

To: Simon Bolton, Scott Cooke, Duncan Franklin, Lyn Gadd, Lou Hopkins, Adrian Jobling, Warren Kennedy, Chris Munton, Steve Scott, Emma Stewart, Robert Steers

From: Lyn Gadd

## Minutes for Quinssa Committee Meeting

**Date and Time: August 4th 2015 @ 7.00**

**Location: Cabbage Patch**

Minute	Resp.
<b>1. Apologies:</b> Duncan Franklin, Warren Kennedy, Emma Stewart and Robert Steers	
<b>2. Co-option of additional committee member</b> Steve Scott was co-opted onto the committee but, as per the Constitution, will not have a vote	<b>All</b>
<b>3. Minutes of Last Meeting (11/4/15)</b> Accepted	
<b>4. Quinssa Constitution review</b> The "Suggested changes document" was reviewed and the following agreed: 4.1. "Objectives" will be removed from the document and with the discussed changes become the Committee Modus Operandi. 4.2. A separate document is attached to be agreed by the absent Committee members 4.3. The other changes discussed would be incorporated in the "Quinssa Constitution changes document". 4.4. A Committee sub-group will meet to discuss and agree this document and present an updated document to the next meeting. The Sub-group will consist of Steve Scott, Lyn Gadd and Chris Munton 4.5. Duncan Franklin, Warren Kennedy, Emma Stewart and Robert Steers will be invited to join the sub-group as they were unable to attend the meeting. 4.6. It was agreed that a "Committee Member Duties" document will be drafted for discussion so that new members are aware of expectations	<b>LG</b> <b>SC</b> <b>LG</b> <b>SS/CM/LG</b> <b>SC</b> <b>LG</b>
<b>5. Events</b> <b>5.1. Meet the Ref</b> DF attempting to contact Nigel Owens <b>5.2. Evening with Michelle Roux Jnr</b> WF pursuing – suggested that Anne McCarthy may be a good contact	<b>DF</b> <b>WF</b>
<b>6. Finance</b> <b>6.1. Overall position – current and deposit</b> Current £6203.64 Deposit £16,904.23 Current Account includes:	<b>WK</b>

<p>£630 received for RWC Manchester Train Tickets  £220 to be paid to Shooting Star for shirt raffle  £166.19 to be paid to Quins – awaiting Invoice  £130 still to be banked by Emma for Pre-season dinner</p> <p><b>6.2. Academy Fund</b>  £305.35 including £20.35 from Lyn's Merchandise</p> <p><b>6.3. Paypal</b>  £666.89</p> <p><b>6.4. Bank Mandates and Signatures</b>  SG needs to be removed  LG needs to be added</p>	<b>WK</b>
<p><b>7. Merchandising</b></p> <p><b>7.1. Drinks Carriers</b>  The club are selling them in both shops so need an additional stand</p> <p><b>7.2. Pens/Car Stickers</b>  Current stock will last the season.</p> <p><b>7.3. Quinssa Blazer Badges</b>  100 ordered – approx. 20 sold @ £10 per badge</p>	<b>SC</b>   <b>LG</b>
<p><b>8. Membership</b></p> <p><b>8.1. Current situation/renewals</b>  Currently 1562 paid up, 644 to renew  Approx. 45 members have notified us that they will not renew.  Only 3 responses to email asking for reasons for non-renewal</p> <p><b>8.2. Increasing Membership</b>  SC to discuss with Quins the possibility of handing out flyers at the gates at one or more home games</p>	<b>SC</b>
<p><b>9. Communications</b></p> <p><b>9.1. Website Update</b>  No issues</p> <p><b>9.2. Mailer Update</b>  Mailchimp implemented and well received. Congratulations to Duncan.</p> <p><b>9.3. Social Media Update</b>  RS to proactively stimulate Twitter. DF to provide password</p> <p><b>9.4. Rota</b>  SC producing</p>	<b>DF</b>  <b>RS/DF</b>  <b>SC</b>
<p><b>10. Communications with club</b></p> <p><b>10.1. Quins 150th Anniversary</b>  Quinssa are fully involved in the planning for the year. B Hiller will arrange next meeting, SS to attend.  Quinssa Pre-season Dinner - Friday 29th July 2016. This will be supported by the club with player attendance. The Kings Bar will be able to hold 300 people.</p>	<b>SS</b>
<p><b>11. Coaches/Travel/Tickets</b></p> <p><b>11.1. Finance</b>  Last year the coaches made a £1200 loss, mainly due to the issues with the Sale coach</p> <p><b>11.2. Plans for this season</b>  Discussions underway due to away games during RWC and hospitality at the Stoop</p>	
<b>12. AoB</b>	
<p><b>13. Date and Venue of next meeting</b>  Proposed date for next meeting: Tuesday 15<sup>th</sup> or Wednesday 16<sup>th</sup> September. All to respond with their availability</p>	<b>All</b>