment will be made only to those players who participate in the event for which they have qualified.
2. Posting of the results for the designated events will be acceptable evidence of participation.
3. Upon being aware of the participation, the Unit Treasurer will arrange payment of the sponsorship amount.

AUTHORITY: Authority is vested in the Unit Treasurer, subject to Unit 249’s Financial Procedures, to issue sponsorship cheques for the approved amounts upon receipt of the proof of participation, in accordance with this policy.

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|---|---|
| <p>SUBJECT: COMPENSATION FOR CLUBS DURING A UNIT 249 REGIONAL</p> | <p>REF #2019-001</p> |
| <p>APPROVED DATE: Jan. 26, 2019</p> | <p>REVISION DATE: May 3, 2019</p> |
| <p>ISSUED TO: Unit 249</p> | <p>EFFECTIVE DATE: IMMEDIATELY</p> |
| <p>POLICY: Unit 249 recognizes the adverse impact that a nearby Regional Tournament may have upon attendance at local bridge clubs. Accordingly, any local club within a 50 km radius of a Unit 249 Regional that cancels a regular time slot with one or more sanctioned sessions will be eligible for compensation of \$100 per cancelled time slot, provided that the cancelled slot was scheduled to operate in the same time slot as a Unit 249 Regional.</p> | |
| <p>SCOPE: Unit 249</p> | |
| <p>PROCEDURES: Club Managers of affected clubs will provide details in writing to the Unit Tournament Coordinator who, upon being satisfied that the specified conditions have been met, will advise the Unit Treasurer that compensation is in order. The Unit Treasurer will then arrange payment.</p> | |
| <p>AUTHORITY: Authority is vested in the Unit Tournament Coordinator to authorize such payments and to the Unit Treasurer to pay the authorized amounts, according to Unit 249 Accounting Procedures.</p> | |

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|---|---------------------------------------|
| SUBJECT: Election Procedures | REF #2019-002 |
| APPROVED DATE: May 3, 2019 | REVISION DATE: |
| ISSUED TO: Unit 249 | EFFECTIVE DATE: IMMEDIATELY |
| <p>POLICY: In accordance with the Unit 249 constitution, the members may elect up to ten (10) Directors to serve on the Unit 249 Board of Directors. Following from a successful pilot project in 2015, the Board of Directors has sanctioned that members in good standing of Unit 249 will have the opportunity to elect directors by voting on line, in person or by mail.</p> <p>This policy provides the framework for elections for the Board of Directors.</p> | |
| <p>SCOPE: Applies to all Unit-wide general elections of directors.</p> | |
| <p>PROCEDURES:</p> <p>1. <u>Election Committee:</u></p> <p>At least six months before the next scheduled election the Board of Directors should appoint an Election Committee consisting of three persons, preferably with at least person who will not be a candidate in the upcoming election. One member of the Committee will be designated as Chair and will assume the role of Chief Electoral Officer.</p> <p>The Election Committee will be responsible for:</p> <ul style="list-style-type: none"> • Scheduling of activities • Issuing call for nominees • Coordinating collation of candidate biographies • Coordinating with Unit Secretary and Webmaster to post biographies • Preparation of the ballot • Preparation of voting instructions • Coordination with Webmaster to post downloadable ballot and voting instructions online • Establishing online voting system • Printing and mailing of ballots and biographies • Receipt of mailed ballots • Manning of polling station • Recruitment of scrutineers to input mailed ballots into online system (or otherwise compile ballot totals) • Preparation of final results • Communicating final results to Unit President • Compiling an “Election Committee Report” listing issues and concerns to assist future committees. <p>2. <u>Selection of an Online Voting System</u></p> <p>The Election Committee is responsible to select an Online Voting system from those commercially available.</p> <p>The system selected should:</p> <ul style="list-style-type: none"> • allow each voter to vote only once. | |

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- provide for instances where more than one member shares an email address.
- allow the administrator to add voters that may have been missed when the system was first set up.
- prevent a voter from voting for more than the maximum number of candidates – in our case 10.
- allow for the recording of mailed in ballots and persons voting in person.
- prevent unauthorized persons from logging in to vote.
- tabulate the results.
- allow voters to view biographical information for each candidate.
- be cost-effective.
- have good technical support.

3. Call for Nominations

The Call for Nominations shall be made via an announcement in the unit's on-line magazine and by an email mailer to the manager of each club within the unit.

The call must specify:

- the number of seats available
- the date of the election
- the final date for submission of nominations
- the person to whom the nominations must be sent (normally the Unit Secretary)

4. Nomination Form

The Chief Electoral Officer will develop a Nomination Form to be used.

5. Acclamation of Candidates

In the event that the number of qualified nominees is equal to or less than the number of seats available, the Chief Electoral Officer will report accordingly to the current Board of Directors with a recommendation that the qualified nominees will be acclaimed. At the next Annual General Meeting a motion to accept the candidates by acclamation will be presented to the membership.

6. Publishing Candidate Lists and Biographies

Once nominations are closed, Unit 249 Secretary will send the nominees a request to submit a brief personal biography and photo.

Once the nominations are closed, the candidate information will be compiled into a common format, entered into the electronic election system for online voting, and a hardcopy document will be prepared to accompany the hard-copy ballots that will be mailed and which will be available at the voting site.

