

## SANAC 19 “Brighton Rocks Recovery”

<b>Committee meeting minutes</b>	<b>18-05-2019 11.00</b>	<b>Pavilions Richmond House Richmond Road Brighton BN2 3FT</b>	
<b>Chair of the meeting:</b>	<b>Peter W</b>	The meeting was started with a moments silence	
<b>Reading of 12 Concepts:</b>	<b>Peter</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>• Venue update</li> <li>• Subcommittee reports <ul style="list-style-type: none"> <li>- Treasury</li> <li>- Registration</li> <li>- Programmes</li> <li>- Hospitality</li> <li>- Arts &amp; Graphics</li> <li>- Merchandise</li> <li>- Stewarding</li> <li>- Fundraising</li> </ul> </li> <li>• AOB</li> <li>• Request for funds</li> <li>• Closing treasury balance</li> </ul>		

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	<ul style="list-style-type: none"> <li>Next meeting date</li> </ul>		
<b>Those present:</b>	Peter W -Vic Chair Zoe Y -Secretary Barry K -Treasury Chair Neil P -Registration Chair John B -Vice Treasurer Ricky H -Chair Merchandise Phil T -Vice Merchandise Nick S -Stewarding Chair Callum P		
<b>Apologies:</b>	Hayley T -Convention Chair Jodie R -Hospitality Chair Marc S -Programming Chair Ronnie E-H -Vice programming Chair Zoe M -Committee Tea Person Suzanne S-B Martin T		
<b>Approval of last meetings minutes:</b>	Nick S		
<b>Opening treasury balance:</b>	£2,743.86		
<b>Positions vacant:</b>	<ul style="list-style-type: none"> <li>Vice minute secretary</li> <li>Fundraising Chair</li> </ul>		

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<p><b>Venue update:</b></p>	<p>We need to pay the balance of the venue including the payment for the bedrooms on the 5<sup>th</sup> July 2019</p> <p>This is a total off £4,100 which includes the bedrooms we have reserved.</p> <p>Neil has obtained a quote for the required PA hire for the weekend. £624.00</p> <p>DJ for the Saturday evening is now confirmed.</p> <p>Martin has large drop down 12 &amp; 12 for us to display at the convention.</p>	<p>Neil will pay the deposit of £156.00 to secure the PA system and ask if we can pay the outstanding balance one week after the convention.</p>	<p>-Zoe to hand over the details of who will be staying at the hotel to the hotel events manager</p>
<p><b>Treasury:</b></p>	<p>We have now requested the £1000 from area, the cheque will be banked this week.</p> <p>We also discussed our current balance and what we need to pay out and how this matches up to our balance.</p> <p>We will continue to use the current SANAC account with support from previous/current signatories.</p>	<p>See registration section regarding increasing our funds.</p>	

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<p><b>Registration:</b></p>	<p>3 people have pre-registered since our last meeting, from members from other areas.</p> <p>We have now taken a total of £937.56 for pre registrations.</p> <p>Neil will obtain a quote for 400 – 500 lanyards and will plan when he needs to order required merchandise for registration.</p> <p>We have received donations £80 - £90 newcomer donations.</p> <p>We discussed whether we can offer a discount to people in treatment, and it was highlighted that there are several treatment centres across Sussex and whether this would be achievable.</p> <p>We agreed that we would vote on this at our next committee meeting, when more members are present.</p> <p>The committee will be using tablets for the pre-registration.</p> <p>Newcomer donation buckets will be placed by the registration desk.</p>	<p>We discussed that we will continue to announce in meetings for other members to pre-register if there are in a position to and that all committee members can take pre-registration money.</p> <p>Some committee members will be attending the Portsmouth Convection, where we will also sale pre-registration.</p> <p>We will use the newcomer donations for newcomers attending who have no money.</p>	<p>-For all to announce pre-registration in the meetings they attend</p>
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<b>Programmes:</b>	<p>The committee are aiming for the programme to be printed early June, this will also be uploaded on to the Sussex NA website and the convention FB page.</p> <p>All the main shares have now been confirmed.</p>	<p>The program will include the following:</p> <ul style="list-style-type: none"> <li>- Marathon meetings - Themed</li> <li>- Main meetings</li> <li>- Workshops</li> <li>- Yoga</li> <li>- Meditation</li> <li>- Dance</li> <li>- Raffle</li> <li>- Silent auction</li> <li>- Area recognition</li> <li>- Clean time count down</li> </ul>	
<b>Hospitality:</b>	<p>Neil has added several accommodation option links to both the Sussex NA website and our convention FB page.</p> <p>These have included:</p> <ul style="list-style-type: none"> <li>- Budget hotels</li> <li>- Hostels</li> <li>- Luxury hotels</li> </ul> <p>Jodie has the phone up and running should anyone one wish to contact the registration committee for advice.</p>	Hotel bedroom discount code: NA7	
<b>Arts &amp; Graphics:</b>	We discussed the banner for the silent auction.	We will ask Suzanne if she is happy to design and make 😊	
<b>Merchandise:</b>	<p>The following has now been ordered.</p> <ul style="list-style-type: none"> <li>- 15 – Female T-shirts</li> </ul>	We have the following items for members to purchase.	

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	<ul style="list-style-type: none"> <li>- 10 - Caps</li> <li>- 25 - Magnets</li> </ul> <p>The cost for the new merchandise is £198.75 - £100 deposit has been paid.</p>	<ul style="list-style-type: none"> <li>- T-shirts</li> <li>- Caps</li> <li>- Cups</li> <li>- Fridge magnets</li> </ul> <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>Opening balance - £436.25 Closing balance - £388.25</p> <p>The outstanding balance of £98.75 for the new merchandise will need to be paid for out of the above funds, along with the purchase of the rocks.</p> <p>The committee also need to order literature for the weekend</p>	<p>-The merchandise committee to look into ordering this</p>
<b>Stewarding:</b>	The T-shirts have now been printed and showed to the committee.	Nick to start a list of confirmed stewards for the weekend, to include some female members.	
<b>Fundraising:</b>	<p>The convention fundraising unity day was a success, with several members attending.</p> <p>Drinks and cakes were sold on the day, and we held a raffle prior to the quiz.</p>	<p>The keys have been handed back to the Hanover centre and the deposit of £30.00 will be reimbursed to us.</p> <p><u>Paid out:</u> £126.00 = Venue £189.42 = Food &amp; drinks</p>	

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		<p><b><u>£315.42 = Total out-going</u></b></p> <p><u>Taken on the day:</u>            £365.00 = Entry            £121.00 = Raffle            £104.20 = Drinks &amp; cakes  <b><u>£585.20 = Total in-coming</u></b></p> <p>Total raised:  <b><u>£274.78</u></b></p> <p>All money has now been given to the convention treasury and included in the closing balance below.</p>	
<b>AOB:</b>	<p>We discussed meeting on a weekly basis one month prior to the convention.</p> <p>We also discussed the importance of having an attractive table of prizes at the convention for the raffle, and the possibility of purchasing a star prize.</p>	<p>We will review nearer the time.</p> <p>Please can we all request donations of raffle prizes and see where we are 6 weeks prior to the convention and see what we have.</p>	
<b>Request for funds:</b>	No requests		
<b>Closing treasury balance:</b>	£3,305.34 £1,000 (waiting for cheque to clear)		
<b>Next meeting date:</b>	Saturday 1 <sup>st</sup> June 11.00	Pavilions Richmond House Richmond Road Brighton	

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