

## SANAC 19 “Brighton Rocks Recovery”

<b>Committee meeting minutes</b>	<b>05-04-2019 11.00</b>	<b>Pavilions Richmond House Richmond Road Brighton BN2 3FT</b>	
<b>Chair of the meeting:</b>	<b>Peter W</b>	The meeting was started with a moments silence	
<b>Reading of 12 Concepts:</b>	<b>Callum</b>		
<b>Agenda items for meeting:</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>• Subcommittee reports               <ul style="list-style-type: none"> <li>- Treasury</li> <li>- Registration</li> <li>- Programmes</li> <li>- Hospitality</li> <li>- Arts &amp; Graphics</li> <li>- Merchandise</li> <li>- Stewarding</li> <li>- Fundraising</li> </ul> </li> <li>• AOB               <ul style="list-style-type: none"> <li>- Fundraiser on 11<sup>th</sup> May</li> </ul> </li> <li>• Request for funds</li> </ul>		

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	<ul style="list-style-type: none"> <li>Closing treasury balance</li> <li>Next meeting date</li> </ul>		
<b>Those present:</b>	<div> <div>Peter W</div> <div>Zoe Y</div> <div>Jodie R</div> <div>John B</div> <div>Marc S</div> <div>Ricky H</div> <div>Phil T</div> <div>Nick S</div> <div>Martin T</div> <div>Callum P</div> <div>Suzanne S-B</div> </div>	<div> <div>-Vic Chair</div> <div>-Secretary</div> <div>-Hospitality Chair</div> <div>-Vice Treasurer</div> <div>-Programming Chair</div> <div>-Chair Merchandise</div> <div>-Vice Merchandise</div> <div>-Stewarding Chair</div> </div>	
<b>Apologies:</b>	<div> <div>Hayley T</div> <div>Barry K</div> <div>Neil P</div> <div>Ronnie E-H</div> <div>Zoe M</div> </div>	<div> <div>-Convention Chair</div> <div>-Treasury Chair</div> <div>-Registration Chair</div> <div>-Vice programming Chair</div> <div>-Committee Tea Person</div> </div>	
<b>Approval of last meetings minutes:</b>	John B		
<b>Opening treasury balance:</b>	£2,832.34		
<b>Positions vacant:</b>	<ul style="list-style-type: none"> <li>Vice minute secretary</li> <li>Fundraising Chair</li> </ul>		

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	<ul style="list-style-type: none"> <li>Arts and Graphic</li> </ul>	Suzanne put herself forward for this position, this was seconded by Peter W and the committee voted Suzanne in.	
<b>Venue update:</b>	<p>Neil has obtained a quote for the required PA hire for the weekend. £624.00</p> <p>Martin has large drop down 12 &amp; 12 for us to display at the convention.</p>	<p>We agreed that we will proceed with this and the deposit of £156.00 to be requested at our next committee meeting to secure.</p> <p>Outstanding balance for the PA system is due 1 week prior to the convention.</p>	-Zoe to save all invoices with the committees documents.
<b>Treasury:</b>	<p>Nothing to report from the last meeting.</p> <p>We will continue to use the current SANAC account with support from previous/current signatories.</p>		-Hayley to update this at area.
<b>Registration:</b>	<p>No addition pre registrations. Reported from Neil from our previous meeting.</p> <p>The committee may now have a vice chair, and Neil will update us at our next meeting.</p>	Martin T will promote at our fundraiser on the 11 <sup>th</sup> .	-Please can the whole committee announce in the meetings they attend, that pre-registration is open and that the whole committee can take payments for this.

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	Neil will plan when he needs to order required merchandise for registration.		
<b>Programmes:</b>	<p>All the main shares have now been confirmed.</p> <p>The committee are now working on a timetable of which members will secretary the meetings.</p> <p>They are discussing workshop ideas, and have a few ideas they are exploring.</p> <p>Once this is confirmed they will be ready to complete the convention program, which can then be uploaded on to the Sussex NA website and FB page.</p> <p>We discussed whether we will have a raffle and an action.</p>	<p>The program will include the following:</p> <ul style="list-style-type: none"> <li>- Marathon meetings - Themed</li> <li>- Main meetings</li> <li>- Workshops</li> <li>- Yoga</li> <li>- Meditation</li> <li>- Dance</li> <li>- Raffle Auction</li> <li>- Area recognition</li> <li>- Clean time count down</li> </ul> <p>We agreed that we would hold a raffle and a silent auction.</p>	
<b>Hospitality:</b>	<p>Neil has added several accommodation option links to both the Sussex NA website and our convention FB page.</p> <p>These have included:</p> <ul style="list-style-type: none"> <li>- Budget hotels</li> <li>- Hostels</li> <li>- Luxury hotels</li> </ul>	Hotel bedroom discount code: NA7	

