

## Quinssa Committee Meeting Summary Minutes

**Date and Time:** Nov 9th 2019 @ 11.00

**Location:** The Wakefield Room

**From:** Lyn Gadd

**Attendees:** Abby Barletta, Kay Capon, Duncan Franklin, Lyn Gadd, Phil Gibson, John Heigham, Warren Kennedy, Chris Munton, Pat Scott,, Steve Scott, Geoff Sykes

**Apologies:** Scott Cooke, Emma Stewart

Agenda Item	Resp.
<b>1. Minutes of last meeting (10/9/19)</b> Minutes Agreed	
<b>2. Welcome to Abby &amp; Phil</b> Abby and Phil were welcomed to the Committee	
<b>3. Review Aims for 2018/19 &amp; develop Aims for 2019/20</b> All to send any changes to the draft 2018/19 end of year review to LG AB & PG to propose Aims and Modus Operandi for 2019/20	All AB/PG
<b>4. Finance</b> <b>5.1 Overall Position – current and deposit</b> Paypal : £2521.88 Current : £4409.60 Call : £15448.21 Float £0 Total: £22,379.69 Lyn's Merchandise incl. in Current: £12 Academy Donations incl.in current £360 Outstanding Invoices still to be paid £80 for AGM Stoop hire £700 for HQ Amateurs £2,500 women's bursaries this year Money due Membership payments from Quins Contribution from Adrian Stoops Family £450 Other comittments £700 to HQ Amateurs next year £5,500 to women's bursaries over next 3 years	
<b>5.2 Membership payments via Quins</b> Membership payments from Quins are still not being received. In addition Quins are charging VAT on membership fees collected – PS and JH to investigate	PS, JH
<b>5. Communications with Members</b> <b>6.1 Website Update</b> All to review their summary personal description and update as necessary  SC to provide a Quinssa marketing summary including last year's events and overseas games. Quins have said they will link to this in their mailers. DF to upload marketing info to the website LG to send the updated AGM minutes to DF for uploading to the website <b>6.2 Mailer</b> Mails have restarted - all to send info to DF in good time	All  SC  DF LG DF  All

<p><b>6.3 Social Media</b> AB explained her ideas for extending Quinssa presence on social media including Instagram, a fan blog and ways of reaching the wider rugby community. AB will expand her ideas and discuss with other members.</p>	AB
<p><b>6. MDS</b> <b>7.1 Update</b> CM/JH/KC CM develop strategy and meet up with James Swanson to discuss the way forward</p>	JH/KC/CM
<p><b>7. Events Update 2017/18</b></p> <p><b>8.1 Life after Rugby</b> GS to contact Olly Kohn re a possible event</p> <p><b>8.2 Other suggestions</b> Wayne Barnes PG suggested a pre-match event to include young supporters and players New Players World Cup Memories GS to pursue GS to discuss Quins proposed events with James Swanson to avoid clashes GS to ask for suggestions from members</p> <p><b>8.3 Surrey Sports Park</b> SC to organise this year</p>	GS     GS GS GS  SC
<p><b>8. Raffle Prizes and Sponsorship</b> <b>9.1 Raffle prizes</b> GS to update list of available prizes donated by Quins GS to purchase shirts for raffles and donations to other clubs SS &amp; PS have some prizes from the Mark Lambert testimonial event</p>	GS GS SS/PS
<p><b>9. Merchandising</b> LG has produced bottle holders and Harlequins Xmas decorations to sell at games before Xmas SC to bring box of beer holders from home</p>	LG SC
<p><b>10. Membership</b> <b>11.1 Current Membership/Renewals 2019/20</b> Current 1188 members (1606 on 15/9/18) 1120 paid up 68 to renew</p> <p>PS has taken over from LH and is working hard to manage system. She is looking for ways to streamline the system to ease the administration and reduce the cost</p>	PS
<p><b>11. Coaches/ Travel</b> <b>12.1 Coaches</b> WK/SC to discuss coaches with James Swanson Potential coaches</p> <ul style="list-style-type: none"> <li>• Wasps on 21<sup>st</sup> December</li> <li>• Bath on 10<sup>th</sup> January</li> <li>• Exeter on 2<sup>nd</sup> February (Premier Cup SF)</li> <li>• Bath on 22<sup>nd</sup> February</li> <li>• Gloucester on 15<sup>th</sup> May</li> <li>• Leicester on 6<sup>th</sup> June</li> </ul> <p>Quinssa have been asked to also advertise the coaches via the mailer which we will do if they materialise We have also been asked to support the running of the coaches which needs further discussion.</p>	WK SC
<p><b>12. AoB</b> <b>13.1 Clermont</b> SC has sent out the Clermont tickets. LG has sent the details of the Friday night and pre-match meeting places on this week's mailer. GS to take HQ shirt as a present for the Clermont supporters. The members of the Committee who are going to Clermont will meet the supporters association pre-match and give them a Harlequins shirt. Committee members to take photos and email to AB.</p>	GS LG, CM, GS, SS, PS, KC

