

SANAC COMMITTEE REPORT

DATE: 18th MAY 2026 Ben B

1 OPENING

We as a committee have made great progress over the last 2 meetings. We have filled positions agreed on a scheduled Program for the day and have a fully functional website and payment process. We have a catering plan for the day which is to be inclusive for as many people as possible. We would like to ask GSR's to share the details of the event as much as they can.

We are hoping to attract 200 people on the day. If we suggest half will be pre registered the other half on the day with food income cakes and raffle this could generate approx. £3900

2 POSITIONS VACANT

We have a full committee – that said we do need plenty of Volunteers for the day. This would be anything from registration desk, T7 walkarounds, Litter picking, kitchen staff, room set up. Could GSR's please share this with their meetings?

3 FINANCIAL REPORT

Opening balance: -£242.14.

Discussion on funding approach:

Funds held by Area are ring-fenced event funds.

Decision:

Proposal to request £2,000 from Area.

Proposal seconded and agreed unanimously.

Estimated Allocation (indicative)

Venue: ~£600

Food budget: ~£300

Flyers and posters: ~£100

Remaining balance to support ongoing costs

5 EVENT PLANNING

Attendance & Catering

Estimated attendees: ~200 people.

Catering plan agreed:

Morning: tea, coffee, pastries (donations encouraged)

Lunch: hot meal – Thai – Meat option Vegan/Vegetarian Option

Evening: barbecue

Additional items:

Cakes and baked goods (member contributions)

Face Painting

6 PROGRAMME

Proposed Schedule:

11:00 – 12:30: Two main speakers

12:30 – 14:00: Lunch break

14:00 – 15:30: Two speakers

16:00 – 17:00: Final speaker

18:30 – 19:30: Clean time countdown & raffle

Evening:

Barbecue

Quiz

Line dancing

Gong bath session (9:00pm) Additional:

Marathon meeting (running throughout day)

Wellness / meditation rooms (separate rooms)

7 FUNDRAISING & INCOME STREAMS

QR code and online payment system now live

Raffle

NA Merchandise seller to provide stock with 20% return to committee

Barista Coffee being provided on the day

Literature sales (via Area stock)

8 POLICIES & ENVIRONMENT

Event to be Family-friendly and Dog-friendly, with dogs on leads

Considerations:

Child supervision remains parent responsibility

Waste management (dog waste bags, bins)

9 ADDITIONAL ACTIVITIES

Outdoor games

Children's activities (e.g. face painting)

10 KEY ACTIONS

Submit £2,000 funding request to Area

Finalise catering plan and food safety compliance

Arrange raffle, merchandise, and donations

Confirm volunteer roles and responsibilities

Complete promotional materials and distribution

11 CLOSING

We would like to ask all GSR's please to share the flyer s and QR codes. The website is LIVE and we would very much like to get as many PRE Registrations as possible to keep things moving well. Please speak to me or Steve or any other member of the SANAC committee for more detaill

Next meeting date – 31st may 10:30 am @ the Yews haywards Heath