Additionally, the biographies will also available be on the Unit 249 website.

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7. Preparation of the Ballot

In order to overcome the bias that research shows on alphabetical lists in favour of those candidates near the top of any list, if possible the online version of the ballot should randomize the order of the candidates alphabetically and the randomization changed for each member opening the ballot. Such an option will not be available for those ballots that must be printed and mailed so a standard alphabetical list of candidates will be used for paper ballots.

8. Voter Lists

A download of the current membership roster for Unit 249 can be obtained from ACBL in .csv format. The key data elements are: ACBL Number, Name, Mailing Address and Postal Code, and Email Address.

The purpose is to load the on-line voting system with email addresses to invite members to vote online, and to prepare mailing labels for members who do not have or share an email address so we can mail them a ballot.

9. Posting of Results

The final posting of results will only indicate the successful candidates, but will not show the votes earned by any specific candidate.

If there is a tie for the tenth place each of the tied candidates will be declared elected.

If any geographical area is not represented after the ballots are counted the unsuccessful candidate from that area who received the most votes will be recommended for appointment to the Board of Directors.

Losing candidates, upon request, will be informed of the number of votes they received and the number of the votes received by the lowest ranking successful candidate only.

- Upon the compilation of the results and prior to them being posted to the website the President will contact each candidate to thank them for running and to advise them if they were successful.
- After the candidates have been notified personally the results will be posted to the Unit 249 website.
- The Unit's Secretary will issue a notice to each club manager in the Unit with the results in order that they may be posted at individual clubs.
- The Unit President will invite each of the newly-elected Directors to the next scheduled Board of Directors meeting

10. Key Benchmark Dates

Several key dates should be established, with the recommended timing noted herein.

| | |
|---|---|
| Establishment of an Election Committee | Should be established at the last regularly scheduled meeting of the Unit 249 Board of Directors in the year prior to the election. |
| Election Date: | To be held in either August or September, in conjunction with a Unit 249 Sectional Tournament. |

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| Selection of an Online Voting System: | Should be done at least six months before the election. |
| Call for Nominations: | A formal call for nominations should be published in the Online Kibitzer and emailed to all Club Managers for announcement/posting at clubs in sufficient time to be posted in the Winter Issue of the Kibitzer online magazine. Normal cut-off date is February 1. |
| Deadline for Receiving Nominations: | Nominations must be received not later than 15 days before the cut-off date for the publication of the Summer Issue of the Kibitzer. Normal publication cut-off date is May 1. The cut-off date for receipt of nominations shall be included in the call for nominations. |
| Deadline for Receiving Candidate Profiles: | <p>Candidates are urged to provide a short personal profile which can be published. This profile, including an optional photograph, should not exceed one-quarter (1/4) page. In order to allow time to format profiles and photos for publication the deadline for receipt should be ten (10) days before the cut-off date for the Summer issue of the Online Kibitzer.</p> <p>Note that any candidate not meeting this deadline will be listed by name only, without profile information in the Kibitzer and other election information provided to the members.</p> |
| Deadline for Publication of Candidates Profiles: | Election Committee to provide the Editor of the Kibitzer with the required information before the deadline for the Summer issue of the kibitzer. |
| General Notification of Voting | It would be preferable to have a Unit 249 email blast prior to the start of the election to alert our members that an electronic ballot will be sent, and to check their Spam folders if they do not receive one. |
| Cut-Off Times for Voting: | Due to the complexities of merging the results from online, mailed and in-person voting different cut-off times should apply. The following are recommended: |
| Mail-in Ballots: | Mail-in Ballots should be accepted as long as they are received <u>not later</u> than the close of polls for in-person voting. Any ballots received after that date will be unopened. |
| In Person: | Polls will close at the specified closing time on the date specified. This time should be 15 minutes prior to the last scheduled tournament game on that date in order to allow polling volunteers to secure the ballot box prior to game time. |
| Online: | It is necessary to hold the online system open at least 48 hours after the close of the in-person poll to allow scrutineers time to manually enter all paper ballots received. |

South Western Ontario Bridge Association

Unit 249, ACBL

Policy and Procedures Manual

| | |
|---|---|
| Publication of Cut-Off Times | The above cut-off times should be clearly stated in the Voter's Instructions. |
| Presentation of Results to Board of Directors | The Chief Electoral Officer will report the results of the election to the Board of Directors within 24 hours of the election. |
| Announcement of Results | Upon receiving the results the President will first contact the individual candidates to welcome them to the Board, prior to releasing the results to the Unit. |
| <i>AUTHORITY:</i> Authority is vested in the Election Committee and other positions named to carry out the duties specified herein, including the authority for expenditure for postage, stationery, printing and online voting. | |

