

SANAC 19 “Brighton Rocks Recovery”

Committee meeting minutes	06-07-2019 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:	Jodie R		
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 - Treasury - Registration - Programmes - Hospitality - Arts & Graphics - Merchandise - Stewarding - Fundraising • AOB 		

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	<ul style="list-style-type: none"> • Request for funds • Closing treasury balance • Next meeting date 		
Those present:	Hayley T -Convention Chair Peter W -Vice Chair Barry K -Treasury Chair John B -Vice Treasurer Jodie R -Hospitality Chair Ricky H -Merchandise Chair Phil T -Vice Merchandise Martin T -Vice Registration Chair Nick S -Stewarding Chair Zoe M -Committee Tea Person Callum P		
Apologies:	Zoe Y -Secretary Neil P -Registration Chair Ronnie E-H -Vice programming Chair Suzanne S-B -Arts & Graphics Mark S -Programming Chair		
Approval of last meetings minutes:	Barry K	Float amount should have read £400	
Opening treasury balance:	£436.31		
Positions vacant:	Convention too close for new positions		

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Venue update:	<p>Hayley has been in contact with the venue coordinator who is leaving her position</p> <p>She has sent in running order of the day to the hotel for them to plan the room logistics and cleaning etc</p> <p>Venue and two guest rooms are now paid</p> <p>Access is confirmed for 3pm</p>	<p><u>Items required for the weekend:</u></p> <ul style="list-style-type: none"> -PA system – Neil -DJ - Confirmed -Flowers – Table top and venue thank you 	<p>Hayley to clarify with hotel where registration desk will go</p>
Treasury:	<p>Of the opening balance of £436.31 amount of £368.80 is being held in cash</p> <p>F&E will advise how much they are advancing the Convention from the recent sponsored walk. This amount is to be paid back to ASC after the convention</p> <p>John B will hold the cash whilst Barry K is away next week</p>	<p><u>Items required for the weekend:</u></p> <ul style="list-style-type: none"> -Float -Petty cash tins -Accounts book 	

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<p>Registration:</p>	<p>Martin will get books for registration for the clean time countdown</p> <p>Clean time Countdown to be totalled up each day</p> <p>It was agreed that the charge for one day would be £10 and two days £20</p> <p>Discussion around obtaining members details for future emailings – need to request permission under GDPR compliance</p> <p>It was agreed that different coloured pens would be used to write on peoples lanyards to determine the days registered for :</p> <p>Black – All Weekend Blue – Sat/Sun Red – Sat Green – Sun</p>	<p><u>Items required for the weekend:</u></p> <ul style="list-style-type: none"> -Lanyards -Tablets & chargers -Card readers -Buckets 	
<p>Programmes:</p>	<p>F & E will be putting on a BBQ on Hove Lawns directly after the convention. It can be announced but F&E are to take responsibility for selling the tickets</p> <p>Armbands will be sold throughout the weekend for the BBQ for £5 which would get you 2 Hamburgers and a Cold Drink</p>	<p><u>Items required for the weekend:</u></p> <ul style="list-style-type: none"> -Drop down 12 & 12 – Martin -Reading cards – Phil organising -Pre-ambls -Clarity/press statement -Program -Marathon meeting agenda -Bottles of water 	

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Hospitality:	First person has come in looking for accommodation which Jodie has arranged. Jodie will hand the numbers over as required	<u>Items required for the weekend:</u> -Print out of alternative accommodation options -List of members with room in their homes	
Arts & Graphics:	Carry to next week	<u>Items required for the weekend:</u> -Table display banner -Banner to sign/marker pens -NA sign -Flowers	
Merchandise:	<p>Opening balance - £325.25</p> <p>Rock has been ordered and there will be a discount on original costs</p> <p>Purchases for Raffle : Basic Text Gift Edition JFT Gift Edition</p> <p>Merchandise sales proceeds to be kept separate from literature and accounted back to treasury after convention</p> <p>Asst merchandise order put together</p>	<u>Items required for the weekend:</u> -All convention merchandise -NA books etc -Petty cash tin -Books for countdown	Need to confirm whether ASC will provide literature on SOR

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Stewarding:	<p>Nick has 15 people committed to Stewarding</p> <p>Hayley to print and laminate signs</p>	<p><u>Items required for the weekend:</u></p> <p>- T-shirts</p>	
Fundraising:	<p>Hayley to take the lead on the raffle</p>	<p><u>Items required for the weekend:</u></p> <p>-Raffle prizes -Raffle ticket books -Silent auction format/sheets -Pens</p> <p>Prizes so far – Acupuncture Sessions</p> <ul style="list-style-type: none"> -2 Books -Yasmin Candles - Pictures - Size 10 Adidas 	<p>-Please can we all continue asking for donations of raffle prizes</p>
The Convention:	<p>PA System has been booked – total cost = £624.00</p> <p>DJ is confirmed and music style discussed. He will announce at Birmingham</p> <p>Tim C and Student will manage sound system and no one else to touch it</p>	<p>-Deposit of £157 has been paid. We will pay the remaining balance after the event.</p>	

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AOB:	Decided that no pot will be passed during meetings John B will handle treasury at next meeting	It was voted that we would let go off making the decision on a reduction for members in detox and that everyone will expected to pay to registration fee. We will have a newcomer donation pot for new comers attending who do not have the funds to pay for their registration	
Request for funds:	Hayley for travel reimbursement £16		
Closing treasury balance:	£439.66		
Next meeting date:	Saturday 13 July 11.00	Pavilions Richmond House Richmond Road Brighton BN2 3FT	