

SANAC 19 “Brighton Rocks Recovery”

Committee meeting minutes	22-06-2019 11.00	Pavilions Richmond House Richmond Road Brighton BN2 3FT	
Chair of the meeting:	Barry B	The meeting was started with a moments silence	
Reading of 12 Concepts:	Phil T		
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:	<p style="text-align: right;">Zoe Y Barry K John B Jodie R Phil T Nick S Suzanne S-B</p>	<p style="text-align: right;">-Secretary -Treasury Chair -Vice Treasurer -Hospitality Chair -Vice Merchandise -Stewarding Chair -Arts & graphics</p>	
Apologies:	<p style="text-align: right;">Hayley T Peter W Neil P Marc S Ronnie E-H Ricky H Zoe M Callum P Martin T</p>	<p style="text-align: right;">-Convention Chair -Vic Chair -Registration Chair -Programming Chair -Vice programming Chair -Chair Merchandise -Committee Tea Person</p>	
Approval of last meetings minutes:	Suzanne S-B		
Opening treasury balance:	£4.266.47		

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Positions vacant:	<ul style="list-style-type: none"> • Vice minute secretary • Fundraising Chair 		
Venue update:	<p>Hayley has checked how many discounted rooms have been booked at the hotel:</p> <ul style="list-style-type: none"> - 7 – Friday - 8 – Saturday <p>Hayley is currently checking out if the discounted rooms ended on the 21st June, as this is what they have informed her.</p> <p>We have worked out that our total venue price is £4,100 – once this is confirmed we will write the cheque out.</p>	<p><u>Items required for the weekend:</u></p> <ul style="list-style-type: none"> -PA system – Neil -DJ - Confirmed -Flowers – Table top and venue thank you 	<ul style="list-style-type: none"> - Hayley to double check how much we need to pay for our final bill and who we need to write the cheque out too - Hayley to check what time we can access the venue on the Friday - Hayley to also ask if they need the names of the people staying in the bedrooms
Treasury:	<p>The F&E committee are holding their sponsored walk as a convention committee fundraiser 30th June, it was also discussed that the next area was only 2 days prior to the convention.</p> <p>It was therefore agreed at area that £300 - £500 funds of this can be transferred to our treasurer prior to the next area if needed.</p>	<p><u>Items required for the weekend:</u></p> <ul style="list-style-type: none"> -Float -Petty cash tins -Accounts book 	<ul style="list-style-type: none"> - Barry to put all outstanding money into the SANAC account
Registration:	<p>We have now pre-registered over 70 members, Neil is continuing to update the pre-registration spreadsheet and should be available to attend the next meeting.</p>	<p><u>Items required for the weekend:</u></p> <ul style="list-style-type: none"> -Lanyards -Tablets & chargers -Card readers 	

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	<p>We voted that our cut off point for pre-registration will be the 1st July.</p> <p>Neil has obtained the quote for the lanyards, this have been quoted at 90p per lanyard.</p> <p>Main shares & workshops to be included on the program. Marc, Neil Suzanne will liaise with re this.</p> <p>The committee will be using tablets for the registration over the weekend.</p> <p>We will also have newcomer donation buckets at the registration desk, which we will use for anyone who does not have the funds to pay for themselves.</p>	-Buckets	<p>-Can everyone continue to announce in meetings that our pre-registration end date is the 1st July</p>
Programmes:	<p>All the main shares have now been confirmed.</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 	<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 -Clarity/press statement -Program -Marathon meeting agenda -Bottles of water 	<p>-Hayley to discuss clarity/press statement with the Portsmouth committee for guidance</p> <p>-Marc, Neil Suzanne will liaise with re the lanyards</p>