SWOBA Unit 249
Profit & Loss
January through December 2018

PRELIMINARY

| | <u>Jan - Dec 18</u> |
|---------------------------------------|---------------------|
| Income | |
| District 2 Subsidies | 2,314.24 |
| Membership Dues | |
| Temp Mbr Recruitment Bonus | 34.40 |
| Membership Dues - Other | 7,020.32 |
| Total Membership Dues | <u>7,054.72</u> |
| | |
| Sales | |
| Entry Fees - Tournaments | |
| Local Free Plays Honoured | -875.22 |
| Student Discounts | -538.94 |
| Entry Fees - Tournaments - Other | 125,707.82 |
| Total Entry Fees - Tournaments | <u>124,293.66</u> |
| | |
| STaC Games | 7,619.51 |
| Supplies to Tournaments | 2,578.10 |
| Table Fees | 3,617.50 |
| Tournament Surplus - Regionals | 0.00 |
| Tournament Surplus - Sectionals | 278.45 |
| Total Sales | <u>138,387.22</u> |
| | |
| Sundry Income | 645.00 |
| Total Income | <u>148,401.18</u> |
| | |
| Gross Profit | 148,401.18 |
| | |
| Expense | |
| Awards and Presentations | 1,938.56 |
| Depreciation Expense | 1,966.34 |
| Education | |
| Course Fees, Dues & Licenses | 353.05 |
| Novice Program | 2,206.92 |
| Youth Bridge | 631.90 |
| Total Education | <u>3,191.87</u> |
| | |
| Honoraria - General | 1,700.00 |
| Kibitzer | 1,615.36 |
| Office Supplies | |
| Postage and Courier | 142.12 |
| Office Supplies - Other | 221.41 |
| Total Office Supplies | <u>363.53</u> |
| | |
| Professional Fees | 600.00 |
| Reconciliation Discrepancies | -20.30 |

SWOBA Unit 249
Profit & Loss
 January through December 2018

| | <u>Jan - Dec 18</u> |
|----------------------------------|---------------------|
| Sponsorships | |
| New Member Subsidies | 78.00 |
| Sponsorships - Other | 200.00 |
| Total Sponsorships | <u>278.00</u> |
| Supply Costs - Unit | 7,047.51 |
| Tournament Expenses | |
| ACBL | |
| ACBL Director Fees | 25,089.00 |
| ACBL New Member Surcharge | 151.43 |
| ACBL Sanction Fees | 13,452.18 |
| ACBL Travel Fees | 13,020.69 |
| ACBL US Exchange | 7,853.46 |
| ACBL - Other | 611.08 |
| Total ACBL | <u>60,177.84</u> |
| | |
| Honoraria - Tournaments | 6,100.00 |
| Hospitality | 4,797.92 |
| Prizes | 706.30 |
| Site Expenses | |
| Site Rental | 18,607.94 |
| Table Rental | 4,997.60 |
| Total Site Expenses | <u>23,605.54</u> |
| | |
| Tournament Admin | |
| Advertising and Promotion | 487.39 |
| Caddies | 4,720.00 |
| Equipment Rental | |
| Board Duplication | 2,417.39 |
| Bridgemates | 175.00 |
| Equipment Rental - Other | 40.00 |
| Total Equipment Rental | <u>2,632.39</u> |
| Photography | 98.16 |
| Registration Desk | 1,938.48 |
| Tournament Admin - Other | 2,101.19 |
| Total Tournament Admin | <u>11,977.61</u> |
| | |
| Transfer to District 2 | 3,940.32 |
| Unit Expenses | 6,195.60 |
| Total Tournament Expenses | <u>117,501.13</u> |
| | |
| Travel and Meeting Costs | |
| Meeting Costs | 45.42 |
| Travel Expense - District | 774.23 |

SWOBA Unit 249
Profit & Loss
January through December 2018

| | <u>Jan - Dec 18</u> |
|--------------------------------|------------------------|
| Travel Expense - Unit | 1,654.90 |
| Total Travel and Meeting Costs | <u>2,474.55</u> |
| Unit Free Plays | 560.11 |
| Website and Internet | <u>193.04</u> |
| Total Expense | <u>139,409.70</u> |
| Net Ordinary Income | <u>8,991.48</u> |
| Net Income | <u><u>8,991.48</u></u> |

SWOBA Unit 249
Balance Sheet
As of December 31, 2018

PRELIMINARY

| | <u>Dec 31, 18</u> |
|--|-------------------------|
| ASSETS | |
| Current Assets | |
| Chequing/Savings | |
| Chequing Account - TD | 39,397.59 |
| Total Chequing/Savings | <u>39,397.59</u> |
| Accounts Receivable | |
| Accounts Receivable | 2,438.33 |
| Total Accounts Receivable | <u>2,438.33</u> |
| Other Current Assets | |
| Advances - Tournaments | 3,278.45 |
| Prepaid Expenses | 1,874.00 |
| Total Other Current Assets | <u>5,152.45</u> |
| Total Current Assets | 46,988.37 |
| Fixed Assets | |
| Bridgemates | |
| Depreciation | -1,966.34 |
| Bridgemates - Other | 9,831.72 |
| Total Bridgemates | <u>7,865.38</u> |
| Total Fixed Assets | <u>7,865.38</u> |
| TOTAL ASSETS | <u><u>54,853.75</u></u> |
| LIABILITIES & EQUITY | |
| Liabilities | |
| Current Liabilities | |
| Accounts Payable | |
| Accounts Payable | 1,150.00 |
| Total Accounts Payable | <u>1,150.00</u> |
| Other Current Liabilities | |
| GST/HST Payable | 4,941.01 |
| Total Other Current Liabilities | <u>4,941.01</u> |
| Total Current Liabilities | <u>6,091.01</u> |
| Total Liabilities | 6,091.01 |
| Equity | |
| Unrestricted Net Assets | 39,771.26 |
| Net Income | 8,991.48 |
| Total Equity | <u>48,762.74</u> |
| TOTAL LIABILITIES & EQUITY | <u><u>54,853.75</u></u> |

