

Sussex Campout Committee Meeting Minutes

Date of meeting: Saturday 7th February 2026

Meeting began at: 12:00

Meeting ended at: 13:00

Meeting chaired by: Rachel

Minutes taken by: Hannah

- Chair welcomed all attendees
- Chair asked attendees to introduce themselves

Attendees

1. Rachel - Chair of Campout Committee
2. Donna S - Head of Merchandise
3. Donna D - Head of Registration
4. Karl - Head of Catering
5. Dani - Treasurer
6. Dave - Head of Entertainment
7. Charlotte - Head of Arts and Graphics
8. Michelle - Vice Treasurer
9. Hannah - Minutes Secretary
10. Tom - Here for service
11. Sam - Here for service

Apologies

1. Jenna - Vice Registration
2. Lauren - Head of Programming
3. Mark - Head of Tea (*at committee meetings*) and Head of Tuck Shop

Positions vacant

- Kids' Corner
- Bonfire/Wood Warden
- Vice Chair
- Vice Minutes Secretary
- Vice Catering
- Vice Tea (*at committee meetings*)
- Vice Tuck Shop
- Vice Merchandise
- Vice Programming
- Tech

Treasurer's Opening Balance: £121.12

Ratifications

- Tom put himself forwards for Vice Catering
- Tom gave an NA CV
- Tom was voted in as Vice Catering
- Sam put herself forwards for Vice Tea (*at committee meetings*) and Vice Tuck Shop
- Sam gave an NA CV
- Sam was voted in as Vice Tea (*at committee meetings*) and Vice Tuck Shop
- Rich put himself forwards for Tech
- Rich gave an NA CV
- Rich was voted in as Tech

Committee contributions

- Dave mentioned the committee paying £30 towards deposit that comes off of our final ticket price
- Dani has a spreadsheet of who has paid this already and reminded everyone it is optional and there's no pressure

Valentines Event

- Karl and Dave will be going to the event venue before - F&E have a meeting ending when event starts
- Dave mentioned speaking to venue regarding getting there before F&E to set up
- Karl and Donna D confirmed with F&E about set up
- Registration at fundraiser was discussed - Donna D has a book to write names of those attending and their clean time and petty cash change to exchange with committee for notes

- Charlotte mentioned budget for cake display, paper plates, cutlery, cake voting by numbers/names cake, trophies and prizes.
- Rach has raffle prizes

Registration

- Donna D said Mark has a phone we can use for registration and it would need £10 top-up
- Donna D said they have umbrella and table for registration
- Jenna doing consent forms
- Need paper for printing - Dani said she can print
- Registration budget looking around £20
- Dani questioned wristbands or lanyards with printout of day
- Rach mentioned having wristbands for kids where parents can write their phone number for safety
- Donna D mentioned having big A3 laminated poster of what's happening

Merchandise

- Donna S mentioned having 4 items of merch to keep it simple and cost effective
- All agreed

Ticket Pricing

- Karl said we should Name price today
- Dani stressed the importance of having everyone's budgets beforehand so we know how much to be charging.
- Dani asked for budgets to be ready for this meeting but many weren't, so this will be discussed over WhatsApp and confirmed at next meeting

Venue

- Dave phoning venue about marquees
- Tom looking for marquee budget
- Michelle has one from her wedding that is 9mx3m
- People will bring fold up camping chairs and we'll organise tables in food area coming (Karl able to get these from Manor Sports)

Catering

- Karl looking into gas
- Hannah has 2 x gazebos that can be used

Flyers/Marketing

- Karl and Charlotte getting quotes for 250/500 A5 double-sided
- Hannah mentioned Vistaprint having good deals
- Rich mentioned having a website
- Committee discussed being able to change the flyer on the Sussex NA and UK NA Events page whenever there are updates and that a website may not be necessary

Kids Corner

- Dani and Jenna are organising and will budget

Entertainment

- Dave budgeting Entertainment
- Hannah getting Silent Disco quote - around £200

Tradition 7

- Dani has put link in chat for Paypal and pot in person.

Actions between now and next meeting

- Add Tom, Sam and Rich to WhatsApp group
- All finalise budgets so we can confirm ticket prices
- Valentines Fundraiser will take place 14th Feb
- Speak to SAOC to get host key
- Book venue for next committee meeting

Business for next meeting

- All budgets discussed and confirm ticket prices
- Vote about if we want a website
- Discuss Glenn selling merchandise (20% of his profit is donated to us) - although he has a certificate to sell Merchandise with the NA logo from World Services, is the 80% profit he takes, not classed as "an outside enterprise"?

Treasurer's Closing Balance: £209.37

Treasurer's Report:

Date	08/02/2026
Opening balance	£121.12
Transactions	
Bank charges	-£4.25
Rent	-£12.00
Pot at meeting	£9.50
Pot in between meetings	£5.00
Prepay (committee)	£90.00
Deposit for campout venue	
Closing balance	£209.37

- Committee led out with Serenity Prayer

Next meeting

- **Date:** Saturday 7th March 2026
- **Time:** 12:00-13:00
- **In person:** The Crypt, St George's Church, St. George's Road, Brighton, Sussex, BN2 1ED
- **Online:** <https://us06web.zoom.us/j/91926610872?pwd=OTJTbFlkcktta0dPVnlaVWp3TnRkQT09#success>