

Summary Quinssa Committee Meeting Minutes

Date and Time: August 2nd 2017 @ 18.30

Location: The Cabbage Patch

From: Lyn Gadd

Attendees: Scott Cooke, Lyn Gadd, Lou Hopkins, Warren Kennedy, Chris Munton, Steve Scott, Geoff Sykes

Apologies: Duncan Franklin, Adrian Jobling, Emma Stewart

| Agenda Item | Resp. |
|--|--------------|
| 1. Apologies Duncan Franklin, Adrian Jobling, Emma Stewart | |
| 2. Minutes of last meeting (24/5/17) Minutes Agreed | |
| 3. Finance | |
| 3.1 Overall Position – current and deposit Paypal : £799.00 Current : £12867.61 Deposit : £25,923.47 Total: £39590.08 Still to be paid out approx. £13,900 Still to be paid in Money from recent membership renewals | WK LH |
| 3.2 Bank Mandates and signatures To be actioned once new members appointed at AGM | WK SS LG |
| 3.3 Use of Quinssa funds(Current and Call Account) & Beneficiary of donations in 2017/18 | |
| Academy Awaiting feedback re use of donation | AJ |
| Foundation HQ Foundation are looking for volunteers as bucket collectors at the Cabbage Patch 10 mile race. CM to produce wording for the mailer. | CM |
| Shooting Star ES to pursue | ES |
| 3.4 Criteria for approving donations GS to prepare criteria for committee to discuss | GS |
| 4. Communications with Members | |
| 4.1 Website Update To be updated | All |
| 4.2 Mailer All to provide content to DF by Tuesday evening. | All |

| | |
|---|---|
| <p>4.3 Social Media Update(SC Facebook, GS Twitter) Good response on Facebook after the dinner. Photos important – WK loaded a photo of the committee meeting</p> | <p>CM</p> |
| <p>5. MDS CM to pursue with Levi for next season</p> | <p>CM</p> |
| <p>6. Events Update 2017/18 Proposed events for 2017/18</p> <p>6.1 Liaison dinner LH to pursue</p> <p>6.2 July – Annual dinner update ES to pursue final invoice</p> <p>6.3 September - Eddie Jones Doors will open at 6 with EJ starting at 7.30. Seats on first come first served basis – Quins to provide pies etc. for people to purchase. SC to pursue sound system test</p> <p>6.4 October – AGM GS to organise date and speaker</p> <p>6.5 November - Rugby over the decades LG to meet with Bob Hiller over the summer</p> <p>6.6 December – Blues Smokehouse SC to pursue subject to a Saturday fixture – awaiting European fixtures</p> <p>6.7 January – Video Analysis evening at the Stoop GS to pursue</p> <p>6.8 February – Disciplinary Procedures GS to pursue</p> <p>6.9 March - Surrey Sports Park – week before Easter ES to pursue</p> <p>6.10 April - Player Development after Rugby – with Development Manager & Player GS to pursue</p> <p>6.11 May – BBQ Possible combination with Boat Trip</p> <p>6.12 June/July – End/Start of season Quinssa dinner ES to organise</p> <p>6.13 Over Summer – Boat Trip See 6.11</p> | <p>LH</p> <p>ES</p> <p>SC WK</p> <p>GS</p> <p>LH</p> <p>SC</p> <p>GS</p> <p>GS</p> <p>ES</p> <p>GS</p> <p>ES</p> <p>LH/SS</p> <p>ES</p> <p>LH/SS</p> |
| <p>7. Raffle Prizes and Sponsorship</p> <p>7.1 EJ event £2k+ left from donation. First prize – 2 nights in Rome with flights and tickets for England vs Italy – SS to pursue Additional prize: England shirt from Australia 2016 signed by 6 Quins players GS to pursue other prizes – aiming for 6 significant prizes</p> <p>7.2 Other events WK has wine (white and red) and chocolates for prizes</p> | <p>SS</p> <p>GS</p> <p>WK</p> |
| <p>8. Meeting Dates 2017/18 Agreed Dates: September 9th prior to Gloucester game – CM to book room</p> | <p>CM</p> |

| | |
|---|---|
| <p>Week Commencing :</p> <p>October – dependant on AGM</p> <p>November 13th – with new Committee Members – mid week – LG to ascertain best day for ES</p> <p>January 15th awaiting fixtures</p> <p>March 12th awaiting fixtures</p> <p>May 14th awaiting fixtures.</p> | <p>SC GS LG</p> |
| <p>9. Committee Roles</p> <p>Committee Roles agreed – to be sent out on mailer</p> | <p>LG</p> |
| <p>10. Merchandising</p> <p>10.1 Quins Bins</p> <p>100 to be purchased and sold for £5.</p> | <p>ES</p> |
| <p>11. Membership</p> <p>11.1 Current Membership/Renewals</p> <p>2016/17</p> <p>1599 members</p> <p>2017/18</p> <p>Approx. 1070 renewed to date</p> <p>SC to draft a leaflet stating what achieved last year with plans for this year in an attempt to increase membership</p> <p>Non-members attendance at events will be charged at £5 this year</p> | <p>SC</p> |
| <p>12. Coaches/ Travel</p> <p>12.1 Coaches</p> <p>Awaiting fixture lists</p> <p>12.2 Car sharing</p> <p>Quinssa members will be offered the facility to publicise their details on the mailer if they can offer or need a lift to a game/event. There will be no input from Quinssa. SS to provide wording</p> | <p>SS</p> |
| <p>13. AoB</p> <p>13.1 Changes to Constitution suggested at sub-committee meeting</p> <p>The following changes were agreed</p> <p>a) The role of Vice Chair is a permanent Officer position. The retiring Chair would assume the role of Vice Chair until the new Vice Chair was appointed.</p> <p>b) To be quorate a meeting must contain 50% of the total committee including two Officers</p> <p>c) Committee Members should attend a minimum of 50% of Committee Meeting in a year</p> <p>LG to propose changes at AGM</p> <p>13.2 Display Cabinets & Big Screen</p> <p>Display Cabinet on the South Stand needs to be moved</p> <p>Big Screen – to be sorted at the beginning of next season</p> <p>13.3 Committee Members</p> <p>New committee members to be sought</p> <p>Committee members(new and old) to understand that they will be expected to:</p> <ul style="list-style-type: none"> • Attend at least 50% of Committee meetings • Attend the Quinssa stand as per rota – normally 2-3 times a season • Respond to emails in a timely manner • Take an active part in Committee business <p>13.4 Stand Rota</p> <p>LG to circulate updated Rota of premiership games until Xmas</p> | <p>LG</p> <p>SC SC</p> <p>All All</p> <p>LG</p> |
| <p>14. Date and Venue of next meeting</p> <p>September 9th at 11.00 prior to the Gloucester game</p> | <p>LG</p> |