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	Jodie has the phone up and running should anyone one wish to contact the registration committee for advice.		
<b>Arts &amp; Graphics:</b>	<p>The new convention flyers have now been printed for us to take to distribute.</p> <p>The fundraiser flyers have also been designed and printed.</p>		-Please can we all continue to announce the fundraiser in meetings and distribute the flyers.
<b>Merchandise:</b>	<p>The committee have explored purchasing some additional merchandise, this has included women’s T-shirts which will have a different design to the ones we have, and also some additional caps in the same design.</p> <ul style="list-style-type: none"> <li>- 15 - T-shirts</li> <li>- 10 - Caps</li> <li>- 25 - Magnets</li> </ul> <p>The quote for the new merchandise is £198.75</p>	<p>We now have the following for members to purchase.</p> <ul style="list-style-type: none"> <li>- T-shirts</li> <li>- Caps</li> <li>- Cups</li> <li>- Fridge magnets</li> </ul> <p>The committee to sell merchandise at our fundraiser on the 11<sup>th</sup> May.</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 -£403.25 Closing balance -£436.25</p>	-Neil to request a quote for some keyrings for the event, this will be the starling NA design

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<b>Stewarding:</b>	<p>The T-shirts have now been printed and showed to the committee.</p> <p>Nick has 6 male volunteers and 1 female to steward over the weekend</p>	<p>Nick will now focus on confirming some female members to support the committee.</p>	
<b>Fundraising:</b>	<p>Prize draw was held today.</p> <p>Fundraising event 11<sup>th</sup> May.</p> <p>Ricky will pick the keys up on Wednesday and will arrange when we need to hand the keys back, he will also pay the money to them.</p> <p>The event will be held from 2.30 – 9.00</p> <p>Entry payments which will include entry, food and quiz:            -£7 Waged            -£5 Unwaged</p> <p>We discussed who will be doing what on the day.</p> <p style="text-align: right;"><u>Service to be covered:</u> Entry payments</p>	<p>Winning ticket number was 0283 and the winner has been informed.</p> <p>We have the Hanover centre May 11<sup>th</sup> 1.00 – 9.pm</p> <p>Deposit paid = £30            Payment remaining = £126.00</p> <p><u>Service agreed:</u>            -Martin T &amp; Suzanne</p>	<p>-We will need to update the hotel on who will be staying in the room.</p>

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	<p>Pre-registration Meeting - 3.30 Food &amp; drinks - 5.00 Quiz - 7.00 Merchandise Raffle</p> <p>We will sell drinks and cakes separately, along with holding a raffle to raise extra funds.</p>	<p>-Martin T -Hayley/Nick -Zoe, Zoe, Jodie &amp; Callum -Tom J - 7.00 -Merchandise committee -Ricky</p> <p>-Committee members to arrive just before 2.00 -Parking reserved for committee members -The committee to bring all donated raffle prizes to the event. -Quiz prize will be a convention fridge magnet for each of the winning team.</p>	<p>-Phil to ask Area literature person if we can have some keyrings for the meeting.</p>
<b>AOB:</b>	Request from area at ASC	Peter and Phil will attend this month's area to represent the committee.	-3 sets of reading cards.
<b>Request for funds:</b>	<p>Travel - Martin Food for fundraiser - Zoe Venue payment - Ricky</p>	<p>-£ 16.00 -£ 150.00 -£126</p>	
<b>Closing treasury balance:</b>	£2,743.86		
<b>Next meeting date:</b>	Saturday 18 <sup>th</sup> May 11.00	<p>Pavilions Richmond House Richmond Road Brighton BN2 3FT</p>	