Tournament Financial Results
PRELIMINARY
Compared to Prior Year

All Figures are Net of HST Unless Noted Otherwise

| | London Sectional | | Guelph Sectional | | Sarnia Sectional | | K/W-Cambridge Sectional | | Puslinch I/N Sectional | | Unit 249 Regional | | Tillsonburg Sectional | |
|---|------------------|--------------|------------------|--------------|------------------|--------------|-------------------------|--------------|------------------------|-------------|-------------------|---------------|-----------------------|--------------|
| Basic Entry fee per player per session (incl HST) | \$12.50 | \$12.50 | \$12.50 | \$12.50 | \$12.50 | \$12.50 | \$12.50 | \$12.50 | \$12.50 | Not Held | Not Held | \$17 | \$12.50 | \$12.50 |
| | <u>2017</u> | <u>2018</u> | <u>2017</u> | <u>2018</u> | <u>2017</u> | <u>2018</u> | <u>2017</u> | <u>2018</u> | <u>2017</u> | <u>2018</u> | <u>2016*</u> | <u>2018</u> | <u>2017</u> | <u>2018</u> |
| Income | | | | | | | | | | | | | | |
| Entry Fees & Sundry Income | 6,443 | 6,942 | 8,001 | 8,533 | 2,474 | 2,339 | 10,858 | 11,460 | 2,165 | | 63,269 | 58,651 | 10,180 | 9,748 |
| Expense | | | | | | | | | | | | | | |
| Tournament Expenses | | | | | | | | | | | | | | |
| ACBL | | | | | | | | | | | | | | |
| ACBL Director Fees | 1,256 | 1,256 | 1,356 | 1,756 | 756 | 756 | 2,049 | 1,932 | 800 | | 11,748 | 11,907 | 2,268 | 2,268 |
| ACBL Other Fees | 43 | 47 | 16 | 19 | 29 | 29 | 57 | 29 | | | 393 | 456 | 60 | 45 |
| ACBL Sanction Fees | 624 | 587 | 666 | 701 | 298 | 301 | 853 | 874 | 119 | | 4,106 | 3,983 | 788 | 770 |
| ACBL Travel Fees | 583 | 585 | 141 | 151 | 141 | 154 | 969 | 679 | | | 8,984 | 7,202 | 1,235 | 1,361 |
| ACBL US Exchange | 408 | 334 | 457 | 358 | 374 | 261 | 1,060 | 580 | | | 4,808 | 3,847 | 833 | 740 |
| Total ACBL | 2,913 | 2,809 | 2,636 | 2,985 | 1,598 | 1,501 | 4,988 | 4,094 | 919 | | 30,039 | 27,395 | 5,183 | 5,184 |
| Honoraria - Tournaments | 500 | 500 | 500 | 500 | 500 | 500 | 500 | 500 | 500 | | 1,500 | 1,600 | 500 | 500 |
| Hospitality | 206 | 596 | 505 | 434 | 143 | (36) | 330 | 249 | 185 | | 1,644 | 1,384 | 1,020 | 463 |
| Prizes | | | | | | | | 382 | 60 | | 64 | | | |
| Site Expenses | | | | | | | | | | | | | | |
| Site Rental | 1,000 | 1,099 | 1,444 | 1,476 | 10 | 10 | 1,447 | 1,535 | 836 | | 9,615 | 9,145 | 644 | 953 |
| Table Rental | | | 525 | 526 | 40 | 36 | 713 | 759 | 240 | | 1,450 | 1,825 | 504 | 540 |
| Total Site Expenses | 1,000 | 1,099 | 1,969 | 2,002 | 50 | 46 | 2,159 | 2,293 | 1,076 | | 11,065 | 10,970 | 1,148 | 1,493 |
| Tournament Admin | | | | | | | | | | | | | | |
| Advertising and Promotion | | | | | 0 | | 32 | 34 | 0 | | 644 | 72 | 316 | 52 |
| Caddies | 240 | 200 | 200 | 200 | 0 | | 500 | 500 | 295 | | 1,770 | 2,750 | 200 | 200 |
| Novice Program | | | | | | | | | | | | 2,207 | 200 | 200 |
| Equipment Rental | 80 | 80 | 235 | 125 | 60 | 60 | 350 | 282 | 466 | | 160 | 1,230 | 270 | 330 |
| Tournament Admin - Other | 225 | 201 | 70 | 82 | 32 | 9 | 0 | 119 | 39 | | 962 | 2,459 | 188 | 232 |
| Total Tournament Admin | 545 | 481 | 505 | 407 | 92 | 69 | 882 | 935 | 801 | | 3,536 | 8,718 | 1,173 | 1,014 |
| Unit Expenses | 524 | 566 | 658 | 700 | 238 | 228 | 846 | 905 | | | 1,138 | 1,025 | 802 | 782 |
| District Expenses | | | | | | | | | | | 3,164 | 794 | | |
| Total Tournament Expenses | 5,688 | 6,051 | 6,773 | 7,029 | 2,621 | 2,308 | 9,705 | 9,358 | 3,540 | | 52,149 | 51,886 | 9,828 | 9,435 |
| Net Tournament Income | 755 | 891 | 1,229 | 1,504 | (148) | 31 | 1,153 | 2,102 | (1,376) | | 11,120 | 6,765 | 352 | 313 |
| Tables | 145.0 | 139.5 | 187.0 | 200.0 | 55.5 | 52.5 | 256.5 | 264.0 | 51.5 | | 1053.5 | 1036.0 | 232.0 | 225.5 |

