

Quinssa Committee Meeting Minutes

Date and Time: Saturday October 23rd 2021 @ 11.00

Location: Wakefield Room

Attendees: Abby Barletta, Kay Capon, Scott Cooke, Duncan Franklin, Phil Gibson, John Heigham, Warren Kennedy, Pat Scott, Steve Scott, Geoff Sykes

Apologies: Lyn Gadd, Chris Munton, Emma Stewart

Agenda Item	Update from last Meeting	Resp
Standing Items		
1. Minutes of last meeting (6/9/21)	Approved	
2. Finance		
2.1 Overall Position – current and deposit	Paypal: £4471.08 Current: £3068.97 Subscriptions: £4412.32 Deposit: £12,000.31 Float: £20 Embroidery for Academy £205 Total: £24,177.68	
	Significant payments still to be paid:	
	November -Liability Insurance	WK/SS
	Add to Annual Reminder list to get quotes	LG
	Other Commitments	
	Castre Tickets £1, 512	
	Academy Donations: £250 + £100	
	Women's Bursaries: £2,500	
	Subscriptions 2022/23: £1,145	
	Subscriptions 2023/24: £50	
	Subscriptions 2024/25 £15	
	Total Commitment £5,572	
	Working Capital: £10,000	
	Surplus £8605.60	
	Increase in Surplus from last meeting: £1915.07	

2.2 Future of/Managing Paypal Account	Some funds need to be left to cover webhosting (£500 pa +/-) Bal to be transferred regularly into Current acc. WK to advise Members at the AGM Members to be discouraged from repeat subs on Pay Pal – to be removed as an option from the Website	DF WK DF
3. Membership	Members 2021/22 1098(118 Increase from last meeting) Paid Up 2021/2: 881 To Renew 2021/22 217 Paid for 2 years: 229 Paid for 3 years: 10 Paid for 4 years: 3	
4. Social Media Update 4.1 Website – photos from away games	Twitter and Facebook to request photos from away games – let’s see what we get then decide how to manage	PG GS
4.2 Mailer	Ok	
4.3 Twitter	2040 Follows – increase of 50	
4.4 Instagram	273 Follows – increase of 51	
4.5 Facebook	Approx. 2000 Follows	
4.6 Quins digital Programme	A piece on previous Caste Trips – info/ photos to be requested via Mailer and Social Media then sent to WK	PG SC DF
4.7 Social Media Whatsapp	Working fine – no need to keep this item on the agenda	
5. Merchandise 5.1 Existing 5.2 New	Beers Carrier format sorted – to be ordered Poppies – Poss More for Sarries ? Nothing proposed SC checking other Clubs – suggestions welcome	SC SC SC
6. LGBTQ+ Supporters Association	Meeting same time as ours – AB to catch up and report back if any relevant info	AB
7. Events 7.1 General 7.2 Xmas do after Cardiff game	Away games at The Patch Booked Cardiff game 1pm KO (what time will bars open) can we do something for visiting fans? Twickenham will be busy , just before Xmas and other European Games on WK to investigate whether we might use the Honours Bar for a Quinssa Xmas event – all members . ?	WK WK

	If not alternatives will be considered	
Bought Forward from previous meetings		
8.1 2021 AGM including awards	<p>We have access from 6pm Doors open 630 Meeting at 7 Billy Millard 730</p> <p>Awards to be announced Special award for Media to be presented to BM Others to be given to BM with a request to get photos , videos of the presentation to players</p>	<p>GS GS GS</p>
8.2 Outside Stand	<p>Positive feedback , stay there whilst practical</p> <p>WK to get rechargeable light</p> <p>Stand is busier and 2 more should be allocated , but possibly only do 45 mins each to give chance for others to get a drink etc</p>	<p>WK LG</p>
8.3 Coaches to away games	<p>Westbus keen , Prices discussed and agreed WK to draft letter for Mailer</p>	<p>WK</p>
8.4 Women's Team and Social Media	<p>Luca from Womens side not producing any info PG to chase again before we decide</p>	<p>PG</p>
8.5 Song book event – further action	<p>Updating songbook for Castre event at The Patch PG</p>	<p>PG</p>
8.6 Quinssa Aims for 2021/22 including Financial aims	<p>Committee opinion is that these should be used as a point of reference for Committee Members , but it is not necessary to publish in full on the website</p> <p>The Chapter headings should be on the website as Committee Aims</p> <p>The document was broadly accepted with a few amendments to be done by JH and KC and then to be re issued to Committee Members</p> <p>DF to update Website</p>	<p>JH, KC KC</p>
8.7 HQ Drummer	<p>Passed back to Club – to be removed from agenda</p>	<p>SC</p>

8.8 Plaque for Seb	SC had a Conversation with Laurie , everyone is keen to have something ,but not a priority Liz to have a meeting soon and progress the request	
New Items		
9.1 Badges	Scott is doing new designs and will issue - PS suggested Magenta / white – Committee agreed	SC
9.2 Access to bank accounts	Committee agreed that the Membership Sec should have access to the Bank Account to check incoming Membership Payments	PS
9.3 Overseas members	Same as Uk Based , Paypal to be suggested as a payment method , extra money to be collected if badges are to be posted	
10. Date and Venue of next meeting	27 th November before London Irish game – in the Trustee Bar(New name for the Wakefield Room) at 11am LG to book and produce agenda	LG

Annual Reminders

September:	<p>AGM New bank mandates and passwords etc. First Committee Meeting – Review Aims for previous year Agree Aims for current year Seb Adiniran-Olule birthday 25th October Discuss items for Christmas Merchandising Review Quinssa Survey Get Quotes for Liability Insurance due 1st Nov</p>
November	<p>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 21st January (his birthday)</p>
January:	<p>Decide at which point new memberships are for the whole of the following year Liaise with Quins re Seb Adiniran-Olule recognition</p>
March:	<p>Tables at Players Awards dinner Agree date and organise end/start of season dinner</p>
May	<p>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</p>