

## Minutes of Quinssa Committee Meeting Saturday 7<sup>th</sup> May 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 (2.4.11)**

Minutes accepted

**3. Events**

### **3.1 Six Nations Dinner**

Martin booked to DJ & MC

All costings obtained from the club

Awards to be launched after club ones are over,

#### **3.1.1 Mark Evans Presentation**

To be made at dinner

**JH**

#### **3.1.2 Sponsors**

To be invited to dinner

Etihad

**SS**

Greene King

**SS**

LV

**SS**

#### **3.1.3 Raffle**

Raffle proceeds at 6N Dinner to go to Right To Play

### **3.2 Visit to Quins Training Ground**

Probably in July/August during pre season training

The visit is likely to involve watching the team train & then a tour of the facilities.

It will take place on a Saturday. Other than organising and publicising date, no travel, etc. arrangements being organised by Quinssa.

**WK**

### **3.3 HOPA Event**

RWC themed event – carry forward to next season, possibly October.

**DF**

### **3.4 End of Season Dinner**

There will be 4 Quinssa tables in total. Tickets were to be

Collected before game on 7.5.11 or posted out if previously requested

### **3.5 Meet The Judge**

Carry forward to next season

**DF**

### **3.6 Thames River Trip**

Quinssa will pay for cost of the boat. Tickets only to cover cost of the food

Prices estimated to be £12 - £15 each for adult members, £17 - £20 for non

Members. First child (under 12) per member free, second & subsequent children half price (£6 - £7.50)

Provisionally book cruise for 14<sup>th</sup> August

**WK**

Check wheelchair access

**WK**

Arrange guide (provisionally) for 14<sup>th</sup> August

**JH**

### **3.7 AGM/Evening with COS**

Timetable

Bar open at 19.00, COS at 19.30, AGM at 20.00, Q&A with COS at 20.30

Bar closes at 22.00

#### **4.0 Finance**

##### **4.1 Change of bank account**

Carry forward to next season/new committee

**JH/SS/SG**

##### **4.2 Overall Situation**

Current Account £8416.17

Deposit Account £6875.63

##### **4.3 Academy Fund**

Academy Fund £3028.78 (included in above)

##### **4.4 Paypal**

£252.79 (not included in above)

#### **5.0 Sponsorship**

See above 3.1.2

#### **6.0 Merchandising**

Ongoing

#### **7.0 Membership**

771 members in total

336 to renew as of 7.5.11

#### **8.0 Communications**

##### **8.1 Members**

Mail out membership renewal notice, official notification & agenda for AGM & about save the date/register interest for boat trip

**SC**

##### **8.2 Match Day Programme Article**

Ongoing

**DF/SS**

##### **8.3 Minutes For Website**

SG to do

**SG/DF**

##### **8.4 Facebook Page**

Ongoing

**SC**

##### **8.5 Upstands**

upstands with new corporate imaging ideally ready for boat trip

**DF**

#### **9.0 Communication With Club**

##### **9.1 Club Liaison**

Ongoing

**ES**

##### **9.2 Bird Droppings**

Problem will be resolved during summer according to Jenny Winstanley

**JH**

##### **9.3 Information Point Fliers/Notice Boards etc.**

This will be done during the summer according to Jenny Winstanley

**JH**

#### **9.4 End of Season “Club” Meal**

Original date of 25<sup>th</sup> May coincided with Amlin Awards so dates of 1<sup>st</sup> or 8<sup>th</sup> June have been proposed,

**ES/SG**

#### **9.5 Season Ticket flyers**

Contact Jon Salinger about how many flyers needed for season ticket packs.

**WK**

### **10.0 Communication With Other Club**

SCS has been in contact with Leicester, currently no supporters association but One is going to be set up, coaches for supporters are currently run by the club **SCS**

### **11.0 Coaches/Travel**

#### **11.1 Status Report**

Coaches lost money this season

**WK**

#### **11.2 Survey**

Carry forward

### **12.0 Charity**

#### **12.1 Quinssa request for bucket collection**

Request for bucket collection for Academy funds to be carried forward

**JH**

### **13.0 A.O.B.**

#### **13.1 AGM**

13.1.1 Notice to all members (inc non email members)

**JH/SG/SC**

13.1.2 Agenda/Changes to constitution/nomination forms/officer reports

**JH/SS/SG**

13.1.3 Regular events diary – see below

### **14.0 Date & Venue of Next Meeting**

14.1 To be organised by new committee after A.G.M.

**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).