| | Goderich Sectional | | St. Thomas Sectional | | Chatham Sectional | | Stratford Sectional | | NAP District Finals | | STaCs | | TOTAL | |
|---|--------------------|--------------|----------------------|--------------|-------------------|--------------|---------------------|--------------|---------------------|--------------|----------|--------------|---------------|----------------|
| Basic Entry fee per player per session (incl HST) | \$13.00 | \$13.00 | \$12.50 | \$12.50 | \$12.50 | \$12.50 | \$12.50 | \$12.50 | \$13.00 | \$13.00 | | | | |
| Income | 2017 | 2018 | 2017 | 2018 | 2017 | 2018 | 2017 | 2018 | 2017 | 2018 | 2017 | 2018 | 2017 | 2018 |
| Entry Fees & Sundry Income | 5,830 | 5,867 | 5,925 | 5,522 | 4,858 | 3,319 | 9,919 | 9,566 | 2,393 | 2347 | | 7,620 | 58,866 | 122,165 |
| Expense | | | | | | | | | | | | | | |
| Tournament Expenses | | | | | | | | | | | | | | |
| ACBL | | | | | | | | | | | | | | |
| ACBL Director Fees | 1,256 | 756 | 1,512 | 1,512 | 756 | 756 | 1,890 | 1,890 | 240 | 300 | | | 11,871 | 22,821 |
| ACBL Other Fees | 76 | 16 | 30 | 16 | 169 | 51 | 116 | 55 | 0 | 0 | | | 536 | 718 |
| ACBL Sanction Fees | 498 | 504 | 522 | 499 | 452 | 362 | 766 | 752 | 469 | 392 | 3,644 | | 5,265 | 12,601 |
| ACBL Travel Fees | 700 | 442 | 890 | 967 | 344 | 354 | 1,016 | 946 | 0 | 180 | | | 4,783 | 11,660 |
| ACBL US Exchange | 399 | 316 | 448 | 487 | 330 | 272 | 689 | 659 | 0 | 0 | | | 4,165 | 7,114 |
| Total ACBL | 2,928 | 2,034 | 3,403 | 3,481 | 2,051 | 1,795 | 4,476 | 4,303 | 709 | 872 | 0 | 3,644 | 26,620 | 54,913 |
| Honoraria - Tournaments | 500 | 500 | 500 | 500 | 500 | 500 | 500 | 500 | 0 | (17) | | | 4,500 | 5,583 |
| Hospitality | 69 | 291 | (141) | 138 | 300 | 300 | 614 | 995 | 84 | | | | 2,295 | 4,352 |
| Prizes | | 140 | | | | | 161 | 184 | 0 | | | | 221 | 706 |
| Site Expenses | | | | | | | | | | | | | | |
| Site Rental | 1,250 | 1,150 | 1,305 | 990 | 1,200 | 1,200 | 900 | 900 | 150 | 150 | | | 9,542 | 17,655 |
| Table Rental | 500 | 550 | | | 0 | 0 | 613 | 666 | 0 | 96 | | | 2,630 | 4,458 |
| Site Expenses | 1,750 | 1,700 | 1,305 | 990 | 1,200 | 1,200 | 1,513 | 1,566 | 150 | 246 | 0 | 0 | 12,172 | 22,112 |
| Tournament Admin | | | | | | | | | | | | | | |
| Advertising and Promotion | 55 | 174 | 0 | 0 | 29 | 34 | 125 | 122 | 0 | | | | 241 | 435 |
| Caddies | 100 | 200 | 300 | 300 | 75 | 100 | 150 | 150 | 0 | 120 | | | 1,860 | 4,520 |
| Novice Program | | | | | | | | | | | | | 0 | 2,207 |
| Equipment Rental | 155 | 75 | 155 | 90 | 0 | 0 | 264 | 200 | 125 | 160 | | | 1,890 | 2,302 |
| Tournament Admin - Other | 40 | 126 | 35 | 52 | 15 | 0 | 66 | 353 | 83 | 68 | | | 605 | 3,470 |
| Tournament Admin | 350 | 575 | 490 | 442 | 119 | 134 | 604 | 826 | 208 | 348 | 0 | 0 | 4,596 | 12,935 |
| Unit Expenses | 460 | 468 | 489 | 462 | 406 | 300 | 777 | 761 | | | | | 4,397 | 5,414 |
| District Expenses | | | | | | | | | 827 | 832 | | | 827 | 1,626 |
| Total Tournament Expenses | 6,056 | 5,708 | 6,045 | 6,013 | 4,576 | 4,228 | 8,645 | 9,134 | 1,978 | 2,282 | 0 | 3,644 | 55,627 | 107,642 |
| Net Tournament Income | (226) | 159 | (120) | (491) | 282 | (910) | 1,274 | 431 | 414 | 65 | 0 | 3,975 | 3,238 | 14,523 |
| Tables | 125.0 | 127.5 | 134.0 | 125.5 | 108.0 | 75.0 | 224.0 | 219.0 | 52.0 | 51.0 | | | 1338.5 | 2290.0 |

Notes: 2016* Unit 249 Regional data is shown for comparison purposes only. The data is not included in the total calculations.