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	<p>- Clean time count down</p> <p>The committee are aiming to have the final program ready to be printed early June, this will also be uploaded on to the Sussex NA website and the convention FB page.</p>		
Hospitality:	<p>Hotel bedroom discount code: NA7</p> <p>All in hand, many accommodations options have been uploaded on to the convention FB page and the Sussex NA website.</p> <p>Jodie will print out these options to hand out to people over the convention weekend and will be announcing in meetings if local members have any availability to host out guest members and start drafting a list.</p>	<p><u>Items required for the weekend:</u></p> <p>-Print out of alternative accommodation options</p> <p>-List of members with room in their homes</p>	
Arts & Graphics:	<p>We discussed different options for the table top display and auction items.</p> <p>PVC Table display</p> <p>A banner for people to sign</p>	<p><u>Items required for the weekend:</u></p> <p>-Table display banner</p> <p>-Banner to sign/marker pens</p> <p>-NA sign</p> <p>-Flowers</p>	<p>-Suzanne to bring final ideas with quotes to next week’s meeting</p> <p>-Barry to ask Steve L if we can borrow the NA sign for our registration table</p> <p>-Suzanne to buy marker pens for the banner sign</p>

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	Slide show – to close the convention. We agreed that we would look at this once we have the banners ect in hand, and then make a decision on whether we will proceed.		
Merchandise:	<p>We now have the t-shirts and caps in the new design.</p> <p>The committee will be ordering the rocks to sell 200 for £250.00</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 <p>The committee we now look into what they will be ordering from UKSO.</p> <p><u>Committee funds:</u> The committee were initially given £550 to purchase items to support us in raising funds for the convention.</p> <p>Opening balance - £415.25 Closing balance - £325.25</p>	<p><u>Items required for the weekend:</u></p> <ul style="list-style-type: none"> -All convention merchandise -NA books ect -Petty cash tin -Books for countdown 	

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Stewarding:	<p>Nick has names confirmed to support him over the weekend.</p> <p>We discussed the importance of ensuring that all stewards are predominantly NA members.</p> <p>Nick has 12 T-shirts for the stewards to wear.</p> <p>Nick to start a list of confirmed stewards for the weekend, to include some female members.</p>	<p><u>Items required for the weekend:</u></p> <ul style="list-style-type: none"> - T-shirts 	<p>-Nick to confirm names of his committee that are available to steward on the day.</p>
Fundraising:	<p>We discussed that we need someone to take the lead on both the auction and raffle.</p> <p>Suzanne is looking into auction items and we need to start obtaining some raffle prizes, we discussed that we could include some leather NA books as prizes.</p>	<p>Items required for the weekend:</p> <ul style="list-style-type: none"> -Raffle prizes -Raffle ticket books -Silent auction format/sheets -Pens 	<p>-To discuss this at next week's meeting</p> <p>-Please can we all start asking for donations of raffle prizes</p>
The Convention:	<p>PA System has been booked – total cost = £624.00</p>	<p>-Deposit of £157 has been paid. We will pay the remaining balance after the event.</p>	
AOB:	<p>We previously discussed whether we would be offering members in the detox centres across Sussex a discounted rate.</p>	<p>It was voted that we would let go off making the decision on a reduction for members in detox and that everyone will expected to pay to registration fee.</p>	<p>-Hayley to contact the rehabs in Sussex to inform them that we are having a convention.</p>

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	<p>We discussed some of the committee members going to the venue for a final look around and questions, Barry Suzanne and possible Hayley will attend with any other committee members who would like to go.</p> <p>We also discussed that we should now be logging what we need for the weekend, to ensure that everything is covered.</p>	<p>We have a newcomer donation pot for new comers attending who do not have the funds to pay for their registration.</p> <p>-Please see new format in the minutes re items required for the weekend.</p>	<p>-Can all committee members think about questions for the venue and bring to the next meeting.</p>
Request for funds:	None		
Closing treasury balance:	£4,488.17		
Next meeting date:	Saturday 29th June 11.00	<p>Pavilions Richmond House Richmond Road Brighton BN2 3FT</p>	<p>-Zoe may not be able to attend the next two meetings, Peter please could you complete the minutes.</p>