

## SANAC 19 “Brighton Rocks Recovery”

<b>Committee meeting minutes</b>	<b>23-03-2019 11.00</b>	<b>Pavilions Richmond House Richmond Road Brighton BN2 3FT</b>	
<b>Chair of the meeting:</b>	<b>Hayley T</b>	The meeting was started with a moments silence	
<b>Reading of 12 Concepts:</b>	<b>Peter W</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>• Treasury</li> <li>• Subcommittee reports</li> <li>- Registration</li> <li>- Programmes</li> <li>- Hospitality</li> <li>- Arts &amp; Graphics</li> <li>- Merchandise</li> <li>- Stewarding</li> <li>- Fundraising</li> <li>• AOB</li> <li>• Request for funds</li> <li>• Closing treasury balance</li> <li>• Next meeting date</li> </ul>		

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<b>Those present:</b>	Hayley T Peter W Barry K Zoe Y John B Marc S Ronnie E-H Jodie R Ricky H Phil T Nick S Zoe M Suzanne S-B Martin T Callum P Cliff	-Convention Chair -Vice Chair -Treasury Chair -Secretary -Vice Treasurer -Programming Chair -Vice programming Chair -Hospitality Chair -Chair Merchandise -Vice Merchandise -Stewarding Chair -Committee Tea Person	
<b>Apologies:</b>	Neil P	-Registration Chair	
<b>Approval of last meetings minutes:</b>	Phil T		
<b>Opening treasury balance:</b>	£2,449.41		
<b>Positions vacant:</b>	<ul style="list-style-type: none"> <li>• Vice minute secretary</li> <li>• Fundraising Chair</li> <li>• Arts and Graphic</li> </ul>		

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<b>Venue update:</b>	Update re how many rooms have been booked - 7 rooms are booked at the discounted rate	Feedback from area to say that people would like to have the prices for the hotel rooms to be on the website, also to provide all members the discount code for reduced bedrooms.	-Zoe Y to ask Neil if he can add this info to the website (Done)
<b>Treasury:</b>	We are still having difficulty with accessing the bank account, we may now need to open a new account.	<p>Peter will contact another bank to explore our options.</p> <p>Barry will look into now putting in a formal complaint with Lloyds.</p> <p>We have £1000 ring fenced at area that we will request nearer the time if we need too.</p>	-Peter to enquire with Barclays the process of opening an account with them.
<b>Registration:</b>	Update from Neil: 1 more person has pre-registered since the last meeting.	Neil has the up to date print out for the SANAC/Lloyds account.	
<b>Programmes:</b>	The committee are going to see the venue next week to look at how the setup is.	We are aiming to have the Saturday night entertainment 9-12.	<p>-Marc to bring a draft copy of the weekend agenda to the next meeting.</p> <p>-Nick S to speak to Jon about the music we would like played on the Saturday eve</p>
<b>Hospitality:</b>	Jodie is continuing to announce in meetings if any fellow members have space to put up some of our fellow visitors.	Anyone making enquiries through FB will be directed to the hospitality chair phone number.	-Can we add details of the pre-registration phone number on the website & along with our FB page,

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	Discount code: NA7	Jodie can also send people links for the list of version	<a href="#">with the links to alternative accommodation options</a>
<b>Arts &amp; Graphics:</b>	We discussed re visiting printing off more flyers, we have agreed that we will now print 1000 flyers for us to distribute at other conventions – to include the hotel discount code and to state that links to alternative accommodation are on the website.	Peter suggested that we print of some posters and paper flyers to take to the London convention.	<a href="#">-Hayley to speak to the chair re agreement for us to do this</a>
<b>Merchandise:</b>	<p>The committee have now purchased the merchandise which has all been paid for.</p> <p>It has been agreed to use to money from merchandise sales to purchase new items.</p> <p>The committee will keep a full treasury report.</p> <p>We discussed that we will go to other conventions to promote our convention, selling of prize draw tickets and pre-registration tickets – we will explore selling our merchandise with the other area’s committee’s that they are happy for us to do this.</p>	<p>The committee have been given £550 from the treasurer so far.</p> <p>Closing balance from the subcommittee at the close of today’s meeting = £36</p>	<a href="#">-Peter to create a timetable for the London convention for everyone to have a time slot to man to stall</a>
<b>Stewarding:</b>	Nick has organised for the printing of the stewarding Tshirts		

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<b>Fundraising:</b>	<p>We desperately need to fundraiser chair, to lead on events and raffle/auction ect at the event</p> <p>Our next fundraising event to be held on the 11<sup>th</sup> May, we will discuss at our next meeting what this will look like.</p> <p>Prize Draw ticket sales have now slowed down, but still available to buy from the committee. We will hold the draw at our committee meeting on the 4<sup>th</sup> May which will be filmed and uploaded onto our FB page.</p>	<p>We have booked the venue for this at the Hanover Centre from 1 – 9 to allow us time to set and clear up.</p> <p>Deposit has been paid £30.00 we need to pay £126.00</p>	
<b>AOB:</b>	Fundraiser on the weekend, raffle, auction ect	-To discuss this at our next meeting.	
<b>Request for funds:</b>	<div style="text-align: right;"> Hayley  Ronnie  Suzanne Flyers </div>	-£ 16.00 -£ 7.00 -£35.00	
<b>Closing treasury balance:</b>	£2,575.10	Updated by Barry via text	
<b>Next meeting date:</b>	Saturday 6 <sup>th</sup> April 11.00	Pavilions Richmond House Richmond Road	

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