

Minutes for Committee meeting held at 14.30 on 16th February 2013
in the Members Bar, Twickenham Stoop

Minute taker - Warren Kennedy

1. Apologies: Scott Cooke, Duncan Franklin, Sarah Gladstone, Emma Stewart
2. Minutes of last meeting (15th December 2012) - Minutes were approved
3. Events
 - 3.1. Visit to the training ground - feedback was positive,
 - 3.2. An Evening With Will Greenwood: including Jason Leonard & Brian Moore -are this event might happen in early April
 - 3.3. Meet The Coaches/Recent Law Changes: No update - defer to next committee meeting
 - Evening with Geraint Aston-Jones Tuesday 5th March; Confirmed.
 - New Event - Contact the PRL. Ongoing WK trying to get a date
 - New 'Off Season' Events suggestions?:
 - Investigate locations, feasibility, timings & costs for Boat trip on the Thames
 - No update on Quinssa Dinner, however committee agreed we should try to ensure this occurs again in 2013. **Note:** need to be explicit with club that 1st team players as attendees are preferred, if not possible, they need to advise us in advance so that we can manage member expectations
4. Finance
 - 4.1. Overall position - current and deposit
 - Current Account - £4230.31
 - Deposit Account - £16883.93
 - Lynne Gadd's jewellery - £1052.00
 - 4.2. Academy fund - £5271.48
 - 4.3. Paypal - £758.22 (acc can still accept deposits, but still unable to transfer/withdraw)
5. Sponsorship/Member Benefits
 - 5.1. Etihad - new Mgt team - Remain in contact
 - 5.2. Greene King - Loch Fyne voucher & beer to use as prizes (allocated to GSJ evening)
6. Merchandising
 - 6.1. Car stickers - selling well at each match day
 - 6.2. Display Cabinets - Add promotional material about Beer Carriers & Car Stickers
 - 6.3. Carry Around-display: No update - defer to next committee meeting
7. Membership
 - 7.1. Current situation / renewals - 1176 members
 - 7.2. Annual Decision on Membership Renewal date: 2013/14 season membership date agreed to start from **9 March 2013** (LV Semi v Bath)
 - 7.3. AGM - Organise for June. Approach David Morgan & David Ellis to speak prior to AGM. This would drive date decision for AGM
8. Communications
 - 8.1. Non-email members progress - Ongoing, update at next committee meeting
 - 8.2. Match day programme article - Ongoing
 - 8.3. Minutes summary on website - Ongoing
 - 8.4. Facebook site - No update
 - 8.5. Technical back-up: liaise around feasibility of other committee member(s)being trained up to support/assist with mailer creation/management of Quinssa web content etc
 - 8.6. Quinssa technology: Need to investigate possibility of acquiring a Quinssa laptop/iPad to store Quinssa documentation and for use by committee.
 - 8.6 Rota - No update
 - 8.7 Business Cards - Received and distributed

WK

- 8.8 Stand for H Cup QF & LV Semi - Committee to let secretary know their availability, as we should have stands at each.
9. Communication with club
- 9.1. Club liaison - Committee met with David Ellis , Wendy Plumb & James Kendall prior to committee meeting - they wish to meet regularly to keep open communication up between Quinssa & club, and Supporters.
- 9.2. Stadium issues - progress report - No update
- 9.3. Quins 150th Anniversary - No update
- 9.4. Tables at Players Awards Dinner - Approach Gareth Harkin to see if Club will be making tables available to Quinssa at a reduced price again
10. Coaches / Travel
- 10.1. Financial - Currently £-70.25 - Sarries coach almost sold out, so will be back in surplus
- 10.2. Biarritz - £624.50 profit from ticket sales allocated to Academy Fund
- 10.3. Charity - It was agreed that proceeds from raffle at Meet JL/WG/WC evening to go to Stubs
12. Player signatures - Chase Gareth Harkin, if no success, we will look to engage Graeme Bowerbank to assist
13. Any other business
16. Date & Venue of next meeting - Saturday 13th April at 11.45 (TBC).

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
- October - Shooting Star Toy Appeal for Christmas
- December/January - Nick Duncombe memorial flowers - nearest match to 21st January (his birthday)