Comparison of Results Based on Completed Tournaments

| | 2017 | 2018 | Better/Worse |
|--------------------|---------------|---------------|----------------|
| London | 755 | 891 | 136 |
| Guelph | 1,229 | 1,504 | 275 |
| Sarnia | (148) | 31 | 179 |
| K-W/Cambridge | 1,153 | 2,102 | 948 |
| Kitchener Regional | 11,120 (2016) | 6,765 | (4,355) |
| Tillsonburg | 352 | 313 | (40) |
| Goderich | (226) | 159 | 386 |
| St. Thomas | (120) | (491) | (370) |
| Chatham | 282 | (910) | (1,192) |
| Stratford | 1,274 | 431 | (843) |
| Total | 15,672 | 10,795 | (4,877) |

SWOBA Unit 249
Profit & Loss
January 1 through May 2, 2019

| | <u>TOTAL</u> |
|---------------------------------|------------------|
| Income | |
| Membership Dues | |
| Temp Mbr Recruitment Bonus | -37.20 |
| Membership Dues - Other | 3,490.81 |
| Total Membership Dues | <u>3,453.61</u> |
| Sales | |
| Entry Fees - Tournaments | 15,899.16 |
| Supplies to Tournaments | 375.15 |
| Table Fees | 911.25 |
| Tournament Surplus - Sectionals | 0.00 |
| Total Sales | <u>17,185.56</u> |
| Total Income | <u>20,639.17</u> |
| Expense | |
| Awards and Presentations | 170.81 |
| Education | |
| Course Fees, Dues & Licenses | 61.17 |
| Education Committee | 54.00 |
| Youth Bridge | 122.29 |
| Total Education | <u>237.46</u> |
| Honoraria - General | 1,000.00 |
| Kibitzer | 367.23 |
| Miscellaneous Expenses | 278.45 |
| Office Supplies | 92.58 |
| Sponsorships | 200.00 |
| Supply Costs - Unit | 550.00 |
| Tournament Expenses | |
| ACBL | |
| ACBL Director Fees | 3,368.00 |
| ACBL New Member Surcharge | 48.39 |
| ACBL Sanction Fees | 1,305.64 |
| ACBL Travel Fees | 1,163.98 |
| ACBL US Exchange | 873.12 |
| ACBL - Other | 16.00 |
| Total ACBL | <u>6,775.13</u> |
| Honoraria - Tournaments | 1,000.00 |
| Hospitality | 898.10 |
| Site Expenses | |
| Site Rental | 2,367.00 |
| Table Rental | 399.44 |
| Total Site Expenses | <u>2,766.44</u> |

SWOBA Unit 249
Profit & Loss
January 1 through May 2, 2019

| | <u>TOTAL</u> |
|--------------------------------|------------------------|
| Tournament Admin | |
| Caddies | 500.00 |
| Equipment Rental | |
| Board Duplication | 100.00 |
| Total Equipment Rental | <u>100.00</u> |
| Tournament Admin - Other | 247.36 |
| Total Tournament Admin | <u>847.36</u> |
| Unit Expenses | <u>1,286.40</u> |
| Total Tournament Expenses | 13,573.43 |
| Travel and Meeting Costs | |
| Meeting Costs | 19.49 |
| Travel Expense - District | 405.08 |
| Travel Expense - Unit | 316.83 |
| Total Travel and Meeting Costs | <u>741.40</u> |
| Unit Free Plays | 212.50 |
| Website and Internet | 266.83 |
| Total Expense | <u>17,690.69</u> |
| Net Income | <u><u>2,948.48</u></u> |

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05/02/19

Accrual Basis

SWOBA Unit 249
Profit & Loss
January 1 through May 2, 2019

| | <u>TOTAL</u> |
|---------------------------------|--------------|
| Ordinary Income/Expense | |
| Income | |
| Membership Dues | |
| Temp Mbr Recruitment Bonus | -37.20 |
| Membership Dues - Other | 3,490.81 |
| Total Membership Dues | 3,453.61 |
| Sales | |
| Entry Fees - Tournaments | 15,899.16 |
| Supplies to Tournaments | 375.15 |
| Table Fees | 911.25 |
| Tournament Surplus - Sectionals | 0.00 |
| Total Sales | 17,185.56 |
| Total Income | 20,639.17 |
| Gross Profit | 20,639.17 |
| Expense | |
| Awards and Presentations | 170.81 |
| Education | |
| Course Fees, Dues & Licenses | 61.17 |
| Education Committee | 54.00 |
| Youth Bridge | 122.29 |
| Total Education | 237.46 |
| Honoraria - General | 1,000.00 |
| Kibitzer | 367.23 |
| Miscellaneous Expenses | 278.45 |
| Office Supplies | 92.58 |
| Sponsorships | 200.00 |
| Supply Costs - Unit | 550.00 |
| Tournament Expenses | |
| ACBL | |
| ACBL Director Fees | 3,368.00 |
| ACBL New Member Surcharge | 48.39 |
| ACBL Sanction Fees | 1,305.64 |
| ACBL Travel Fees | 1,163.98 |
| ACBL US Exchange | 873.12 |
| ACBL - Other | 16.00 |
| Total ACBL | 6,775.13 |
| Honoraria - Tournaments | 1,000.00 |
| Hospitality | 898.10 |

