

## Quinssa Committee Meeting Minutes

**Date and Time:** Tuesday April 19th 2022 @ 20.00

**Location:** Via Zoom

**Attendees:** Abby Barletta, Kay Capon(2<sup>nd</sup> Part), Scott Cooke, Lyn Gadd, Phil Gibson, John Heigham, Will Humphries, Pat Scott, Steve Scott, Geoff Sykes

**Apologies:** Kay Capon(1<sup>st</sup> part), Chris Munton, Emma Stewart, Warren Kennedy,

Agenda Item	Update from last Meeting	Resp.
<b>Standing Items</b>		
1. Minutes of last meeting (1/3/22)	Approved	
2. Finance 2.1 Overall Position	Paypal: £2,128.32(13/4/22) Current: £6,986.96 Subscriptions: £6,362.59 Deposit: £12,000.92 Float: £20 <b>Total: £27,479.79</b>  <b>Significant payments still to be paid:</b> Towels: £600  <b>Other Commitments</b> Academy Donations: £1,845 see below Women's Bursaries: £2,500 Xmas party: £350 Subscriptions 2022/23: £2,870 Subscriptions 2023/24: £290 Subscriptions 2024/25: £30 Subscriptions 2025/26: £15 <b>Total Commitment £8,500</b>  <b>Working Capital: £10,000</b>  <b>Surplus £8797.79</b>  Surplus increase from last meeting: £1324.39 albeit that the Academy Donations amount needs to be increased by the profit from Montpelier Tickets and Towels	

<b>2.2 Women's Bursaries</b>	SC to discuss with Laurie to the best use of this money On next Agenda, Women's Bursaries to be changed to "Donations to the club" with sub-divisions of Mens and Womens	SC LG
<b>3. Membership</b>	<b>Members 2021/22 1417</b> Increase of 71 from last meeting	
<b>4. Social Media Update</b> <b>4.1 Website</b>	Separate section agreed for James Mellor's cartoons SC to discuss with DF Concern was raised that James' cartoons are being shared without accreditation to James or Quinssa. A Quinssa/Mellor logo or similar to be developed and put on James' cartoon's developed in conjunction with Quinssa to ensure that all are correctly accredited. SC to discuss with James.	SC  SC
<b>4.2 Mailer</b>	Agreed that we can advertise the box for Ukraine donations	DF
<b>4.3 Twitter</b>	Current followers 2671 - increase of 231 since last meeting.	
<b>4.4 Instagram</b>	450 followers increase of 74 since last meeting	
<b>4.5 Facebook</b>	2254 following (increase of 98) with an average of 2176(increase of 87) liking. Lots of Montpelier photos posted.	
<b>4.6 Quins digital Programme</b>	London Irish Photos to be used in this week's digital and printed programmes – to be checked. Montpelier photos to be used Gloucester programme. PG to manage.	PG
<b>5. Merchandise</b> <b>5.1 Pens</b>	Pens arrived but printing very faint – SC to check.	SC
<b>5.2 Quinssa Towels</b>	1 <sup>st</sup> batch arrived, some sent out, rest to be collected at stand this week 2 <sup>nd</sup> batch orders being received – to be promoted	SC SC
<b>5.3 Personalised items from Ellie</b>	Ellie has kindly donated £250 from her original sales to the Academy/ She will provide a catalogue of her Jewellery and donate 50% of sales to the academy. Consideration needs to be given to storage and display once catalogue received	All
<b>5.4 Blazer Buttons</b>	Quote for 50 sets of gold at £12.84 per set(total £642) agreed. LG to order	LG

<b>5.5 Individual orders of Quinssa designed merchandise</b>	To be reviewed with Dean for next season	SC
<b>5.6 Quinssa flags</b>	Not viable for small flags. Quote for large flag 3 x 1.5 metres £100 CM to check with company who supply his flags	CM
<b>5.7 Responsibility for Merchandise</b>	WH to assist SC	WH
<b>6. `LGBTQ+ Supporters Association</b>	Meeting last month identified Committee Roles – AB membership secretary – new members added to spreadsheet. Next meeting planned for Thursday to identify place to meet pre-game and give out rainbow laces. Twitter set up with currently 432 followers	AB
<b>7. Events</b>		
<b>7.1 Home away from Home</b>	Very successful to date – currently 8-10 for Northampton – to be promoted on the mailer	GS
<b>7.2. Event to replace cancelled Xmas event</b>	Event to be held at the Gloucester game at Twickenham for up to 380 people.. Price agreed at £15 members, £20 non-members for pie and mash and a drink. Payments taken for the previous cancelled event will be taken into account. Separate meeting to be arranged to plan this and other events – see Next meeting	WK/SC
<b>7.3. Pre-season dinner</b>	19th August agreed date – SC to circulate list of items to be done. Adrian has agreed that all available players will come – need to stress need for senior players	SC
<b>7.4.Event for Quinssa 20 year anniversary next season</b>	To be carried forward to the next meeting	LG
<b>7.5 Ex players event</b>	SS to chase Olly Kohn	SS
<b>7.6 Quins staff dinner</b>	SS to organise. Committee members to suggest Quins staff to invite SC negotiating discount at Crane Tap	SS All SC
<b>8. Bought Forward from previous meetings</b>		
<b>8.1 Coach to Exeter</b>	13/14 at present – to be published on mailer	WK/DF

<b>8.2 Access to bank accounts</b>	WK requesting new card etc from Lloyds – C/F	WK
<b>8.3 Metal Silhouette for seb</b>	Awaiting response from Jo Tyler	PG
<b>9. New Items</b>		
<b>9.1 Recording use of Quinssa funds</b>	C/F to next meeting	LG
<b>9.2 Potential new committee member Kate Cole</b>	KC to invite her to the stand this Saturday to meet people. All eo welcome.	KC All
<b>9.3 Global Majority Supporters club</b>	Thabo invited to stand on Saturday, he met with Adrian last week. All to welcome.	All
<b>9.4 Quinssa presence in new North stand development</b>	Email received from Henry Cox – this is being considered by the club	SC
<b>9.5 Supporters group in US</b>	Currently 6-8 - well done Pat. PS to contact and suggest a committee Zoom at a time convenient to everyone	PS
<b>10. Date and Venue of next meeting</b>	Zoom meeting planned for Tuesday 10 <sup>th</sup> May at 8pm. PG to set up meeting LG to produce agenda of 3 items Twickenham stadium event Pre-season Dinner Staff Dinner	PG LG

## Annual Reminders

September:	AGM New bank mandates and passwords etc. First Committee Meeting – Review Aims for previous year Agree Aims for current year Seb Adiniran-Olule birthday 25 <sup>th</sup> October Discuss items for Christmas Merchandising Review Quinssa Survey Get Quotes for Liability Insurance due 1 <sup>st</sup> Nov
November	Organise sale of Poppies on stand Children's charity appeal for Christmas Agree date for dinner with Quins staff Nick Duncombe memorial flowers – nearest match to 21 <sup>st</sup> January (his birthday)
January:	Decide at which point new memberships are for the whole of the following year Liaise with Quins re Seb Adiniran-Olule recognition
March:	Tables at Players Awards dinner Agree date and organise end/start of season dinner
May	Organise off-season events Organise AGM for September: Note members needs 21 days' notice Organise Committee end of season get together Send out Quinssa Survey if required