

SANAC 19 “Brighton Rocks Recovery”

Committee meeting minutes	03-11-2018 11.00	Pavilions Richmond House Richmond Road Brighton BN2 3FT	
Those present:	<ol style="list-style-type: none"> 1. Hayley T 2. Zoe Y 3. Barry K 4. John B 5. Marc S 6. Neil P 7. Ricky H 8. Phil T 9. Suzanne S-B 10. Jodie R 11. Nick S 12. Luke H 13. Martin T 14. Tom J 15. Sophie M 16. Andy E 17. Steve B 18. Peter W 	<ul style="list-style-type: none"> - Convention Chair - Secretary - Convention Treasurer - Vice Treasurer - Programming Chair - Registration Chair - Chair Merchandise - Vice Merchandise - Arts and Graphics - Hospitality Chair - Stewarding Chair 	
Apologies:	None		
Chair of the meeting:	Hayley T		
Agenda items for meeting:	<ul style="list-style-type: none"> • 12 Concepts • Approval of last meeting minutes 		

SANAC 19 “Brighton Rocks Recovery”

	<ul style="list-style-type: none"> • Opening treasury balance • Positions vacant • Venue update/contact • Theme • Flyer • Registration • AOB • Items for next meeting agenda • Closing treasury balance • Next meeting date 		
Reading of 12 Concepts:	Martin T		
Approval of last meetings minutes:	Phil T		
Opening treasury balance:	£5.35		
Positions vacant:	<ul style="list-style-type: none"> • Vice Convention Chairperson • Fundraising • Committee Tea Person, (As discussed by committee) 	<p>Vice Convention Chairperson:</p> <ul style="list-style-type: none"> - Put forward: Peter W - Seconded by: Barry K - Peter W was unanimously voted in <p>Fundraising:</p> <ul style="list-style-type: none"> - Put forward: Luke H - Seconded: Marc S - Luke H was unanimously voted in <p>Committee Tea Person:</p> <ul style="list-style-type: none"> - Put forward: Steve B - Seconded by: Ricky H - Steve B was unanimously voted in 	

SANAC 19 “Brighton Rocks Recovery”

	<ul style="list-style-type: none"> Vice minute secretary 	Vice Minute secretary: <ul style="list-style-type: none"> Still vacant 	Carry over to next meeting
Venue update/contract:	<p>All committee members were provided with the first contract draft, which all were happy with.</p> <p>We discussed the following requests to be made to the venue prior to signing the final contract.</p>	<ul style="list-style-type: none"> 19th start time 15.00/committee to be approved access from 14.00 21st finish time 15.00/committee to be approved exit time off 16.00 To check to venue coffee shop has capacity to cater for the high flow of members that will be attending To request 2 complementary bedrooms, which we can provide to those carrying our service who are traveling a long way To Confirm signatories Hayley T & Peter W for contract 	Actions: <ul style="list-style-type: none"> Zoe Y to email hotel event’s organiser re requests (Completed, awaiting reply) Final contract to then be sent to Hayley T & Peter W for signing This need to be returned to the hotel by Friday 16th Nov 16.00 to secure booking
Theme:	The committee discussed different options for the theme of the convention, and 3 were put forward.	<ul style="list-style-type: none"> “Serenity by the sea” was voted in unanimously by the committee. 	
Flyer:	<p>Suzanne S-B showed us the different ideas she has been putting together.</p> <p>The committee discussed having the rock idea threaded through the convention, but not to add in to the flyers.</p>	<ul style="list-style-type: none"> Dates Times Venue details Contact numbers Web addresses 	Actions: <ul style="list-style-type: none"> Suzanne S-B to complete and bring to next meeting. Zoe Y to request a quote from another fellow member for printing. (Complete, awaiting quote).

SANAC 19 “Brighton Rocks Recovery”

	We decided to go for the postcard style option, with the back of the postcard to display the following details.		
Registration:	<p>Neil P updated us on his progress to date. Neil P has also set up a convention enquires email and has an allocated pre-registration phone number to be shared between to pre-registration committee.</p> <p>All pre-registration enquiries will be provided a ref No. to use for a BAC's transfer, we will also accept cash for pre reg. Information also provided how to give a newcomer donation.</p> <p>We discussed the possibility of using a portal/booking link as well, so we can capture a wider audience for pre-registration.</p>	<ul style="list-style-type: none"> - convention@sussexna.org - 07938 731577 - The first people to pre-register will be prided with the hotel bedroom discount cade. 	<p>Actions:</p> <ul style="list-style-type: none"> - Neil P to meet with Peter W to discuss the possible Portal/booking link. - Neil P to give Hayley T, Peter W & Jodie R access to the convention enquires email, along with members of the pre-registration committee.
<p>AOB:</p> <ul style="list-style-type: none"> - Treasury/Bank account 	Barry K is not able to attend the ASC this month to be ratified.		<p>Actions:</p> <ul style="list-style-type: none"> - John B to be ratified at this month's ASC. - Job B to collect bank details and cheque book from current holder

SANAC 19 “Brighton Rocks Recovery”

<ul style="list-style-type: none"> - Budgets: - Programing: 	<p>We discussed the importance of ensuring we were aware off the convention outlay, to ensure we remain within budget and fundraise accordingly.</p> <p>Marc S run us through his ideas for the convention, which we were all happy with.</p>		<ul style="list-style-type: none"> - Hayley T, Barry K & Jon B to be the signatories of the SANAC bank account. - All subcommittees to plan a budget and bring back to the next meeting.
Items for next meeting agenda:	<ul style="list-style-type: none"> • 12 Concepts • Approval of last meeting minutes • Opening treasury balance • Positions vacant • Venue update/contact • Flyer & Quotes • Bank details update • Committee budgets • Registration updates • AOB • Items for next meeting agenda • Closing treasury balance • Next meeting date 		
Closing treasury balance:	£1.18	- Treasurer has all details of incomings and outgoings.	
Next meeting date:	17 th November 18 11.00	Pavilions Richmond House Richmond Road	

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