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05/02/19

Accrual Basis

SWOBA Unit 249
Profit & Loss
January 1 through May 2, 2019

| | <u>TOTAL</u> |
|---------------------------------------|------------------------|
| Site Expenses | |
| Site Rental | 2,367.00 |
| Table Rental | 399.44 |
| Total Site Expenses | <u>2,766.44</u> |
| Tournament Admin | |
| Caddies | 500.00 |
| Equipment Rental | |
| Board Duplication | 100.00 |
| Total Equipment Rental | <u>100.00</u> |
| Tournament Admin - Other | 247.36 |
| Total Tournament Admin | <u>847.36</u> |
| Unit Expenses | 1,286.40 |
| Total Tournament Expenses | <u>13,573.43</u> |
| Travel and Meeting Costs | |
| Meeting Costs | 19.49 |
| Travel Expense - District | 405.08 |
| Travel Expense - Unit | 316.83 |
| Total Travel and Meeting Costs | <u>741.40</u> |
| Unit Free Plays | 212.50 |
| Website and Internet | 266.83 |
| Total Expense | <u>17,690.69</u> |
| Net Ordinary Income | <u>2,948.48</u> |
| Net Income | <u><u>2,948.48</u></u> |

**Schedule 1
Tournament Financial Results
PRELIMINARY
Compared to Prior Year**

All Figures are Net of HST Unless Noted Otherwise

| | London Sectional | | Guelph Sectional | | Sarnia Sectional | | K/W-Cambridge Sectional | | I/N Sectional | | Unit 249 Regional | | Tillsonburg Sectional | |
|---|------------------|---------|------------------|---------|------------------|---------|-------------------------|---------|---------------|----------|-------------------|---------|-----------------------|------|
| Basic Entry fee per player per session (incl HST) | \$12.50 | \$12.50 | \$12.50 | \$12.50 | \$12.50 | \$12.50 | \$12.50 | \$12.50 | Not Held | Not Held | \$17 | \$12.50 | \$12.50 | |
| | 2018 | 2019 | 2018 | 2019 | 2018 | 2019 | 2018 | 2019 | 2018 | 2019 | 2018 | 2019 | 2018 | 2019 |
| Income | | | | | | | | | | | | | | |
| Entry Fees & Sundry Income | 6,942 | 6,004 | 8,533 | 9,896 | 2,339 | | 11,460 | | 2,165 | | 58,651 | | 9,748 | |
| Expense | | | | | | | | | | | | | | |
| Tournament Expenses | | | | | | | | | | | | | | |
| ACBL | | | | | | | | | | | | | | |
| ACBL Director Fees | 1,256 | 1,256 | 1,756 | 2,112 | 756 | | 1,932 | | 800 | | 11,907 | | 2,268 | |
| ACBL Other Fees | 47 | 6 | 19 | 58 | 29 | | 29 | | | | 456 | | 45 | |
| ACBL Sanction Fees | 587 | 526 | 701 | 779 | 301 | | 874 | | 119 | | 3,983 | | 770 | |
| ACBL Travel Fees | 585 | 660 | 151 | 504 | 154 | | 679 | | | | 7,202 | | 1,361 | |
| ACBL US Exchange | 334 | 309 | 358 | 564 | 261 | | 580 | | | | 3,847 | | 740 | |
| Total ACBL | 2,809 | 2,758 | 2,985 | 4,017 | 1,501 | 0 | 4,094 | 0 | 919 | | 27,395 | 0 | 5,184 | 0 |
| Honoraria - Tournaments | 500 | 500 | 500 | 500 | 500 | | 500 | | 500 | | 1,600 | | 500 | |
| Hospitality | 596 | 742 | 434 | 155 | (36) | | 249 | | 185 | | 1,384 | | 463 | |
| Prizes | | | | | | | 382 | | 60 | | | | | |
| Site Expenses | | | | | | | | | | | | | | |
| Site Rental | 1,099 | 1,099 | 1,476 | 1,268 | 10 | | 1,535 | | 836 | | 9,145 | | 953 | |
| Table Rental | | | 526 | 399 | 36 | | 759 | | 240 | | 1,825 | | 540 | |
| Total Site Expenses | 1,099 | 1,099 | 2,002 | 1,667 | 46 | 0 | 2,293 | 0 | 1,076 | | 10,970 | 0 | 1,493 | 0 |
| Tournament Admin | | | | | | | | | | | | | | |
| Advertising and Promotion | | | | | | | 34 | | 0 | | 72 | | 52 | |
| Caddies | 200 | 200 | 200 | 300 | | | 500 | | 295 | | 2,750 | | 200 | |
| Novice Program | | | | | | | | | | | 2,207 | | 200 | |
| Equipment Rental | 80 | 100 | 125 | | 60 | | 282 | | 466 | | 1,230 | | 330 | |
| Tournament Admin - Other | 201 | 212 | 82 | 35 | 9 | | 119 | | 39 | | 3,783 | | 232 | |
| Total Tournament Admin | 481 | 512 | 407 | 335 | 69 | 0 | 935 | 0 | 801 | | 10,042 | 0 | 1,014 | |
| Unit Expenses | 566 | 444 | 700 | 793 | 228 | | 905 | | | | 1,025 | | 782 | |
| District Expenses | | | | | | | | | | | 794 | | | |
| Total Tournament Expenses | 6,051 | 6,054 | 7,029 | 7,468 | 2,308 | 0 | 9,358 | 0 | 3,540 | | 53,210 | 0 | 9,435 | 0 |
| Net Tournament Income | 891 | (51) | 1,504 | 2,427 | 31 | 0 | 2,102 | 0 | (1,376) | | 5,441 | 0 | 313 | 0 |
| Tables | 158.0 | 135.5 | 200.0 | 229.0 | 52.5 | | 256.5 | | 51.5 | | 1036.0 | | 225.5 | |

