

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

From: Lyn Gadd

Summary Quinssa Committee Meeting Minutes

**Date and Time: October 8th 2016 @ 11.30**

**Location: The Wakefield Room**

<b>Agenda Item</b>	<b>Resp.</b>
<b>1. Apologies</b> Chris Munton (Second Half),, Emma Stewart	
<b>2. Minutes of last meeting (7/5/16)</b> Agreed	
<b>3. Communications with the Club</b> <b>3.1. Meeting with David Ellis – outstanding items</b> <b>Quins 5 year plan and Stoop Development plans</b> – SC to discuss the possibility of the presentation of the plans to the committee with DE	SC
<b>3.2. Quins 150th Anniversary</b> – SS to attend a review meeting called by Bob Hiller	SS
<b>4. MDS Update</b> CM to contact Wendy Plumb to pursue agreed changes CM to meet John Kingston re MDS Posters advertising MDS to be put in new notice boards when they are put up Mike Woodley, secretary of Quins Amateurs has joined Quinssa and agreed to be the Quinssa contact for the Amateurs CM to approach Quins Ladies at the HPA lunch	CM CM CM CM CM
<b>5. Events Update</b> <b>5.1 Nigel Owens</b> DF has made contact via twitter – Nigel Owens has responded – no dates as yet  <b>5.2 Blues Smokehouse</b> Blues Smokehouse event planned for 17 <sup>th</sup> December – 40 signed up to date  <b>5.3 Other events for 2016/17</b> Social sub-committee to plan events for year aiming for one event every two months	DF  SC  AJ, RS, GS
<b>6. Finance</b> <b>6.1 Overall Position – current and deposit</b> Current £15,165.46 (£4,000 still to be paid to the Academy) Call £16,914.12 Paypal Negligible  <b>6.2 Bank Mandates and signatures</b> SS to be removed, LG to be added.	WK    LG SC WK
<b>7. Merchandising</b> <b>7.1 Drinks Carriers</b> New stands and carriers with 150 <sup>th</sup> logo have arrived	SC

<p><b>7.2 Pens/Car Stickers</b> Selling slowly</p> <p><b>7.3 Badges and Buttons</b> Selling well – New supplies to be acquired</p> <p><b>7.4 Other Quinssa Merchandise</b> WK investigating Quinssa Bam-bams and folded cardboard clappers. ES investigating Quins bins</p> <p><b>7.5 Membership Badges</b> SC is designing the 150<sup>th</sup> Quinssa badge</p>	<p>CM</p> <p>WK ES</p> <p>SC</p>
<p><b>8. Membership</b></p> <p><b>8.1 Current Membership/Renewals</b> Current Membership 1953 Paid up 1137 members with 816 still to renew. End of October is cut-off date for renewals</p>	<p>LH, DF</p>
<p><b>9. Communications with Members</b></p> <p><b>9.1 Website Update</b> Updating underway – all to send required changes to DF.</p> <p><b>9.2 Mailer Update</b> CM to liaise with DF re training for sending out mailers</p> <p><b>9.3 Social Media Update</b> SC to continue to manage Facebook and RS twitter</p> <p><b>9.4 Quins Programme</b> SS to resume the production of articles for the Quins programmes</p>	<p>All</p> <p>DF, CM</p> <p>SC,RS</p> <p>CM</p>
<p><b>10. Coaches/ Travel/Overseas tickets</b></p> <p><b>10.1 Coaches/Travel</b> Wasps coach cancelled due to lack of bookings LH and WK to ascertain demand for Leicester coach.</p> <p><b>10.2 Overseas Tickets</b> 100 tickets have been requested to date for Timisoara and 90 tickets for Stade</p>	<p>LH, WK</p> <p>SC</p>
<p><b>11. AoB</b></p> <p><b>11.1 Welcoming Stade supporters</b> CM to attempt to contact the supporters association to arrange</p> <p><b>11.2 Exclusive Quinssa Media Opportunity</b> SS to take over from SB. Quinssa members to be asked for questions. RS will be responsible for the photography</p> <p><b>11.3 Membership Survey</b> LG &amp; WK to liaise to send out using Survey Monkey. LG to analyse results</p> <p><b>11.4 Use of Quinssa funds &amp; Beneficiary of donations in 2016/7</b> It was agreed that Quinssa would continue to fund the Academy for clearly defined projects. SS noted that Gabriel Ibitoye who we assisted with fares the year before last is now in the Academy – members need to be informed via mailer The Academy has requested funding for travel expenses as before but awaiting details of costing. The Academy has also requested funding for an Academy Gazebo. SS suggested that we donate the Quinssa gazebo to the Academy. To be actioned.</p> <p><b>11.5 Use of Call Account Funds</b> SC circulated the request for funding for production of the digital history of the club from Paddy Lennon (£8000). This was not felt to be a good use of Quinssa funds</p>	<p>CM</p> <p>SS, RS</p> <p>LG WK</p> <p>DF</p> <p>SC</p> <p>SS</p> <p>SC</p>

<p>SC to contact Malcolm Wall re sponsorship for Quins Foundation rugby related projects and then pass to RS or SS</p>	<p>SC,RS, SS</p>
<p><b>11.6 Recognition for Seb</b> CM will be meeting with Jim Ayres on 10/10/16 to discuss</p>	<p>CM</p>
<p><b>11.7 Display Cabinets</b> Quins to replace the remaining 4 cabinets with ones in the new Corporate image. SC has ordered 3 additional cabinets to locate where people are queueing. SC to chase</p> <p><b>11.8 Shooting Star appeal</b> ES to advise</p>	<p>SC</p> <p>ES</p>
<p><b>12. Date and Venue of next meeting</b> 27<sup>th</sup> November at 11.30 before the Bath game.</p>	