

## SANAC 19 “Brighton Rocks Recovery”

<b>Committee meeting minutes</b>	<b>01-12-2018 11.00</b>	<b>Pavilions Richmond House Richmond Road Brighton BN2 3FT</b>	
<b>Those present:</b>	Peter W Zoe Y Barry K John B Neil P Marc S Ricky H Phil T Suzanne S-B Nick S Steve B Ronnie E-H	-Vice Chair -Secretary -Convention Treasurer -Vice Treasurer -Registration Chair -Programming Chair -Chair Merchandise -Vice Merchandise -Arts and Graphics -Stewarding Chair -Committee Tea Person -Vice programming Chair (voted in)	
<b>Apologies:</b>	Hayley T Jodie R Luke H Michelle F	-Convention Chair -Hospitality Chair -Fundraising Chair -Area Vice Chair	
<b>Chair of the meeting:</b>	Peter W	The meeting was started with a moments silence	
<b>Agenda items for meeting:</b>	<ul style="list-style-type: none"> <li>• 12 Concepts</li> <li>• Approval of last meeting minutes</li> <li>• Opening treasury balance</li> </ul>		

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	<ul style="list-style-type: none"> <li>• Positions vacant</li> <li>• Subcommittee reports</li> <li>• AOB</li> <li>• Items for next meeting agenda</li> <li>• Closing treasury balance</li> </ul>		
<b>Reading of 12 Concepts:</b>	Ronnie E-H		
<b>Approval of last meetings minutes:</b>	Ricky H		
<b>Opening treasury balance:</b>	£3.31	Zoe Y has £2.13 of this	- Zoe Y to bring to the next meeting
<b>Positions vacant:</b>	<ul style="list-style-type: none"> <li>• Vice minute secretary</li> <li>• Subcommittees (there are still many positions available within each subcommittees)</li> </ul>	<p>No one put their self forward for this position</p> <p><b>Programming Vice Chair:</b></p> <ul style="list-style-type: none"> <li>- Put forward: Ronnie E-H</li> <li>- Seconded: Ricky H</li> <li>- Ronnie E-H was unanimously voted in</li> </ul>	<ul style="list-style-type: none"> <li>- Carry over</li> <li>- Can all subcommittee chairs mention that your subcommittee also has service positions available when announcing the convention and the convention meetings in meetings</li> </ul>
<b>Venue update/contact:</b>	<ul style="list-style-type: none"> <li>• The Holiday Inn is confirmed 19<sup>th</sup> – 21<sup>st</sup> July 2019</li> </ul>	We discussed the possible need for us to have our own insurance for this event, to ensure we are covered for any damages that may happen, as will we also need to hire some equipment	<ul style="list-style-type: none"> <li>- Hayley T - to request confirmation via email that no insurance is required, and to ask what is covered with their insurance</li> <li>- Hayley T – To confirm if they can offer us the 2 further discounted rooms</li> </ul>
<b>Treasury:</b>	<ul style="list-style-type: none"> <li>• We now have the bank account, including the cheque book</li> </ul>	<ul style="list-style-type: none"> <li>- John B was ratified at area last month as vice treasury</li> </ul>	<ul style="list-style-type: none"> <li>- Barry K to be ratified at this month's ASC</li> </ul>

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		<ul style="list-style-type: none"> <li>- The old signatories are still on the account</li> <li>- The money that was in the account has been transferred back to area</li> </ul>	<ul style="list-style-type: none"> <li>- Barry K to remove signatories and add himself, John B &amp; Hayley T</li> <li>- To re request the £1000 from area for the SANAC account, as it now has a £0 balance</li> </ul>
<b>Registration:</b>	<ul style="list-style-type: none"> <li>• The committee are now taking pre-registration</li> <li>• Discounted bedrooms</li> </ul>	<p>People can now pre-register using BAC's, PayPal is nearly up and running</p> <p>Will go to people who are preregistering on a first come first serve basis, as previously agreed</p> <p>We discussed the printing of lanyards program ect, Registration and Programming committee will liaise with each other re this</p>	<ul style="list-style-type: none"> <li>- Suzanne S-B to send flyer programme file to Neil P</li> <li>- Neil P to add to the websites &amp; FB page</li> <li>- Neil P to finalise PayPal account</li> </ul>
<b>Programmes:</b>	<ul style="list-style-type: none"> <li>• Marc S has been proactive in asking people to share over the weekend</li> <li>• Marc will finalise the program a few months prior to the convention, and liaise with registration re printing of programmes/lanyards ect</li> </ul>	<p>We discussed including the following in to the weekend:</p> <ul style="list-style-type: none"> <li>- Women's meeting</li> <li>- Men's meeting</li> <li>- LGBT meeting</li> </ul>	
<b>Hospitality:</b>	Not present	No updates required at this stage of planning the event	
<b>Arts &amp; Graphics:</b>	<ul style="list-style-type: none"> <li>• The flyer is now complete</li> <li>• We will have this printed in the new year:</li> </ul>	<p><b>Printing:</b></p> <ul style="list-style-type: none"> <li>- 2000</li> <li>- A5</li> <li>- Double sided</li> </ul>	

