

SANAC 19 “Brighton Rocks Recovery”

Committee meeting minutes	23-02-2018 11.00	Pavilions Richmond House Richmond Road Brighton BN2 3FT	
Chair of the meeting:	Hayley T	The meeting was started with a moments silence	
Reading of 12 Concepts:	Nick S		
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 • Treasury • Subcommittee reports - Registration - Programmes - Hospitality - Arts & Graphics - Merchandise - Stewarding - Fundraising • AOB • Closing treasury balance • Next meeting date 		
Those present:	<div style="text-align: right;"> Hayley T Peter W Zoe Y </div>	-Convention Chair -Vice Chair -Secretary	

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	John B Marc S Jodie R Ricky H Phil T Nick S Wayne H Martin T	-Vice Treasurer -Programming Chair -Hospitality Chair -Chair Merchandise -Vice Merchandise -Stewarding Chair	
Apologies:	Barry K Neil P Zoe M	-Convention Treasurer -Registration Chair -Committee Tea Person	
Approval of last meetings minutes:	John B	Peter pointed out that the last minutes reflected that the insurance guidelines from the NA website, although they were from a different website.	
Opening treasury balance:	£2,237.17		
Positions vacant:	<ul style="list-style-type: none"> • Vice minute secretary • Fundraising Chair • Arts and Graphic 	Suzanne has handed in her commitment, the committee thanked her for her service.	<p>-Carry all positions vacant over to the next meeting - can committee members announce in meetings</p> <p>-Zoe to ask another NA member with experience if they would be interested in taking on the arts and graphics commitment</p>
Venue update:		All committee required rooms have now been secured	-Zoe to introduce Marc S to our hotel contact to arrange viewing (done)

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Treasury:	<p>Update from Barry K via text. The bank issue is still on-going – Barry is continuing to liaise with them.</p> <p>Update on money that has come in at today’s meeting from fundraising: +£140 prize draw handed in</p>	<p>We discussed the possibility of now putting in the bank.</p> <p>Pre-registration: £520.00 Sponsored walk: £1,535.00 Prize draw: £820.00</p>	<p>-Barry K to request a complaints form when he next goes to the bank</p> <p>-Hayley has £130.00 -John has all other money from today’s meeting</p>
Registration:	No update received	<p>Zoe has looked at the spreadsheet and it looks like we still have 32 pre registrations.</p> <p>Neil will be attending our next meeting.</p>	
Programmes:	The committee are meeting again next week	Fat Tony has confirmed he is free to DJ for the convention.	-Marc S to talk to John re the music we would like for the Saturday eve
Hospitality:	No further update	<p>We discussed what this looks like and how we can announce in meetings, for Jody to start making a list of people who would be willing to host our visitors.</p> <p>“Is there anyone who is willing to provide a hospitality room for people that are visiting, bearing in mind there may be newcomers who require somewhere to stay”</p>	-Jody to announce in meetings that we are looking for fellow members to host our visitors if they have room
Arts & Graphics:		-We need to obtain the flyer in the programme format.	-Phil to contact Suzanne and ask her to email Zoe the flyer

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		-We need to have the rest of the flyers to distribute.	-Phil to arrange picking up the rest of the flyers and fundraising money
Merchandise:	The committee discussed the different quotes they have received	Phil has now ordered the T-shirts and will have them printed.	
Stewarding:	The T-shirt are being ordered through the merchandise	Nick to design these as a trusted servant.	
Fundraising:	Prize Draw	Tickets are still available to buy.	-Can the committee continue to announce in meetings that we have some still available
AOB:	Insurance quote	Peter talked through the quotes he has obtained for this. The cheapest one has come in at £140.00 We voted that would we go for this one.	-Peter to pay for this and then claim this back from treasury next meetings £140.00 to be claimed back
Closing treasury balance:	£2,371.84	John B has a breakdown of the money coming in and out at today's meeting.	
Next meeting date:	Saturday 9 th March 11.00	Pavilions Richmond House Richmond Road Brighton BN2 3FT	