

## SANAC 19 “Brighton Rocks Recovery”

<b>Committee meeting minutes</b>	<b>15-11-2018 11.00</b>	<b>Pavilions Richmond House Richmond Road Brighton BN2 3FT</b>	
<b>Chair of the meeting:</b>	<b>Hayley</b>	The meeting was started with a moments silence	
<b>Reading of 12 Concepts:</b>	<b>Ronnie</b>		
<b>Agenda items for meeting:</b>	<ul style="list-style-type: none"> <li>• Moments silence</li> <li>• 12 Concepts</li> <li>• Introductions/apologies</li> <li>• Approval of last meeting minutes</li> <li>• Opening treasury balance</li> <li>• Positions vacant</li> <li>• Actions review</li> <li>• Venue update</li> <li>• Treasury</li> <li>• Subcommittee reports</li> <li>- Registration</li> <li>- Programmes</li> <li>- Hospitality</li> <li>- Arts &amp; Graphics</li> <li>- Merchandise</li> <li>- Stewarding</li> <li>- Fundraising</li> <li>• AOB</li> <li>• Closing treasury balance</li> <li>• Next meeting date</li> </ul>		
<b>Those present:</b>	Hayley T Zoe Y	-Convention Chair -Secretary	

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	<p>John B Ronnie E-H Suzanne S-B Ricky H Phil T Steve B</p>	<p>-Vice Treasurer -Vice programming Chair -Arts and Graphics -Chair Merchandise -Vice Merchandise -Committee Tea Person</p>	
<b>Apologies:</b>	<p>Peter W Barry K Neil P Marc S Jodie R Nick S Luke H Michelle F</p>	<p>-Vice Chair -Convention Treasurer -Registration Chair -Programming Chair -Hospitality Chair -Stewarding Chair -Fundraising Chair -Area Vice Chair</p>	
<b>Approval of last meetings minutes:</b>	Phil		
<b>Opening treasury balance:</b>	£17.06		
<b>Positions vacant:</b>	<ul style="list-style-type: none"> <li>Vice minute secretary</li> </ul>	No one put there selves forward	
<b>Actions review:</b>	Most actions were completed, outstanding actions are to the left	<ul style="list-style-type: none"> <li>Zoe Y has £2.13 of this</li> <li>Venue insurance</li> </ul>	<ul style="list-style-type: none"> <li>Zoe Y to bring to the next meeting</li> <li>Hayley T - to request confirmation via email that no insurance is required, and to ask what is covered with their insurance</li> </ul>

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		<ul style="list-style-type: none"> <li>• 2 x further discounted rooms</li> <li>• Stewarding T-shirts</li> </ul>	<ul style="list-style-type: none"> <li>- Hayley T – To confirm if they can offer us the 2 further discounted rooms</li> <li>- Nick S to request some additional quotes</li> </ul>
<b>Venue update:</b>	See actions above		
<b>Treasury:</b>	Still awaiting for confirmation that the signatories have now been changed	<p>We now have money in the SANAC account from pre-registration and sponsorship, amount currently unknown due to having no access at present</p> <p>We have also given Suzanne £60 from Phil T sponsor money to pay for the printing of flyers</p>	<ul style="list-style-type: none"> <li>- Barry to chase bank this week</li> <li>- Barry to calculate this into the treasury report</li> </ul>
<b>Registration:</b>	<ul style="list-style-type: none"> <li>• 25 people are now confirmed as pre-registered</li> <li>• 3 still TBC waiting for banking confirmation</li> </ul>	Both online banking and paypal payments options are up and running, and Neil is hoping to have Michelle set up to take payment in the next few days	<ul style="list-style-type: none"> <li>- Please can everyone announce in the meetings that they attend that pre-registration is up and running. PLEASE DO NOT TAKE PAYMENTS as Neil needs to add them to the spreadsheet. Please advise people who would like to pre-register to contact the registration committee on: 07841 013249 <a href="mailto:convention@sussexma.org">convention@sussexma.org</a></li> </ul>
<b>Programmes:</b>	The committee are currently working on a program for the weekend, and		

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	already have a couple of chairs confirmed		
<b>Hospitality:</b>	No report for this month	Ideas/suggestions raised were for the hospitality chair to start putting cheaper hotels info on the SANAC Facebook page, along with maybe air B&B options	- <a href="#">Zoe to speak to Jodie re ideas</a>
<b>Arts &amp; Graphics:</b>	<p>Flyers</p> <p>PA system</p>	<p>We have agreed to print these now to help push for pre-registration, Suzanne give £60 for the printing</p> <p>We discussed having video that can be played at the event to show the journey off the committees funding raising efforts, we need a song for the back ground for this along with equipment to be able to display it</p> <p>We also require addition PA equipment for the weekend</p>	<p>- <a href="#">Suzanne to order the printing of flyers</a></p> <p>- <a href="#">Hayley to talk to NA contacts in Portsmouth re suggestions</a></p> <p>- <a href="#">- Hayley also obtain a quote from the hotel</a></p>
<b>Merchandise:</b>	The committee discussed different ideas and quotes re cups, everyone preferred to blue image with less writing on	A fellow NA member works for a printing company, which looks like we could buy the items at a better rate	- <a href="#">Ricky to call Terry for further info</a>
<b>Stewarding:</b>	No report		
<b>Fundraising:</b>	<p>No report</p> <p>We discussed us putting on 2 events over the next 2 months</p>	<p>- Speaker jam</p> <p>- Curry &amp; quiz night</p>	- <a href="#">Hayley and Steve to look into possible venues : 1x Brighton</a>

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			1 x West Sussex
<b>AOB:</b>			
<b>Closing treasury balance:</b>	£33.61	JB has the pot from todays meeting	
<b>Next meeting date:</b>	26 <sup>th</sup> Jan 11.00	Pavilions Richmond House Richmond Road Brighton BN2 3FT	Hayley may be a little late, Peter can you please start the meeting off