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	<ul style="list-style-type: none"> <li>Costing £60 with Route1print.co.uk</li> </ul>	- 250gm	
<b>Merchandise:</b>	<ul style="list-style-type: none"> <li>The committee have looked into t-shirt options, rocks &amp; other merchandise for the event</li> </ul>	It looks like the budget will increase to nearly £1000 to ensure they get a good variety of merchandise to sell over the weekend	<ul style="list-style-type: none"> <li>Phil T to request a name change on the convention committee UKSO account</li> <li>Committee to also look into having some cups printed with the flyer on</li> </ul>
<b>Stewarding:</b>	<ul style="list-style-type: none"> <li>Nick S obtained a quote for some t-shirts for the weekend</li> </ul>	We discussed that we would prefer the stewarding t-shirts to be red to ensure they stand out	<ul style="list-style-type: none"> <li>Nick S to request some additional quotes</li> </ul>
<b>Fundraising:</b>	<ul style="list-style-type: none"> <li>Sponsored walk</li> <li>The raffle, auction and banner for attendees to sign falls under fundraising</li> </ul>	<p>We discussed this fundraiser being a committee event and for those who are not able to join in the walk to be part off, it was agreed that members that are not able to complete the walk can ask to be sponsored on behalf of the committee</p> <p>All walkers will be meeting at Whitecliff café Saltdean at 11.00 and will be joined by the rest of the committee at Saltdean carvery to celebrate the success of this fundraiser</p> <p>We discussed that we would like to raffle prizes to look attractive for those purchasing tickets</p>	<ul style="list-style-type: none"> <li>All sponsorship money can be transferred directly into the SANAC bank account, either by BAC's or going into Lloyds bank</li> <li>Barry K to post the bank details on the SANAC what's app group (completed)</li> <li>Please can all convention committee member and subcommittee members announce that we are looking</li> </ul>

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			for donations for auction and raffle prizes
<b>Committee budgets, so far:</b>	<ul style="list-style-type: none"> <li>• £60.00 - Arts &amp; Graphics</li> <li>• £1000.00 - Merchandise</li> <li>• TBC – stewarding</li> <li>• TBC – Programing</li> </ul>	-Flyers -T-shirts, Rocks, cups ect	
<b>Agenda for next meeting agenda:</b>	<ul style="list-style-type: none"> <li>• Moments silence</li> <li>• 12 Concepts</li> <li>• Introductions/apologies</li> <li>• Approval of last meeting minutes</li> <li>• Opening treasury balance</li> <li>• Positions vacant</li> <li>• Venue update</li> <li>• Treasury</li> <li>• Subcommittee reports</li> <li>• AOB</li> <li>• Closing treasury balance</li> <li>• Next meeting date</li> </ul>		
<b>Closing treasury balance:</b>	£17.06	Treasury has all details of incomings and outgoings	Hayley T to request the following from ACS: <ul style="list-style-type: none"> <li>- £1000 for the SANAC account</li> <li>- NA local service guide</li> </ul>
<b>Next meeting date:</b>	15 <sup>st</sup> December 2018 11.00	Pavilions Richmond House Richmond Road Brighton BN2 3FT	We decided as a committee that we will not hold a meeting on 29 <sup>th</sup> Dec and that we will meet again on 12 <sup>th</sup> January 2019