

Quinssa Committee Meeting Minutes

Date and Time: Tuesday May 10th 2022 @ 20.00

Location: Via Zoom

Attendees: Abby Barletta, Kay Capon, Scott Cooke, Duncan Franklin, Lyn Gadd, Phil Gibson, John Heigham, Will Humphries, Pat Scott, Steve Scott, Emma Stewart, Geoff Sykes

Apologies: Chris Munton (LG to update)

Agenda Item	Update from last Meeting	Resp.
1. Minutes of last meeting (19/4/22)	Approved	
2. To do list	C/F with additions from this meeting	
3. Twickenham event to replace cancelled Xmas event	287 signed up and paid to date. 207 members, 79 guests and 1 child. No more mailers to be sent out – GS to chase people who have booked and not paid. Final numbers by Friday 13/5 with numbers given to RFU on Monday 16/5 – aiming for 300 or a few more. We are subsidising the event by £1024 at current numbers. £55 of Xmas bookings have not been claimed as yet – WK to chase. Doors open at 12.00 but Committee can access from 11.00. Committee members coming early to help to notify WK. Wristbands will be given out between 12.00 and 14.00. Reception will close at 14.00. Drinks will stop being served before the game at 14.30. There will be a Quinssa logo on the TV. SC to take large flag and small flags to ground to decorate the room and give out. Event will close at 17.00 The players leave the Stoop at 13.45 SS to ascertain whether Olly Kohn and Mark Lambert will visit the event	GS WK WK All SC SS
4. Pre-season dinner	19th August agreed date. SC to chase room availability, availability of senior players including women's team and Compass for food. SC to send out list of tasks for the event to the Committee	SC SC

	and ask for volunteers. Adrian has agreed that all available players will come – need to stress need for senior players Price will be agreed once costs are known. ES has contacted Mark Lambert who will notify her if he can MC the event as in previous years – an opportunity to give him a proper send off!	ES
5. Quins staff dinner	22 nd June agreed date. SS to ascertain Quins staff and Committee availability SC to chase Crane Tap for discount	SS SC
6. Coach to Exeter	13/14 booked at present – to be published on mailer. Coach will not be cancelled but Quinssa may need to subsidise. SC to talk to Laurie to ascertain whether it can be advertised on Quins Facebook and in Gloucester programme. WK to ascertain whether there will be car parking at the Stoop for those going on the coach	SC WK
7. Stand for next year	Quins Wi-Fi not reliable for the card reader WK to ascertain the cost of Quinssa Wifi	WK
8. Date and Venue of next meeting	Next meeting to be combined with end of year Committee get together, partners welcome. Meeting to be in Week commencing 27 ^h June. LG to ascertain day that is best for the majority of the Committee. LG to produce agenda	LG 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 th October Discuss items for Christmas Merchandising Review Quinssa Survey Get Quotes for Liability Insurance due 1 st 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 st 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