

Quinssa Committee Meeting Minutes

Date and Time: Saturday November 27th 2021 @ 11.00

Location: Trustee Bar

Attendees: Kay Capon, Duncan Franklin, Lyn Gadd, Phil Gibson, John Heigham, Will Humphries, Warren Kennedy, Pat Scott, Steve Scott, Geoff Sykes

Apologies: Abby Barletta, Scott Cooke, Chris Munton, Emma Stewart

Agenda Item	Update from last Meeting	Resp
Standing Items		
1. Minutes of last meeting (23/10/21)	Approved	
2. Finance	Paypal: £748.49 Current: £4,640.47 Subscriptions: £4,842.36 Deposit: £12,000.41 Float: £20`` Total: £22,231.73 Significant payments still to be paid: None Other Commitments Academy Donations: £750 approx Women's Bursaries: £2,500 Subscriptions 2022/23: £1,650 Subscriptions 2023/24: £85 Subscriptions 2024/25 £20 Subscriptions 2025/26 £19 Total Commitment £5015 Working Capital: £10,000 Surplus £7246.73 Decrease in Surplus from last meeting: £1915.07(Insurance and Castres tickets) PG to provide LG with Andy Sanger's phone no to ascertain what is happening with Women;s bursaries.	PG,LG

3. Membership	Members 2021/22 1168(70 Increase from last meeting) Paid Up 2021/2: 1039 To Renew 2021/22 128 Paid for 2 years: 330 Paid for 3 years: 17 Paid for 4 years: 4 Paid up for 5 years 2 A member paid £50 for two years membership with £40 donated to the Academy	WK
4. Social Media Update	Twitter and Facebook to request photos from away games.	PG
4.1 Website – photos from away games	All to take photos at away games	SC All
4.2 Mailer	Excellent article from Duncan this week	
4.3 Twitter	2130 Followers – increase of 90	
4.4 Instagram	WH to offer to support AB with Instagram	WH, AB
4.5 Facebook	Approx. 2018 Followers, 1039 members. All posts should promote the Quinssa membership benefits WH to promote the patch for the Leicester game s very little take up at te moment	WH
4.6 Quins digital Programme	More photos required – all to take photos of away games and the events at the Patch	All
5. Merchandise	Beers Carriers arrived – existing ones to be sold first Awaiting quote for pens	SC
5.1 Existing		
5.2 New	All to feedback any merchandise suggestions	All
6. LGBTQ+ Supporters Association	No further meetings held. AB to advise	AB
7. Events	Away games at The Patch – bookings dropped dramatically – all to promote on social media	PG, AB, WH
7.1 General		
7.2 Xmas do after Cardiff game	Save the date sent out = currently no response from caterers. Once any info received Zoom meeting to discuss will be set up	WK PG
Bought Forward from previous meetings		
8.1 Outside Stand and stand rota	Robshaw Bar used for current meeting due to inclement weather Stand Rota changes agreed. LG to update	LG
8.2 Coaches to away games	Good response to coach to Leicester – cost almost covered	

	Leaflets to be taken and people signed up if appropriate. Committee to take photo on the coach.	LG,WK GS
8.3 Women's Team and Social Media	PG to pursue Luca to try to get some content	
8.4 Song book event – further action	PG Updating songbook for Castres event at The Patch	PG
8.5 Quinssa Aims for 2021/22 including Financial aims	Updated version produced by KC and JH and agreed at meeting DF to update Website	DF
8.6 Plaque for Seb	Liz, Seb's Mum, will be having a meeting with the club soon and will progress the request	
8.7 Access to bank accounts	PS using LG card WK requesting new card etc from Lloyds LG to produce list of those who have access to the accounts	WK LG
New Items		
9.1 Badges	Ordered, should arrive in next two weeks when members will be invited to the stand to collect their badges	SC
9.2 Presents for Castres	WH has badges, pennant and Gnome to take to Castres	WH
9.3 Dinner with Quinssa staff	To be delayed until the end of the season	
9.4 Xmas Charity	SS to contact the HQ Foundation	SS
9.5 Supporters Group	All clubs except Gloucester and Wasps are contributing	
10. Date and Venue of next meeting	TBC probably by Zoom	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