

SANAC 19 “Brighton Rocks Recovery”

Committee meeting minutes	01-06-2019 11.00	Pavilions Richmond House Richmond Road Brighton BN2 3FT	
Chair of the meeting:	Hayley T	The meeting was started with a moments silence	
Reading of 12 Concepts:	Ronnie E-H		
Agenda items for meeting:	<ul style="list-style-type: none"> • Moments silence • 12 Concepts • Introductions/apologies • Approval of last meeting minutes • Opening treasury balance • Positions vacant • Venue update • Subcommittee reports <ul style="list-style-type: none"> - Treasury - Registration - Programmes - Hospitality - Arts & Graphics - Merchandise - Stewarding - Fundraising • AOB • Request for funds • Closing treasury balance 		

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	<ul style="list-style-type: none"> Next meeting date 		
Those present:	<div> <div>Hayley T</div> <div>Zoe Y</div> <div>Barry K</div> <div>John B</div> <div>Marc S</div> <div>Ronnie E-H</div> <div>Ricky H</div> <div>Phil T</div> <div>Nick S</div> <div>Suzanne S-B</div> <div>Zoe M</div> <div>Martin T</div> <div>Callum P</div> <div>Sacha W</div> </div> <div> <div>-Convention Chair</div> <div>-Secretary</div> <div>-Treasury Chair</div> <div>-Vice Treasurer</div> <div>-Programming Chair</div> <div>-Vice programming Chair</div> <div>-Chair Merchandise</div> <div>-Vice Merchandise</div> <div>-Stewarding Chair</div> <div>-Arts & graphics</div> <div>-Committee Tea Person</div> </div>		
Apologies:	<div> <div>Peter W</div> <div>Neil P</div> <div>Jodie R</div> </div> <div> <div>-Vic Chair</div> <div>-Registration Chair</div> <div>-Hospitality Chair</div> </div>		
Approval of last meetings minutes:	Ronnie E-H		
Opening treasury balance:	£4,305.34		
Positions vacant:	<ul style="list-style-type: none"> Vice minute secretary Fundraising Chair 		

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Venue update:	<p>We agreed that we would pay the balance of the venue including the payment for the bedrooms.</p>	<p>This is a total off £4,100</p>	<p>-Hayley to double check the venue final bill is correct</p> <p>-Hayley to enquire how many discounted rooms are left</p> <p>-Hayley to also ask if they need the names of the people staying in the bedrooms</p>
Treasury:	<p>The £1000 from area has been banked and is included in the balance.</p> <p>We will continue to use the current SANAC account with support from previous/current signatories.</p>	<p>It was confirmed that John B is not included in the signatories.</p>	
Registration:	<p>We have received more pre-registrations since the last meeting.</p> <p>Neil has obtained the quote for the lanyards, this have been quoted at 90p per lanyard.</p> <p>The committee will be using tablets for the pre-registration.</p> <p>Newcomer donation buckets will be placed by the registration desk.</p>	<p>We voted that our cut off point for pre-registration will be the 1st July.</p> <p>Main shares & workshops to be included on the program. Marc, Neil Suzanne will liaise with re this.</p>	<p>-Neil to add this to the website and FB page - Can everyone announce this in meetings</p>

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Programmes:	<p>All the main shares have now been confirmed.</p> <p>The committee have made the decision to take out one of the workshops, to ensure everything else can be included.</p> <p>The committee are aiming to have the final program ready to be printed early June, this will also be uploaded on to the Sussex NA website and the convention FB page.</p> <p style="text-align: right;">Drop down 12 & 12 Reading cards</p>	<p>The program includes the following:</p> <ul style="list-style-type: none"> - Marathon meetings - Themed - Main meetings - Workshops - Yoga - Meditation - Dance - Raffle - Silent auction - Area recognition - Clean time count down <p>-Martin has these -Phil is getting these</p>	
Hospitality:	<p>No update for this meeting, all in hand and many accommodations options have been uploaded on to the convention FB page and the Sussex NA website.</p>	<p>Hotel bedroom discount code: NA7</p>	
Arts & Graphics:	<p>We discussed the banner for the silent auction.</p> <p>Suggested options: Our flyer placed on material so that everyone attending the convention can sign.</p>		<p>-Suzanne to obtain a quote for the banner for the top table 5 foot.</p> <p>-Suzanne to look into options for the canvas/banner for members to sign and also obtain a quotes for these.</p>

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	<p>Our NA starling logo printed on framed canvases and again members can sign.</p> <p>We also discussed having a SANAC banner for the top table which we can also auction.</p>		
Merchandise:	<p>The following has now been ordered.</p> <ul style="list-style-type: none"> - 15 – Female T-shirts - 10 - Caps - 25 - Magnets <p>The committee also need to order literature for the weekend from UKSO.</p>	<p><u>Committee funds:</u></p> <p>The committee were initially given £550 to purchase items to support us in raising funds for the convention.</p> <p>Opening balance - £388.25 Closing balance - £415.25</p> <p>The outstanding balance of £98.75 for the new merchandise will need to be paid for out of the above funds, along with the purchase of the rocks.</p>	
Stewarding:	<p>We discussed the importance of ensuring that all stewards are predominantly NA members.</p> <p>Nick has 12 T-shirts for the stewards to wear.</p>	<p>Nick to start a list of confirmed stewards for the weekend, to include some female members.</p>	<p>-Nick to confirm names of his committee that are available to steward on the day.</p>

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Fundraising:	We will not be holding any more fundraising events for the convention.	Neil has received his deposit back from the fundraising unity day.	
The Convention:	<p>PA System has been booked – total cost = £624.00</p> <p>DJ - confirmed and will play all evening</p> <p>Raffle - We had previously discussed the importance of having an attractive table of prizes at the convention for the raffle, and the possibility of purchasing a star prize.</p> <p>Slide show – to close the convention</p> <p>Flower – top table display and bouquet for the venue</p>	<p>-Deposit of £157 has been paid. We will pay the remaining balance after the event.</p> <p>-Please can we all start asking for donations of raffle prizes and see what we have nearer the convention so we can discuss what else we need to purchase.</p> <p>-Suzanne will look into this and Ricky has a projector we can use.</p> <p>-Jodie & Zoe Y to do</p>	
AOB:	We discussed the actions from the previous meeting to decide on whether we would be offering members in the detox centres across Sussex a discounted rate.	We discussed and voted that we would send out the convention flyers and let go off making the decision on a reduction for members	-Hayley will contact the rehabs in Sussex to inform them that we are having a convention.

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		<p>in detox and that everyone will expected to pay to registration fee.</p> <p>We have a newcomer donation pot for new comers attending who do not have the funds to pay for their registration.</p>	
Request for funds:	<p>PA System deposit</p> <p>Hayley</p> <p>Ronnie</p> <p>Tea</p>	<p>-£157.00</p> <p>-£16</p> <p>-£7.00</p> <p>-£1.20</p>	
Closing treasury balance:	£4.146.47		-Barry will attend the next area.
Next meeting date:	Saturday 22nd June 11.00	<p>Pavilions</p> <p>Richmond House</p> <p>Richmond Road</p> <p>Brighton</p> <p>BN2 3FT</p>	-We will start to have our meetings weekly from this date