| | Goderich Sectional | | St. Thomas Sectional | | Chatham Sectional | | Stratford Sectional | | NAP District Finals | | STaCs | | TOTAL | |
|---|--------------------|---------|----------------------|---------|-------------------|---------|---------------------|---------|---------------------|---------|-------|------|--------|--------|
| Basic Entry fee per player per session (incl HST) | \$13.00 | \$13.00 | \$12.50 | \$12.50 | \$12.50 | \$12.50 | \$12.50 | \$12.50 | \$13.00 | \$13.00 | | | 2018 | 2019 |
| | 2018 | 2019 | 2018 | 2019 | 2018 | 2019 | 2018 | 2019 | 2018 | 2019 | 2018 | 2019 | 2018 | 2019 |
| Income | | | | | | | | | | | | | | |
| Entry Fees & Sundry Income | 5,867 | | 5,522 | | 3,319 | | 9,919 | | 2,347 | | | | 58,412 | 15,899 |
| Expense | | | | | | | | | | | | | | |
| Tournament Expenses | | | | | | | | | | | | | | |
| ACBL | | | | | | | | | | | | | | |
| ACBL Director Fees | 756 | | 1,512 | | 756 | | 1,890 | | 300 | | | | 11,714 | 3,368 |
| ACBL Other Fees | 16 | | 16 | | 51 | | 116 | | | | | | 323 | 64 |
| ACBL Sanction Fees | 504 | | 499 | | 362 | | 766 | | 392 | | | | 5,106 | 1,306 |
| ACBL Travel Fees | 442 | | 967 | | 354 | | 1,016 | | 180 | | | | 4,527 | 1,164 |
| ACBL US Exchange | 316 | | 487 | | 272 | | 689 | | | | | | 3,296 | 873 |
| Total ACBL | 2,034 | 0 | 3,481 | 0 | 1,795 | 0 | 4,476 | | 872 | 0 | 0 | 0 | 24,965 | 6,775 |
| Honoraria - Tournaments | 500 | | 500 | | 500 | | 500 | | (17) | | | | 4,483 | 1,000 |
| Hospitality | 291 | | 138 | | 300 | | 614 | | | | | | 2,772 | 897 |
| Prizes | 140 | | | | | | 161 | | | | | | 743 | 0 |
| Site Expenses | | | | | | | | | | | | | | |
| Site Rental | 1,150 | | 990 | | 1,200 | | 900 | | 150 | | | | 9,346 | 2,367 |
| Table Rental | 550 | | | | 0 | | 613 | | 96 | | | | 2,820 | 399 |
| Total Site Expenses | 1,700 | 0 | 990 | 0 | 1,200 | 0 | 1,513 | | 246 | 0 | 0 | 0 | 12,165 | 2,766 |
| Tournament Admin | | | | | | | | | | | | | | |
| Advertising and Promotion | 174 | | 0 | | 34 | | 125 | | | | | | 366 | 0 |
| Caddies | 200 | | 300 | | 100 | | 150 | | 120 | | | | 2,065 | 500 |
| Novice Program | | | | | | | | | | | | | 0 | 0 |
| Equipment Rental | 75 | | 90 | | 0 | | 264 | | 160 | | | | 1,602 | 100 |
| Tournament Admin - Other | 126 | | 52 | | 0 | | 66 | | 68 | | | | 762 | 247 |
| Total Tournament Admin | 575 | 0 | 442 | 0 | 134 | 0 | 604 | | 348 | 0 | 0 | 0 | 4,796 | 847 |
| Unit Expenses | 468 | | 462 | | 300 | | 777 | | | | | | 4,405 | 1,236 |
| District Expenses | | | | | | | | | 832 | | | | 832 | 0 |
| Total Tournament Expenses | 5,708 | 0 | 6,013 | 0 | 4,228 | 0 | 8,645 | | 2,282 | 0 | 0 | 0 | 55,162 | 13,522 |
| Net Tournament Income | 159 | 0 | (491) | 0 | (910) | 0 | 1,274 | | 65 | 0 | 0 | 0 | 3,250 | 2,377 |
| Tables | 127.5 | | 134.0 | | 75.0 | | 224.0 | | 51.0 | | | | 1330.0 | 364.5 |