

**Sussex Area NA**  
**Brighton Rocks Recovery 2019 Convention meeting minutes**

**Date: 20/10/2018 11.AM Venue: Pavilions**

**Those present:** Zoe Y (Minute secretary), Ricky H (Chair Merchandise), Phil T (Vice Merchandise), Jodie R, Nick S (Stewarding Chair), Marc S (Programming Chair), Paul C, John B (Vice Treasurer), Suzanne S-B, Cliff E, Hayley T (Convention Chair), Martin T.

**Apologies received:** Michelle F (Vice Area Chair), Barry K (Convention Treasurer), Steve L, Neil P.

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**Chair of meeting – Hayley T**

**Reading of 12 Concepts – Hayley T**

**Approval of last meetings minutes – Later approved by Hayley T**

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**Agenda items for meeting:**

- Opening treasury balance
  - Positions vacant
  - Venue update
  - Theme
  - Banking feedback from area
  - Discuss raising promoting on NA website
  - Costing of convention for attendees – day – weekend
  - AOB
  - Closing balance
  - Next meeting date
- 

**Opening treasury balance - £9.35**

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**Positions Vacant:**

- Vice Convention Chairperson
  - Arts and Graphics Chairperson (No longer required, as Suzanne S-B was voted in)
  - Hospitality Chair (No longer required, as Jodie R was voted in)
  - Fundraising
  - Vice minute secretary
  - Venue Liaison (No longer required, as chair will now liaise with confirmed venue)
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**Arts & Graphics Chairperson:**

- Put forward: Suzanne S-B
- Seconded by: Jon B
- Suzanne S-B was unanimously voted in

**Hospitality Chairperson:**

- Put forward: Jodie R
- Seconded by: Jon B
- Jodie R was unanimously voted in

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**Venue update:**

Zoe Y & Hayley T viewed the Holiday Inn and have requested the following for the event:

**Rooms available - we requested the following:**

Arundel Suite – Friday half day PM, Saturday all day till 12.30 AM, Sunday half day

Holds 450 people theatre style

Lancing rooms 1 & 2 – Friday half day PM, Saturday all day, Sunday half day

Holds 200 people (In both rooms, can be opened to one room)

**Accommodation:**

- We have requested a minimum of 50 rooms at the reduced rate.

**Refreshments & Food options for the event:**

- We have suggested that the venue serves all refreshments and food from their facility to be able to provide us a better quote for the event, facilities include:
  - Starbucks coffee shop
  - Burger restaurant, (which also provide a buffet breakfast)

**Parking:**

- £13.50 all day
- £20 day & night

**Dance:**

We can have the Arundel suite until 12.30 AM on the Saturday night, music will need to be turned down by 12.00

**Payments:**

All payments are required 2 weeks prior to the event

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**Suggested dates and quotes are as follows:**

**31<sup>st</sup> – 2<sup>nd</sup> June 2019**

The venue can offer us the requested function rooms for our required times at a rate of £3,450

Bedroom rate:

- £110 Single, to include breakfast
- £120 Double, to include breakfast

Unfortunately the venue are unsure if there can offer us the rooms at the above reduced rate, due to a large group making be made, for which their contract needs to be signed by the 14<sup>th</sup> November.

**19<sup>th</sup> – 21<sup>st</sup> July 2019**

## Sussex Area NA

### Brighton Rocks Recovery 2019 Convention meeting minutes

The venue can offer us the requested function rooms for our required times at a rate of £3,550

Bedroom rate:

- £140 Single, to include breakfast
- £150 Double, to include breakfast

This date is available with 50 rooms guaranteed at the reduced rate.

We discussed as a committee which dates would be suitable, and voted on the 19<sup>th</sup> – 21<sup>st</sup> July.

To request 10% of all food and drinks for anyone wearing an NA lanyard – (this was declined)

**Action** – Zoe Y to confirm with the event's organiser that we would like to proceed with the date and request a draft contract to bring to the next committee meeting. (Completed).

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#### **Theme:**

We voted on "Brighton Rocks Recovery" as the Convention name, we would also like to include a theme.

Committee members to bring ideas of the theme to next meeting for us to discuss.

**Action** – Suzanne to start designing the flyer based on the information we have already agreed on.

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#### **Banking feedback from area:**

It was decided at area that we can use the SANAC bank account for this event, as the one day convention is no longer going ahead.

The bank account will have a balance of £1,000 when we transfer the signatories.

**Action:** Chair & Treasury to discuss transferring signatory arrangements.

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#### **Discuss raising promoting on NA website:**

Once it has been confirmed by the venue that we can move forward with 19<sup>th</sup> – 21<sup>st</sup> July, we will request for the event to be added to the NA UK & NA Sussex websites.

**Action:** Neil to add to websites. (Completed).

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#### **Costing of convention for attendees – day – weekend:**

We discussed and voted on the following costing for the registration of this event:

- £20.00 –Weekend (Pre-registration)
- £25.00 –Weekend (Pay at event)
- £10.00 – Daily rate

It was decided that those who are first to preregister will be given the discounted bedroom access codes.

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#### **Agenda items for next meeting:**

- 12 concepts
- Opening treasury balance
- Approval of last meeting minutes
- Positions vacant
- Venue update/contract

**Sussex Area NA**  
**Brighton Rocks Recovery 2019 Convention meeting minutes**

- Theme
  - Flyer
  - Registration
  - AOB
  - Items for next meeting's agenda
  - Closing balance
  - Next meeting date
- 

**Closing balance:** £5.35

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**Next meeting:**

Saturday 3<sup>rd</sup> November 2018 - 11.AM

Pavilions Drug & Alcohol Services

Richmond House, Richmond Road, Brighton, BN2 3FT

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