

SANAC 2019 “Brighton Rocks Recovery”

Committee meeting minutes	13-07-2019 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:	Peter W		
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 • Request for funds 		

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	<ul style="list-style-type: none"> • Closing treasury balance • Next meeting date 		
Those present:	<div> <div>Hayley T</div> <div>Peter W</div> <div>Zoe Y</div> <div>John B</div> <div>Ricky H</div> <div>Phil T</div> <div>Marc S</div> <div>Martin T</div> <div>Suzanne S-B</div> <div>Callum P</div> </div> <div> <div>-Convention Chair</div> <div>-Vic Chair</div> <div>-Secretary</div> <div>-Vice Treasurer</div> <div>-Chair Merchandise</div> <div>-Vice Merchandise</div> <div>-Programming Chair</div> <div>-Vice Registration</div> <div>-Arts & graphics</div> </div>		
Apologies:	<div> <div>Neil P</div> <div>Ronnie E-H</div> <div>Barry K</div> <div>Jodie R</div> <div>Nick S</div> <div>Zoe M</div> </div> <div> <div>-Registration Chair</div> <div>-Vice programming Chair</div> <div>-Treasury Chair</div> <div>-Hospitality Chair</div> <div>-Stewarding Chair</div> <div>-Committee Tea Person</div> </div>		
Approval of last meetings minutes:	Ricky H		
Opening treasury balance:	£1,046.66		

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Venue update:	<p>All in hand, our event manager has now moved on, Hayley has been liaising with our new event manager and have provided them with expected numbers.</p> <p>We can access the rooms from 3.00</p>	<p><u>Items required for the weekend:</u></p> <ul style="list-style-type: none"> -PA system – Neil -DJ - Confirmed -Flowers – Zoe & Jodie 	<p>- Hayley to confirm if the hotel will be supplying bottles of water for people sharing.</p>
Treasury:	<p>£397.00 Received from F&E and we have been informed that there is some more sponsorship money to come in.</p>	<p><u>Items required for the weekend:</u></p> <ul style="list-style-type: none"> -Float -Petty cash tins -Accounts book 	
Registration:	<p>Pre-registration is now closed, Martin has been printing off poster to inform our visitors where the rooms ect are.</p> <p>We discussed not having the paid section on the pre-reg sheet, Martin will use a book for the registration to include clean time.</p> <p>Neil has forwarded everything to Martin with a handover.</p> <p>The committee will use different colour pens to indicate the registration paid for.</p> <p>Martin has a list of names for support for the weekend</p> <p><u>Saturday:</u></p>	<p><u>Items required for the weekend:</u></p> <ul style="list-style-type: none"> -Lanyards -Buckets - Martin -Permanent marker pens - Martin -Flip chart - Phil 	

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	<p>1-3 Donna +1 3-5 Zoe +1</p> <p>Update since meeting, Neil (registration Chair) is now able to join us 😊</p>		
Programmes:	<p>All the main shares have now been confirmed and secretaries.</p> <p>We need some books for the marathon meetings.</p> <p>The program includes the following:</p> <ul style="list-style-type: none"> - Marathon meetings - Themed - Main meetings - Workshops - Yoga - Meditation - Dance - Raffle - Silent auction - Area recognition - Clean time count down <p>We voted that we will be playing “We will, we will rock you” at the beginning of each main share.</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 - Martin -Clarity/press statement - Martin -Marathon meeting agenda - Martin -Bottles of water – Zoe -Books - Ronnie 	
Hospitality:	<p>All in hand and Jodie has received some calls on the hospitality phone.</p>	<p><u>Items required for the weekend:</u></p> <ul style="list-style-type: none"> -Print out of alternative accommodation options 	

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		-List of members with room in their homes	
Arts & Graphics:	<p>Suzanne has got canvas at home and will be designing these for the weekend.</p> <p>Peter will create a slide show for the end of the convention</p>	<p><u>Items required for the weekend:</u></p> <p>-Table display banner – Suzanne</p> <p>-Banner to sign/marker pens - Suzanne</p> <p>-NA sign - Barry</p> <p>-Flowers – Zoe & Jodie</p> <p>-Projector – Ricky</p>	
Merchandise:	<ul style="list-style-type: none"> • Opening balance - £325.25 <p>Everything is covered for the merchandise, all literature has been ordered including books for the count down.</p> <p>The following items are available to purchase over the weekend.</p> <ul style="list-style-type: none"> - T-shirts – men’s - T-shirts – women’s - Caps – 2 x designs - Fridge magnets - Novelty rocks - Books <p><u>Committee funds:</u></p> <p>The committee were initially given £550 to purchase items to support us in raising funds for the convention.</p> <p>£198 was paid for the rocks.</p> <ul style="list-style-type: none"> • Closing balance - £137.25 	<p><u>Items required for the weekend:</u></p> <p>-All convention merchandise</p> <p>-NA books ect</p> <p>-Petty cash tin</p> <p>-Books for countdown</p>	

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Stewarding:	No update from Nick, Ricky informed us that Nick is going to phone all stewards for the weekend and confirm they are all still ok to support the committee.	<u>Items required for the weekend:</u> - T-shirts	
Fundraising:	Can we all please bring the raffle we have to the convention on the Friday.	<u>Items required for the weekend:</u> -Raffle prizes - All -Raffle ticket books - Hayley -Silent auction format/sheets - Hayley -Pens - Hayley	
The Convention:	PA System has been booked – total cost = £624.00 We discussed whether we would hire a PA specialist or ask one of our fellow members to support. Paul will support over the weekend, and the student will set up.	-Deposit of £157 has been paid. We will pay the remaining balance after the event.	
AOB:	It was confirmed that the convention is SANAC 11		
Request for funds:	Zoe – Flowers Hayley - Travel	£40.00 £16.00	
Closing treasury balance:	£996.18		
Next meeting date:	19-07-19 @ 1.30 10-08-19 @ 11.00	Holiday Inn Lunch	