<p><b>13.2 Ulster</b> LG &amp; KC will organise the pre-match meet up Ulster.</p>	<p>AB? LG, KC</p>
<p><b>13.4 Shooting Star appeal</b> SS to further discuss replacement charity for this Xmas with Mark Lecki</p>	<p>SS</p>
<p><b>13.5 Bursaries Update</b> Committee approved 4 bursaries of £500 for Destiny-Jordan Field, Amy Montague, Megan Brodie &amp; Lucy Packer. A further form is expected from Debbie McComack when she returns from holiday. LG to inform Atlanta St. John and ascertain bank details. WK to transfer money once details received. LG to liaise with Atlanta St John re the announcement of the bursaries to ensure that it appears on the Quinssa mailer first.</p>	<p>LG WK LG</p>
<p><b>13.6 Academy Update</b> LG to email Chim Gale to ascertain the success of the Residential Camp hopefully run over the half term.</p>	<p>LG</p>
<p><b>13.7 Committee Roles and Responsibilities</b> LG to update</p>	<p>LG</p>
<p><b>13.8 Adrian Stoop Memorial on 27<sup>th</sup> November</b> Current attendees SS, PS, CM, WK, Bob Hiller, Paul Edwards, Graeme Roberts, Nick Stoop &amp; Darian Gray (2 of Adrian Stoop's grandchildren), &amp; a player.</p>	<p>SS</p>
<p><b>13.9 Liaison with Quins re Seb Adiniran-Olule Raffle</b> PG will liaise with Seb's mum re this</p>	<p>PG</p>
<p><b>13.10 Stand Rota</b> AB &amp; PG are invited to come to the stand at any time to see how it works. They will be included in the rota after Xmas.</p>	<p>AB, PG</p>
<p><b>13.11 HQ Amateurs</b> CM to contact Myles re transferring the donation</p>	<p>CM</p>
<p><b>13.12 Quins Blazers &amp; other garments</b> Another source of Blazers and other garments is required as Blagattas are not answering any calls. LG to inform Blagattas SC to pursue contact for men's Blazers All to look for suppliers of Ladies Blazers and other clothing such as trousers and waistcoats Website to be changed</p>	<p>LG SC ALL DF</p>
<p><b>13.13 Quins Blazer buttons</b> LG to count the number of buttons in stock CM to investigate the purchase of additional sets</p>	<p>LG CM</p>
<p><b>13.14 Leaving presents</b> The following presents were agreed: An engraved tankard for Lou An engraved water jug for David Ellis. WK to source</p>	<p>WK</p>
<p><b>13.15 Quins Liaison dinner</b> To be discussed at the next meeting as this was very late this year</p>	
<p><b>13.16 Poppies</b> Poppies will be sold at the stand today, LG to put a reminder in the Committee Meeting Reminders</p>	<p>LG</p>
<p><b>13.17 Quinssa Pin Badges</b> It was agreed that there should be new ones each year and that the badge shape with a Harlequin was preferred with the year.. 1500 seemed to be the correct amount for members and to give away at away matches. SC, PS and CM to liaise</p>	<p>SC CM PS</p>

**13. Date and Venue of next meeting**18<sup>th</sup> January 2020 at 11.00am in the Wakefield Room

LG to prepare agenda

CM to book room

LG

CM