

Minutes of a Quinssa committee meeting  
Held on Saturday 31<sup>st</sup> October 2010 at the Twickenham Stoop

Present: Present: S. Clayton-Smith (SCS), S Cooke (SC), D.Franklin (DF), S Gladstone (SG), J. Hartley, S. Scott (SS), E. Stewart (ES). W. Kennedy (WK).

<b>Item</b>	<b>Subject</b>	<b>Action</b>
<b>1</b>	<b>Apologies for absence</b>	
1.1	None	
<b>2</b>	<b>Minutes of last meeting 11 September 2010</b>	
2.1	The minutes were accepted without change	
<b>3</b>	<b>Events</b>	
3.1	<b>Meet the referee</b> Confirmed. Will be held in Debenture holders lounge.	<b>ES/JH</b>
3.2	<b>Meet the Management</b> Investigate the possibility of an event in Feb with ME/COS – possibly Malcolm Wall?	<b>SCS</b>
3.3	<b>6N Dinner</b> Liaising with Club to identify a suitable date.	<b>ES</b>
3.4	<b>Visit to Quins training ground</b> Quins open to idea. Will have to be on a weekend when no game.	<b>WK</b>
3.5	<b>End of season golf day</b> JH to investigate further	<b>JH/IK</b>
<b>4</b>	<b>Finance</b>	
4.1	<b>Overall position – current and deposit</b> Total balance stands at 16 610.00 SS to investigate transferring some of funds to a high interest savings plan	<b>SS</b>
4.2	<b>Academy fund</b> Not spoken about 31.10.10	
<b>5</b>	<b>Sponsorship/Member Benefits</b>	
5.1	<b>Etihad</b> Hospitality tickets offered	<b>SS</b>
5.2	<b>Greene King</b> Cases of beer available for prizes	<b>SS</b>
5.3	<b>Marriott</b> No response.	<b>SS</b>

<b>6</b>	<b>Merchandising</b>	
<b>6.1</b>	<b>Quins cycling shirts</b> 1635.00 raised. A cheque presentation to 4 charities to be arranged for half time at next home game	<b>DF/JH</b>
<b>6.2</b>	<b>Drinks carriers</b> Selling very well.	<b>DF</b>
<b>6.3</b>	<b>Desk Top calendars &amp; photos</b> This will be carried forward .	<b>ES</b>
<b>6.4</b>	<b>T Shirts for away games</b> To be investigated for Prato game	<b>DF</b>
<b>7</b>	<b>Membership</b>	
<b>7.1</b>	<b>Current situation</b> 828 members. 131 to renew	<b>SCo/JH</b>
<b>8</b>	<b>Communication with members</b>	
<b>8.1</b>	Weekly email/monthly post ongoing	<b>DF/JH</b>
<b>8.2</b>	Match day Programme article and put on website continues	<b>SS/DF</b>
<b>8.3</b>	Minutes summary on website	<b>WK/DF</b>
<b>8.4</b>	<b>Quinssa stand rota</b> All to send dates not available for stand duty to ES,	<b>ALL</b>
<b>8.5</b>	<b>Proposed membership system</b> AI Database. Still no response. No active chasing from a Quinssa perspective	<b>JH</b>
<b>8.6</b>	<b>Member liaison</b> Nothing raised via members	<b>SG</b>
<b>8.7</b>	<b>Publicity</b> More / replacement pull-up banners and more info needed around the ground.	<b>DF/SS</b>
<b>8.8</b>	<b>Facebook</b> This was discussed, - as long as FB content did not detract from what is offered to Quinssa members we should investigate creation of a page. Potentially make it 'invite only'	<b>SS</b> <b>DF</b>
<b>9</b>	<b>Communication with club</b>	
<b>9.1</b>	<b>Club liaison</b> Ongoing.	<b>ALL</b>
<b>9.2</b>	<b>Information point fliers / notice boards / etc.</b> Liaise with club	<b>JH</b>
<b>9.3</b>	Actions for mutual benefit, ES to contact COS,TD etc.	<b>ES</b>
<b>10</b>	<b>Communication with other clubs / supporters</b> SCS to take over from SS	<b>SCS</b>
<b>10.1</b>	<b>Prato game</b> SC co-ordinating. Lunch planned with supporters at Cabbage Patch.	<b>SC</b>
<b>10.2</b>	<b>Connacht</b> Tickets booked on behalf of Quinssa members	<b>SC</b>
<b>11</b>	<b>Coaches / Travel</b>	
<b>11.1</b>	Status report Slow take up on away travel. Committee agreed that away travel is a service to members, so will continue to run coaches even if not covering costs.	<b>WK</b>
<b>11.2</b>	WK to conduct survey on coaches via Google.	
<b>12</b>	<b>Charity</b> Shooting Star appeal to run again with event with player representation planned for 22 <sup>nd</sup> December.	<b>ES</b>

**15 Date of next meeting**

Saturday 08<sup>th</sup> January 2011 in the Debenture holders lounge @ 11:30

**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)