

Sussex Area NA
Proposed 2019 Convention meeting

Date: 06/10/2018 11.00pm. Venue: Pavilions

Those present: Michelle F (Vice Area Chair), Marc S (Programming Chair), Hayley T, Ricky H (Chair Merchandise), John B (Vice Treasurer), Neil P (Registration Chair), Nick S (Stewarding Chair), Neil P, Mark K, Phil T (Vice Merchandise, Leigh Anne F, Pavlos, Steve L, Barry K.

Apologies received: None.

Chair of meeting – Michelle F

Reading of 12 Concepts - Hayley T

Approval of last meetings minutes – Marc S

Agenda, (as agreed at the initial meeting):

- Positions vacant
 - Venue - Choice and location/ choice of calendar dates
 - Title and Convention theme
 - Preparation of report/presentation to ASC. (if appropriate)
 - Banking arrangements: 1) Request use of existing SANAC account/handover. 2) Apply to open new bank account
 - AOB
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Positions Vacant:

- Convention Chairperson
 - Vice Convention Chairperson
 - Arts and Graphics Chairperson
 - Hospitality Chair
 - Fundraising
 - Venue Liaison
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Convention Chairperson:

- Put forward: Hayley T
 - Seconded by: Ricky H
 - Service CV provided: Yes
 - Questions asked: Yes
 - Vote take: Yes, Hayley T was unanimously elected as Convention Chairperson
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Venue - Choice and location/ choice of calendar dates:

- The different quotes already obtained were explained by Neil P, and quotes had previously been distributed to all those present at the last meeting - (please see quotes attached).
- We agreed as a committee that the Holiday Inn sounds the most appropriate for the proposed convention, and it was suggested that 2 committee members would arranging a viewing and discuss further quotes ect.

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- It was agreed that Hayley T, Zoe Y and Steve L would arrange a time to go along to meet with the events manger as trusted servants of this committee. We would request to have the meeting on Saturday 13th October. Neil to email the Holiday Inn to introduce Zoe Y to arrange.
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We discussed points for the trusted servants to bring up at the meeting, these were:

- Rooms available - Friday eve large and smaller room - Saturday large and smaller room - Sunday large room
 - Accommodation - How many rooms will we be offered at the reduced rate?
 - Refreshments – Will we be offered a discount on teas & coffee's?
 - Food options for the event
 - Parking
 - Dance – Would a room be available for us to put on an NA recovery celebration dance
 - Payments – A break down on when payments would be required
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Convention Title, theme and date:

- We discussed a few ideas for the convention name, a couple of names were proposed and we voted on "Brighton Rocks Recovery" which was voted in unanimously.
 - We also discussed and agreed that the proposed date would be 31st May – 2nd June.
 - To discuss theme at next meeting.
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Preparation of report/presentation to ASC. (if appropriate)

- For this month's report for ASC, we will use the meeting minutes and discuss a report for the next ASC.
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Banking arrangements: 1) Request use of existing SANAC account/handover. 2) Apply to open new bank account:

We discussed using the SANAC bank account, although the 1 day convention may be using this at present. Mark put forward that we will request area to have a new bank account, this was seconded by Zoe and voted in.

To discuss bank name at ASC.

AOB:

Questions were asked re current service positions, the following positions were explained.

- Arts and Graphics
- Hospitality chair

Other things that were discussed, and to be discussed in more detail in the future.

- Pre-registration
 - Hotel discount codes to be given after registration
 - How many new comer tickets we will provide
 - Bucket for new comer contributions
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Treasury:

Opening balance £00.00

Closing balance £9.35

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Agenda items for next meeting:

- 12 Concepts
 - Opening treasury report
 - Venue update
 - Theme
 - Banking feedback from area
 - Discuss raising promoting on NA website
 - Costing of convention for attendees – day – weekend
 - Closing balance
 - Next meeting date
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Next meeting:

Saturday 20th October 2018 - 11.00

Pavilions Drug & Alcohol Services

Richmond House, Richmond Road, Brighton, BN2 3FT
