

SANAC 19 “Brighton Rocks Recovery”

Committee meeting minutes	06-04-2019 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:	Nick S		
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 <ul style="list-style-type: none"> - Fundraiser on 11th May • Request for funds 		

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	<ul style="list-style-type: none"> • Closing treasury balance • Next meeting date 		
Those present:	Hayley T Peter W Barry K Zoe Y John B Marc S Ricky H Phil T Nick S Zoe M Martin T Callum P Cliff	-Convention Chair -Vice Chair -Treasury Chair -Secretary -Vice Treasurer -Programming Chair -Chair Merchandise -Vice Merchandise -Stewarding Chair -Committee Tea Person	
Apologies:	Neil P Jodie R Ronnie E-H Suzanne S-B	-Registration Chair -Hospitality Chair -Vice programming Chair	
Approval of last meetings minutes:	Peter W		
Opening treasury balance:	£2,575.10		
Positions vacant:	<ul style="list-style-type: none"> • Vice minute secretary • Fundraising Chair • Arts and Graphic 		

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Venue update:	The programing committee attended the venue last week to support them in finalising the programme for the weekend – please see report below.	-A few of the committee will attend the venue nearer the time to ask questions such as moving of chairs, setting up for the dance ect and to check out the fire procedure directions.	-Zoe Y to re-circulate the venue contract with the minutes (Included with the minutes)
Treasury:	<p>The committee reflected that we as a committee are doing really well in terms of fundraising, which is reflected in our balance.</p> <p>It was agreed that we will now look into an alternative convention bank account due to long outstanding issue with Lloyds.</p>	<p>-Barry is now away for 3 weeks – John is taking over and has cash available ready for us to pay for things.</p> <p>-Please see actions</p>	<p>-Zoe Y to complete separate minutes to confirm that the committee give authorisation to the following members to open a committee bank account and send to the Treasury committee</p> <ul style="list-style-type: none"> - Barry - John B - Peter W <p>-Zoe Y to also send SANAC treasury guidelines to support the above</p> <p>-Barry K to take the above to the Metro Bank to make enquiries</p>

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	<p>It was discussed that we will need to have a room available for us to hold committee meetings and count cash ect.</p>	<p>-We will hold our meeting in the smaller convention room at set times.</p> <p>-We also have a room we can use to count cash ect over the weekend – although we will also ask the hotel if they have an alternative room we can use.</p>	
Registration:	<p>Neil has added the venue bedroom prices and discount code to the website and the convention FB page, along with the Hospitality chairs contact number for people to contact re alternative accommodation info.</p> <p>We discussed and agreed that we will sell pre-registration at the London convention.</p>		<p>-Hayley to speak to the registration committee to ask if their vice chair could possibly attend the committee meeting if the chair is not available to attend</p> <p>-Hayley to buy a receipt book and then we will hand over all details to the registration committee to add to the spreadsheet.</p>
Programmes:	<p>The committee attended the venue last week.</p>	<p>Mark brought the proposed timetable to the meeting with an outline of the meetings this includes:</p> <ul style="list-style-type: none"> - Marathon meetings - Themed - Main meetings - Workshops - Yoga - Meditation - Dance - Raffle Auction 	

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	<p>We discussed the importance of confirming a DJ for the Saturday eve.</p>	<ul style="list-style-type: none"> - Area recognition - Clean time count down <p>-Nick is unsure whether the DJ will be available.</p>	<p>-Peter to speak with fat Tony to ask if he is free to for the Saturday night</p>
Hospitality:	<p>Hotel bedroom discount code: NA7</p> <p>Jodie spoke to a couple of members re the alternative accommodation links going on the website.</p>	<p>-It was decided that we will discuss adding these nearer the convention.</p> <p>-The hospitality contact number has been re added to the website and our FB page.</p> <p>-If anyone contacts hospitality Jodie will discuss what they are looking for and provide details.</p>	
Arts & Graphics:	<p>The new convention flyers have now been printed for us to take to other conventions.</p> <p>We discussed that we will need a flyer designed for the convention fundraiser on the 11th May</p>	<p>-Please see AOB for addition info and actions re this.</p>	<p>-Peter to collect the flyers from Suzanne and take some to London convention</p>
Merchandise:	<p>Merchandise is selling well, we are also attending the F&E event today where we have a table to sell merchandise.</p>	<p>We now have the following to sell.</p> <ul style="list-style-type: none"> - T-shirts - Caps - Cups - Fridge magnets 	

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	<p>The merchandise committee will take some items to sell at the London convention.</p> <p>Committee closing balance:</p>	<p>-We will also be selling the prize draw tickets.</p> <p>-£173.25</p> <p>The committee have been given £550 from the treasurer so far and will keep a merchandise treasury report. The committee will now be self-sufficient, along with raising funds for the convention.</p>	
Stewarding:	<p>Nick has organised for the stewarding T-shirts to be printed.</p> <p>Nick is also making a list of people that are will to be o service for the stewarding over the weekend.</p>		
Fundraising:	<p>Fundraising event to be held on the 11th May,</p> <p>We discussed what the day will consist off and agreed that we will have the following with the doors being open between 2.30 – 9.00</p>	<p>We have booked the Hanover centre May 11th 1.00 – 9.pm</p> <p>Deposit paid = £30 Payment remaining = £126.00</p>	<p>-Zoe to ask Suzanne if she is available to design a flyer for the event (Done Suzanne is happy to support us with this)</p> <p>-Registration – Check if the committee are available on the 11th May to promote and allow people to pre-register</p>

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	<p>Entry payments which will include entry, food and quiz: -£7 Waged -£5 Unwaged</p> <p style="text-align: right;">Entry payments Meeting - 3.30 Food - 5.00 Quiz - 7.00 Merchandise</p> <p>We will sell drinks and cakes separately, along with holding a raffle.</p> <p>The prize draw will be held at our committee meeting on the 4th May</p>	<p>Service agreed:</p> <p>-Martin T -Hayley/Nick -Zoe, Zoe & Callum -Marc 7.00 -Merchandise committee</p>	<p>-Zoe to ask other members if they can donate some cakes for this fundraiser</p> <p>-Can the committee ask if anyone has any raffle prize donations</p> <p>-Please can all tickets sellers send Zoe Y the ticket numbers that have been sold along with the name and contact details of people who have brought them</p>
AOB:			
Request for funds:	Hayley Tea/coffee	-£ 16.00 -£ 6.00	
Closing treasury balance:	£2,604.38		

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Next meeting date:	Saturday 20 th April 11.00	Pavilions Richmond House Richmond Road Brighton BN2 3FT	
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