

Minutes for Committee meeting held at 12.00 on 13<sup>th</sup> April 2013  
in the Debenture Bar, Twickenham Stoop

Minute taker - Sarah Gladstone

1. Apologies  
None
2. Minutes of last meeting (16<sup>th</sup> February)  
Accepted by all
3. Events
  - 3.1 Evening with Geraint Aston-Jones Tuesday 5<sup>th</sup> March  
Very positive feedback for this event, approximately 80 attended
  - 3.2 Meet The Coaches  
Postponed until next season
  - 3.3 New Event - WK to contact the PRL next season
  - 3.4 Look at booking for 22<sup>nd</sup>/23<sup>rd</sup> June
  - 3.5 Quinssa EOS Event Inc. awards Waiting to hear from Graham Bowerbank
  - 3.6 It was suggested that a quiz night should be arranged for next season, add to future events
4. Finance
  - 4.1. Overall position - current £8019.01 deposit £16885.25
  - 4.2. Lynne Gadd's jewellery £1525
  - 4.3. Academy fund £7272.68
  - 4.4. Paypal £964.20 now transferred to current account Paypal now zero
5. Sponsorship/Member Benefits
  - 5.1. Etihad - Nothing for this season
  - 5.2. Greene King - Still very supportive
6. Merchandising
  - 6.1. Car stickers - selling slowly.
  - 6.2. Display Cabinets Beer carriers & car stickers now in them
  - 6.3. Carry Around/-display Will need rebranding when current supplies out
  - 6.4. Calendars - Look into
7. Membership
  - 7.1. Current situation - 1212 paid up to July 2013 518 to July 2014
  - 7.2. New membership cards - Agreed to go ahead with new design
  - 7.3. AGM - Date confirmed for 25<sup>th</sup> July 7.30 for 8.00pm Venue TBC  
Notice to be sent out & nominations to be requested
  - 7.4. Season ticket flyers, look at redesigning after approval
8. Communications
  - 8.1. Non-email members Only 15 left
  - 8.2. Match day programme article - ongoing
  - 8.3. Minutes summary on website - ongoing
  - 8.4. Facebook site - ongoing
  - 8.6. Rota - to be done after AGM/first meeting of next season is arranged
  - 8.7. Business Cards - use current design, no plan to reprint yet
  - 8.8. Munster ticketing - Chair to respond
9. Communication with club
  - 9.1. Club liaison - going well
  - 9.2. Stadium issues - progress report ongoing
  - 9.3. Quins 150<sup>th</sup> Anniversary - Next meeting in July
  - 9.4. Players Awards Dinner - Four tables so far
  - 9.5. Annual committee 'liason' meeting with club in May.
10. Coaches / Travel
  - 10.1. Financial - £190 surplus, loss expected from Worcester coach  
Expect coaches to be cost neutral for the season
  - 10.2. After the success of the coaches to the LV final it was suggested that we use same system of payment for future ticket sales & possibly coaches too.

11. Charity - Stubbs are recipient at Northampton game
12. Any other business
  - 12.1 Quinssa Website needs updating
13. Date & Venue of next meeting - to be decided after AGM

The following items are established annual events or tasks:

- February - Tables at Players' Awards Dinner
- March - organise AGM for June (note: membership needs minimum 21 days' notice of AGM date)
- March - decide at what point new memberships run through to "next" year
- March - Committee "liaison" meeting with club management for May
- March - Organise "off season" events
- April - Calendars for next year
- May - order season ticket flyers PLUS a few extras for Quinssa use
- Bucket Collection
- June/July after AGM - organise meeting for new committee date TBA
- June/July after AGM - new bank mandates and banking procedures - passwords etc.
- Aug/Sept - first committee meeting - plan events:
- Meet the management / ref / coaches / DoR / etc.
- Rugby for Dummies
- Meet the judges
- Visit to training facilities
- HOPA event
- September - Discuss potential items for Christmas merchandising
- September - organise Quinssa survey
- September - Quiz night on agenda
- October - Shooting Star Toy Appeal for Christmas
- December/January - Nick Duncombe memorial flowers - nearest match to 21<sup>st</sup> January (his birthday)