

## Minutes of Quinssa Committee Meeting Saturday 2<sup>nd</sup> April 2011

**Present:** Sue Clayton-Smith, Scott Cooke, Duncan Franklin, Sarah Gladstone, Warren Kennedy, Steve Scott John Hartley.

**1. Apologies:** Emma Stewart

**2. Minutes of the previous meeting (19.2.11)**

Minutes accepted (except it was noted that JH was not absent).

**3. Events**

**3.1 Six Nations Dinner**

It had been commented by several people last year that the band was too loud & it was hard to have a conversation. It was decided that a disco may be better, maybe with Martin to M.C. if he is coming over.

**3.2 Visit to Quins training ground**

COS keen to organise, WK to follow up

WK

**3.3 Golf Day**

John to follow up

JH

**3.4 HOPA Event**

Probably early October. DF to follow up

DF

**3.5 End of Season Dinner (PAD)**

So far 37 people have booked, add to mailer that last few places are left

DF/ES/JH

**3.6 Meet the Judge**

DF to organise for next season's events

DF

**3.7 Thames River Trip With Guide**

August 14<sup>th</sup> was proposed, confirm no clash with pre season games

SCS/WK/JH

**4. Finance**

**4.1 Change of Bank**

To be done when new committee elected

SS

**4.2 Overall Position**

Current account - £8522.38

Deposit Account - £6872.50

SS

**4.3 Academy Fund**

Currently stands at £3028.78. Cheque to be presented at half time at last game of the season.

SS

**4.4 Paypal**

Currently £79.91 in the paypal account

**5. Sponsoship/Member Benefits**

5.1 Ethihad

SS

5.2 Greene King

SS

5.3 LV=

SS

**6. Merchandising**

**6.1 Quins Cycling shirts**

Promotion to be revived

DF

**6.2 Thames Bridges Bike Ride**

Set up Just Giving page	SCS
<b>6.3 Desk Top Calendars &amp; Photos</b>	
Liaise to see if some players would be willing to have 'artistic' pictures taken if proceeds were to go to charity eg. Shooting Star/Academy as an incentive.	ES
<b>7. Membership</b>	
Membership currently stands at 770. No renewals outstanding.	
<b>8. Communications</b>	
<b>8.1 Stand Rota</b>	ALL
<b>8.2 Members</b>	
Weekly mailer, DF to continue, monthly mailer, SC to continue non email	DF/SC
<b>8.3 Matchday Article</b>	
SS to continue	SS
<b>8.3 Minutes</b>	
Summary for website	SG/DF
<b>8.4 Facebook</b>	
Continue looking into this	SC
<b>8.5 Upstands</b>	
Liaise ref new corporate imaging	DF
<b>9. Club Liaison</b>	
<b>9.1 Club Liaison</b>	
Quinssa to meet Mark Evans replacement	ES
<b>9.2 Bird Droppings</b>	
Follow up with JW (also to speak about ladies toilets)	JH
<b>9.3 Information Points</b>	
Follow up with JW	JH
<b>9.4 End of Season 'Club' Meal</b>	
Ongoing	ES/SG
<b>9.5 Season Ticket Flyers</b>	
Speak to Jon Salinger about how many packs are sent out	WK
<b>9.7 Mark Evans Presentation</b>	
To be done at Six Nations Dinner	SCS
<b>10. Communications With Other Clubs</b>	
<b>11. Coaches</b>	
Ran at a loss this season.No more coaches this season	
<b>12. Charity</b>	
<b>12.1 Right to Play</b>	
Pre season dinner raffle proceeds to go to Right to Play	
<b>12.2 Academy</b>	
JH suggested bucket appeal, JH to contact JW to see if possible	JH
<b>13. A.O.B</b>	
<b>13.1 A.G.M.</b>	
To be held on 15 <sup>th</sup> June, JH to email COS to ask if he could speak	JH
<b>14. Date of Next Meeting</b>	
7 <sup>th</sup> May at 11.30am	ALL

The following items are established annual events or tasks

January – decide and arrange HOPA activity

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

May – order season ticket flyers PLUS a few extras for Quinssa use

June/July after AGM – organise meeting for new committee date TBA

June/July after AGM – new bank mandates and banking procedures – passwords etc.

September – Calendars for next year

September – organise Quinssa survey

October – Shooting Star Toy Appeal for Christmas

December/January – Nick Duncombe memorial flowers – nearest match to 21<sup>st</sup>

January (his birthday).