

SANAC 19 “Brighton Rocks Recovery”

Committee meeting minutes	09-03-2019 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:	Suzanne S-B		
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 • Treasury • Subcommittee reports - Registration - Programmes - Hospitality - Arts & Graphics - Merchandise - Stewarding - Fundraising • AOB • Request for funds • Closing treasury balance • Next meeting date 		
Those present:	Hayley T Peter W	-Convention Chair -Vice Chair	

SANAC 19 “Brighton Rocks Recovery”

	<p>Zoe Y John B Neil P Marc S Ronnie E-H Jodie R Ricky H Phil T Nick S Zoe M Suzanne S-B Callum P</p>	<p>-Secretary -Vice Treasurer -Registration Chair -Programming Chair -Vice programming Chair -Hospitality Chair -Chair Merchandise -Vice Merchandise -Stewarding Chair -Committee Tea Person</p>	
Apologies:	<p>Barry K Martin T</p>	-Treasury Chair	
Approval of last meetings minutes:	Ricky H		
Opening treasury balance:	£2,371.84		
Positions vacant:	<ul style="list-style-type: none"> • Vice minute secretary • Fundraising Chair • Arts and Graphic 	Suzanne will support us with the arts & Graphics, until we find someone to fill the position	
Venue update:		Marc to visit the hotel to look at the layout and plan the programming	-Zoe to email to hotel to check how many rooms have been booked (Done)
Treasury:	Update from John B - we now have access to the bank account and Barry	<p>Money taken in today: Prize draw – £110.00</p>	-Hayley has given the £130.00 she was holding to John B

SANAC 19 “Brighton Rocks Recovery”

	<p>will have the internet banking set up this week.</p> <p>Barry states that we now have an opening balance of £2,461.84</p>	Pot - £18.01	<p>-Peter has been paid £140.00 for insurance</p> <p>-Suzanne has been given £60.00 for flyers</p>
Registration:	<p>37 pre-reg codes have been sent out, 30 of these have been confirmed</p>	<p>-Everything is set up for the committee to take card payments over the weekend. Neil will recruit volunteers nearer the time.</p> <p>-Neil talked through his ideas for the lanyards, printing of these can be done in one week – the committee will finalise numbers in June for printing</p> <p>-Neil will not be at the next two committee meetings – but will send a report and hopefully Michelle will be able to attend</p>	<p>-Barry to include Neil on the online banking account</p>
Programmes:	<p>Marc informed us that the structure of the weekend is now nearly finalised - 4 chairs confirmed</p> <p>UK H&I will hopefully be attending to deliver a workshop</p>	<p>-The committee will go to view the venue and discuss the set up</p>	<p>-Nick S to speak to Jon about the music we would like played on the Saturday eve</p>

SANAC 19 “Brighton Rocks Recovery”

	All the marathon meeting will be themed with time to allow fellow members to share.		
Hospitality:	<p>Jodie has been announcing in meetings if any fellow members have space to put up some of our fellow visitors.</p> <p>Anyone making enquiries through FB will be directed to the hospitality chair phone number.</p>		
Arts & Graphics:	We decided that we will get more flyers printed		-Suzanne to order flyers (we have since voted against this, due to have more left than we thought)
Merchandise:	<p>We now have the T-shirts printed for sale.</p> <p>We are also going to purchase baseball caps, mugs and fridge magnets</p> <p>Hayley has spoken to Portsmouth and London convention chairs re us selling merchandise</p>	<p>-We're waiting for Portsmouth's to have the committee meeting and come back to us.</p> <p>-We have been informed that we can go to London and if there is space for us to set up a table they are happy for us to sell our merchandise.</p>	-Neil to speak to Birmingham Chair re us selling merchandise at their event

SANAC 19 “Brighton Rocks Recovery”

Stewarding:	<p>Nick spoke about his design for the stewarding T-shirts</p> <p>All the stewarding for the day is in hand.</p>	Nick to design and have printed	
Fundraising:	<p>Prize Draw</p> <p>We discussed as a committee that we will not put in place any more sponsor events and will fundraise through other resources.</p>	<p>Tickets are still available to buy, we will take these to other conventions to sell.</p> <p>-We will now focus on putting on fundraising events – We will put on a unity day/speaker jam and we will aim for 4th May.</p>	<p>-Can everyone please bring the information on who they have sold tickets too to our next meeting</p> <p>-Neil will look in to a venue for this (done)</p>
AOB:	PA	-Neil will attend the venue with the programmes committee and explore what we need for the weekend.	
Request for funds	<p>Insurance Peter</p> <p>Flyers Suzanne</p> <p>Travel Hayley</p> <p>Ronnie</p>	<p>-£140.00</p> <p>-£ 60.00</p> <p>-£ 16.00</p> <p>-£ 7.00</p>	
Closing treasury balance:	£2,366.85	John B has a breakdown of the money coming in and out at today's meeting.	
Next meeting date:	Saturday 23rd March 11.00	<p>Pavilions</p> <p>Richmond House</p> <p>Richmond Road</p>	

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