

## SANAC 19 “Brighton Rocks Recovery”

<b>Committee meeting minutes</b>	<b>17-11-2018 11.00</b>	<b>Pavilions Richmond House Richmond Road Brighton BN2 3FT</b>	
<b>Those present:</b>	Hayley T Peter W Zoe Y Marc S Ricky H Phil T Suzanne S-B Jodie R Nick S Steve B Michelle F Martin T Tom J Cliff G Barry S	<ul style="list-style-type: none"> <li>- Convention Chair</li> <li>- Vice Chair</li> <li>- Secretary</li> <li>- Programming Chair</li> <li>- Chair Merchandise</li> <li>- Vice Merchandise</li> <li>- Arts and Graphics</li> <li>- Hospitality Chair</li> <li>- Stewarding Chair</li> <li>- Committee Tea Person</li> <li>- Area Vice Chair</li> </ul>	
<b>Apologies:</b>	Barry K John B Neil P Luke H	<ul style="list-style-type: none"> <li>- Convention Treasurer</li> <li>- Vice Treasurer</li> <li>- Registration Chair</li> <li>- Fundraising Chair</li> </ul>	
<b>Chair of the meeting:</b>	Hayley T		
<b>Agenda items for meeting:</b>	<ul style="list-style-type: none"> <li>• 12 Concepts</li> </ul>		

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	<ul style="list-style-type: none"> <li>• Approval of last meeting minutes</li> <li>• Opening treasury balance</li> <li>• Positions vacant</li> <li>• Venue update/contact</li> <li>• Flyer &amp; Quotes</li> <li>• Bank details update</li> <li>• Committee budgets</li> <li>• Registration updates</li> <li>• AOB</li> <li>• Items for next meeting agenda</li> <li>• Closing treasury balance</li> <li>Next meeting date</li> </ul>		
<b>Reading of 12 Concepts:</b>	Tom J		
<b>Approval of last meetings minutes:</b>	Suzanne S-B		
<b>Opening treasury balance:</b>	£1.18		
<b>Positions vacant:</b>	<ul style="list-style-type: none"> <li>• Vice minute secretary</li> </ul>	No one put their self forward for this position	
<b>Venue update/contact:</b>	<ul style="list-style-type: none"> <li>• The contract has now been signed</li> <li>• The venue is now confirmed</li> <li>• Hayley T confirmed with the venue that we are not required to purchase insurance</li> </ul>	We discussed whether we would like people booking the discounted rooms to pay a despite, we decided as a group that this is not something we want to do	<ul style="list-style-type: none"> <li>- Hayley T - to request confirmation via email that no insurance is required</li> <li>- Hayley T – To confirm if they can offer us the 2 discounted rooms</li> </ul>
<b>Flyer &amp; Quotes:</b>	We discussed Suzanne ideas for the flyers and voted on the following:	We discussed having the flyer to go on the website ASAP	<ul style="list-style-type: none"> <li>- Suzanne to finalise the flyer to include Hospitality contact details</li> </ul>

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	<ul style="list-style-type: none"> <li>• NA logo starling style</li> <li>• Sussex Area NA Convention 2019</li> </ul> Printing: <ul style="list-style-type: none"> <li>• 2000</li> <li>• A5</li> <li>• Double sided</li> <li>• 250gm</li> <li>•</li> </ul>	We also discussed that we will print the flyers after xmas <ul style="list-style-type: none"> <li>- Costing £60 with Route1print.co.uk</li> </ul>	<a href="#">Registration details</a> <a href="#">SANAC 2019 Committee welcomes you</a> <a href="#">Convention address</a> <a href="#">Times</a> <ul style="list-style-type: none"> <li>- Neil P to add to the websites &amp; FB page</li> </ul>
<b>Bank details update:</b>	We still need to obtain the SANAC bank account		<ul style="list-style-type: none"> <li>- <a href="#">John B to be ratified at the ASC next week</a></li> <li>- <a href="#">To discuss at area the best way for us to transfer signatories and the handing over of cheque book</a></li> </ul>
<b>Committee budgets:</b>	Subcommittee budgets at this stage of the planning process, the following was voted on: <ul style="list-style-type: none"> <li>• £ 60.00 - Arts &amp; Graphics</li> <li>• £500 .00 - Merchandise</li> <li>• TBC – stewarding</li> <li>• TBC – Programing</li> </ul>	<ul style="list-style-type: none"> <li>-Flyers</li> <li>-T-shirts &amp; Rocks</li> <li>-T-shirts</li> <li>-Closing chair hospitality</li> </ul>	<ul style="list-style-type: none"> <li>- <a href="#">Phil T to request a name change on the convention committee UKSO account</a></li> <li>- <a href="#">Nick S to obtain quote for 15 stewarding T-shirts</a></li> <li>- <a href="#">Hayley T as above re reduced rooms</a></li> </ul>
<b>Registration updates:</b>	Peter W and Neil P had discussed and it looks like Paypal and BACS is the best option		<ul style="list-style-type: none"> <li>- <a href="#">Neil P to confirm details at next meeting</a></li> <li>- <a href="#">Neil P to add to the websites once in place</a></li> <li>-</li> </ul>
<b>AOB:</b>	Fundraising:		

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	<p>We discussed the importance of the committee putting on regular fund raising events, to ensure we can cover the costs</p> <p>Marc S proposed a sponsored committee 10 mile walk, prior to xmas</p>	<p>We will have this on the 9<sup>th</sup> Dec 11.00 from Saltdean the Whitecliff café to The West Pier and back</p>	<ul style="list-style-type: none"> <li>- Zoe Y to put a sponsorship form together and circulate to the committee (Complete)</li> <li>- Hayley T to check the guidelines to see if it just need to be NA members who sponsor us, or if we can open this up to family members &amp; friends</li> <li>- Suzanne S-B to add to our FB page so that our wider NA members can also sponsor us</li> </ul>
<b>Items for next meeting agenda:</b>	<ul style="list-style-type: none"> <li>• 12 Concepts</li> <li>• Approval of last meeting minutes</li> <li>• Opening treasury balance</li> <li>• Positions vacant</li> <li>• Subcommittee reports</li> <li>-Arts &amp; Graphics</li> <li>-Treasury</li> <li>-Registration</li> <li>-Hospitality</li> <li>• AOB</li> <li>• Items for next meeting agenda</li> <li>• Closing treasury balance</li> <li>• Next meeting date</li> </ul>		
<b>Closing treasury balance:</b>	£3.31	<ul style="list-style-type: none"> <li>- Treasurer has all details of incomings and outgoings</li> </ul>	<ul style="list-style-type: none"> <li>- Hayley T to request the following from ACS: 12 Concepts booklet</li> </ul>

## SANAC 19 “Brighton Rocks Recovery”

			NA Guidelines book
<b>Next meeting date:</b>	1 <sup>st</sup> December 18 11.00	Pavilions Richmond House Richmond Road Brighton BN2 3FT	