

## Quinssa Committee Meeting Minutes

**Date and Time:** Monday June 27th 2022 @ 19.30

**Location:** Cabbage Patch

**Attendees:** Abby Barletta, Kay Capon, Scott Cooke(2<sup>nd</sup> Part), Duncan Franklin, Lyn Gadd, Phil Gibson, John Heigham(2<sup>nd</sup> Part), Will Humphries, Warren Kennedy, Chris Munton, Steve Scott, Emma Stewart, Geoff Sykes

**Apologies:** Pat Scott

| <b>Agenda Item</b>                               | <b>Update from last Meeting</b>  | <b>Resp.</b> |
|--|--|--------------|
| <b>1. Minutes of last meeting (10/5/22)</b>      | Approved   |              |
| <b>2. Finance</b><br><b>2.1 Overall Position</b> | Paypal: £2,640.96<br>Current: £4,473.79<br>Subscriptions: £6,816.70<br>Deposit: £12,001.11<br>Float: £20<br><b>Total: £25,952.56</b><br><br><b>Significant payments still to be paid:</b><br><b>None</b><br><br><b>Other Commitments</b><br>Academy Donations: £1,845 see below<br><br>Women's Bursaries: £2,500<br>Subscriptions 2022/23: £3,685<br>Subscriptions 2023/24: £640<br>Subscriptions 2024/25: £35<br>Subscriptions 2025/26: £20<br><b>Total Commitment £8,725</b><br><br><b>Working Capital: £10,000</b><br><br><b>Surplus £7227.56</b><br><br>Surplus decrease from last meeting:<br>£570.23 albeit that the Academy<br>Donations amount needs to be increased<br>by the profit from Montpelier Tickets and<br>Towels – WK to advise | WK           |

|   |   |                   |
|---|---|-------------------|
| <b>2.2 End of year Accounts</b>           | WK to produce by 31/7/22 with aim to have them audited by 31/8/22 in time to be sent out for the AGM  | WK                |
| <b>2.3 Academy Donations</b>              | LG to contact Chim Gale to ascertain the use of academy donations for the season just finishing   | LG                |
| <b>3. Membership</b>                      | <p><b>Members 2021/22 1554 – Increase of 136 from April 19<sup>th</sup> meeting</b></p> <p>Paid for 2022-23 737<br/> Paid for 2023-24 128<br/> Paid for 2024-25 7<br/> Paid for 2025-26 4</p> <p>266 members have standing orders<br/> 101 members pay by Paypal<br/> 450 subs reminder emails to be sent out<br/> There has been an increase of 662 members since June 8<sup>th</sup> 2021</p> | PS                |
| <b>4. Blazer Buttons</b>                  | Buttons approved – to be advertised at £20 per set. LG to liaise with Angela Simpson from HPA to market to their members  | LG                |
| <b>5. Quinssa flags</b>                   | <p>Large flag 3 x 1.5 metres to be ordered - £100</p> <p>Medium flags to be ordered for the Committee plus some to be sold – SC to check cost break point</p>   | SC<br>SC          |
| <b>6. Pre-season dinner</b>               | <p>19th August agreed date – ES experiencing issues obtaining the price of food from Compass – to pursue. Hoping to keep the evening price to £70 for members and £80 for non-members.</p> <p>ES/SC to circulate a list of tasks to be undertaken for committee members to volunteer.</p> <p>A zoom meeting will be arranged once initial issues resolved</p>                                   | SC<br>ES/SC<br>SC |
| <b>7. Quins staff liaison dinner</b>      | Committee members to notify SS if they are bringing a partner. Plan to meet at the Cabbage Patch at 18.00 on 20 <sup>th</sup> July and then walk to the Crane Tap for dinner,   | All               |
| <b>8. AGM</b>                             | <p>Jo Marler preferred speaker at AGM in late September/early October</p> <p>SC to contact Club</p> <p>ES to contact Joe Marler</p>   | WK<br>SC<br>ES    |
| <b>10. Date and Venue of next meeting</b> | <p>Zoom meeting planned for Tuesday 30<sup>th</sup> August at 8pm.</p> <p>PG to set up meeting</p> <p>LG to produce agenda</p>  | PG<br>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