

Sussex Campout Committee Meeting Minutes

Date of meeting: Wednesday 23rd May 2026

Meeting began at: 12:00

Meeting ended at: 13:00

Meeting chaired by: Karl/Rachel

Minutes taken by: Hannah

- Karl welcomed all attendees
- Dani read the 12 Concepts

Attendees

1. Karl - Head of Catering
2. Dave - Head of Entertainment
3. Lauren - Head of Programming
4. Dani - Treasurer
5. Rich - Tech & Site Manager/Traffic Marshal
6. Michelle - Vice Treasurer
7. Hannah - Minutes Secretary
8. Charlotte - Arts & Graphics
9. Tom - Vice Catering
10. Rachel - Chair of Campout Committee & Head of Tuck Shop
11. Donna S - Head of Merchandise
12. Jenna - Vice Registration

Apologies

1. Sam - Vice Tea (*at committee meetings*) and Vice of Tuck Shop
2. Alfie - Vice Entertainment
3. Dan - Vice Merchandise
4. John - Bonfire/Wood Warden
5. Donna D - Head of Registration

Positions vacant

- Kids' Corner
- Vice Chair
- Vice Minutes Secretary
- Vice Programming
- First Aider (only if qualified)

Entertainment

- Dave bringing all he needs and all covered

Treasury

- Opening Balance: £2,544.28
- Preference for QR codes over card readers. The % fee is higher with card readers but we'd have to take £3800 for the price of extra card readers to outweigh % taken by QR codes.
- Rachel mentioned app from convention that was used that worked. Going to ask Jess about app.
- Dave said to have the card readers and QR codes as we already have two within the committee.
- Lauren mentioned Paypal 'Family & Friends' and mentioning to people to bring cash.
- If we made £2000 QR codes will cost us £50, the card readers will cost us £33.80 in fees.
- Michelle mentioned card readers won't allow us to see where the money comes from.
- Committee confirmed we are happy to only use QR codes and cash and card readers as backup - voted and carried by committee.
- QR codes needed for Registration, Catering, Merchandise and Tradition 7
- Closing Balance: £2620.11 (not including Merch and Silent Disco)

Programming

- Lauren confirmed morning JFT meeting is 1hr and share meetings will be 1.5hrs (evening share 25min)
- Karl confirmed dinner window

Tuck Shop

- Rachel happy to cover Tuck Shop on day - voted and carried by committee
- Dani sending budget over

Registration

- 36 pre-registered people (Jenna has full dietary requirements to give to Karl)
- 8 kids
- 11 dogs (some people coming for the day only Saturday with their dogs)
- Someone asked about hammocks
- Rich has hammock stand
- People have asked about size of camp
- Rich happy to be Site Manager/Traffic Marshal - voted and carried by committee
- Rachel said Wellbeing lady's insurance only covers her if it's completely flat
- Reg need more people to do service
- Lauren happy to help
- Rich asked about wristbands
- Jenna mentioned lanyards that Rachel has
- Rich happy to get coloured wristbands
- Rich also has rounders set and first aid kits
- Rachel said we'll need dedicated First Aider

Merchandising

- Merch order ready with SHEIN - posted in group
- Magnets, Mugs, T-Shirts, Hoodies
- Black are cheapest so T-Shirts and Hoodies will be black
- If you want different colours, you can order yourself
- Slightly higher cost of merch - voted and carried by committee

Arts & Graphics

- Charlotte said as soon as she has exact timings of meetings she can amend

Silent Disco

- Hannah to order 50 headsets and 1 music loaded tablet for £175 - voted and carried by committee

Fire Dancer

- Wayne knows her and has been in touch with her but Donna hasn't taken it further until we've spoken
- Rich asked if she has insurance
- Donna said she was at last one
- Voting on if she has PL insurance that we'll ask her to come - voted on and carried by the committee

Arts & Graphics

- Charlotte said as soon as she has exact timings of meetings she can amend

Any other business

- Rachel proposing asking Glenn to do his merch on the Sunday - 20% profit to us
- Lauren mentioned Friday night only
- Dani said end so people buy our merch instead
- Proposal changed to Saturday - voted and carried by committee
- Rich proposed screen with films for kids
- Karl expressed issue with screens
- Hannah mentioned Tree Of Hope - Hannah making green shaped leaves with string
- Michelle mentioned feedback page on website
- Lauren mentioned physical feedback forms on Registration table

Business for next meeting

- Rachel asking Jess about payment app
- Donna asking Wayne if Fire Dancer has Public Liability Insurance
- Hannah to make green shaped leaves with string
- Rich to send his address to Hannah for Silent Disco delivery as he is 12 mins from Campout
- Michelle led us out with the Serenity Prayer

Next meeting

- **Date:** 6th June 2026 12-1pm
- **In Person:** Venue TBC
- **Online:** Link will be in WhatsApp group

Bank Details for any donations & Tradition 7

- Account Name: SANAC Committee
- Account Number: 00509326

- Sort Code: 30-96-83