

## SANAC 19 “Brighton Rocks Recovery”

<b>Committee meeting minutes</b>	<b>26-01-2019 11.00</b>	<b>Pavilions Richmond House Richmond Road Brighton BN2 3FT</b>	
<b>Chair of the meeting:</b>	<b>Hayley</b>	The meeting was started with a moments silence	
<b>Reading of 12 Concepts:</b>	<b>Jodie</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>• Actions review</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>• Closing treasury balance</li> <li>• Next meeting date</li> </ul>		
<b>Those present:</b>	Hayley T Zoe Y	-Convention Chair -Secretary	

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	<p>John B Marc S Ronnie E-H Jodie R Suzanne S-B Ricky H Phil T Nick S Steve B Martin T Mark K</p>	<p>-Vice Treasurer -Programming Chair -Vice programming Chair -Hospitality Chair -Arts and Graphics -Chair Merchandise -Vice Merchandise -Stewarding Chair -Committee Tea Person</p>	
<b>Apologies:</b>	<p>Peter W Barry K Neil P Luke H Michelle F</p>	<p>-Vice Chair -Convention Treasurer -Registration Chair -Area Vice Chair</p>	
<b>Approval of last meetings minutes:</b>	Ronnie		
<b>Opening treasury balance:</b>	£33.61	We still do not know what is in the SANAC account.	
<b>Positions vacant:</b>	<ul style="list-style-type: none"> <li>- Vice minute secretary</li> <li>- Fundraising Chair: Now available</li> </ul>	<p>-No one put their self forward</p> <p>-We let go of the Fundraising chair with love, following a vote of no confidence.</p>	

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<b>Actions reviews:</b>	<ul style="list-style-type: none"> <li>- All actions were reviewed, please see outstanding actions</li> </ul>	<ul style="list-style-type: none"> <li>• Zoe Y has £2.13 of this</li> <li>• Barry to chase bank this week</li> <li>• Barry to calculate this into the treasury report</li> <li>• Ricky to call Terry for further info</li> <li>• Hayley and committee to look into possible venues : -1x Brighton -1 x West Sussex</li> </ul>	<ul style="list-style-type: none"> <li>-Zoe Y to bring to the next meeting.</li> <li>-John to go back to the bank next week, to resign the required forms.</li> <li>-Barry is back next week.</li> <li>-Merchandise committee to bring back to next meeting.</li> <li>-On-going.</li> </ul>
<b>Venue update:</b>	<ul style="list-style-type: none"> <li>- Venue insurance</li> <li>- 2 x further discounted rooms</li> </ul>	<p>Email insurance docs sent.</p> <p>The hotel is not able to offer us this.</p>	<ul style="list-style-type: none"> <li>-Zoe to circulate with the minutes (done).</li> <li>-Zoe to book the following with the hotel: <ul style="list-style-type: none"> <li>• 1 x single room for 2 nights</li> <li>• 1 x double room for the Sat night (done).</li> </ul> </li> </ul>

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	<ul style="list-style-type: none"> <li>- Hayley also obtain a quote from the hotel for PA hire</li> </ul>	<p>Our AV is all hired in from our suppliers. As a standard, we can offer you the following:</p> <ul style="list-style-type: none"> <li>-2 speaker PA system @ £120</li> <li>-4 speaker PA system @ £200</li> <li>-Microphones @ £55 each</li> <li>-Lectern @ £50</li> <li>-Lectern microphone kit @ £55</li> <li>-Projector &amp; screen @ £100</li> </ul>	
<b>Treasury:</b>	<ul style="list-style-type: none"> <li>- We still do not have access to the bank account</li> <li>- We need to have a clear idea on the money raised so far through fundraising</li> </ul>	<p>John needs two existing signatories to approve his signature and return to the bank for approval</p>	<p>-John to attend the Sunday meeting to obtain the signatures and return for to the bank.</p> <p>-All committee members to bring a report on the money they have raised through fundraising to the next meeting, and also any money that has not been transferred to the SANAC account.</p>
<b>Registration:</b>	<ul style="list-style-type: none"> <li>- Update via email</li> </ul>	<p>Pre-reg is pretty much the same, there have been 3 more pre-registrations.</p> <p>Every committee member can now take cash, to make it easier for people to pre-reg. (For anyone taking cash, you take their name, email and</p>	<p>-Zoe to ask Neil if he can do bullet point instructions for people who want to register (done).</p> <p>-All committee members to announce in meetings that we can now all take cash for pre-registration.</p>

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		mobile and send it to me and Neil will text them their code).	
		If anyone wants to pay via bank transfer they can email the convention email as normal.	
<b>Programmes:</b>	<ul style="list-style-type: none"> <li>- All progressing well, a couple of chairs have now confirmed. First programming schedule has been drafted, this includes: <ul style="list-style-type: none"> <li>-Main shares</li> <li>-Workshops</li> <li>-Marathon meetings</li> </ul> </li> <li>- The committee are looking for one more person to join them.</li> </ul>	<p>We discussed:</p> <ul style="list-style-type: none"> <li>-The committee deciding on their own deadline to have the full schedule for the weekend.</li> <li>-Printing of the final program</li> <li>-Adding this to a power point presentation if we have one at the event</li> </ul>	<p>-Mark to talk to the Sussex F&amp;E committee to ask if they would like to put on the Saturday night entertainment.</p>
<b>Hospitality:</b>	<ul style="list-style-type: none"> <li>- Have been busy researching different places for visitors to book, this includes: <ul style="list-style-type: none"> <li>-Budget hotels</li> <li>-Air B&amp;B</li> <li>-Hostels</li> </ul> </li> </ul>	<p>We discussed asking fellow members who would be willing to put up visitors for the weekend.</p>	<p>-Jodie to gather a list of people within the fellowship with room for visitors to stay.</p> <p>-Zoe to put hospitality contact number on the SANAC FB page.</p>
<b>Arts &amp; Graphics:</b>	<ul style="list-style-type: none"> <li>- The flyers have now been printed and are in circulation.</li> </ul>		<p>-Suzanne to send a copy to Merchandise.</p>
<b>Merchandise:</b>	<ul style="list-style-type: none"> <li>- We discussed different ideas for the merchandise.</li> </ul>	<p>Hayley has a contact within the fellowship who may be able to offer us a discounted rate.</p>	<p>-Committee to obtain quote for the merchandise and bring to our next meeting.</p>

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<b>Stewarding:</b>	- Several fellow members have confirmed their availability for the weekend.	Quotes for t shirts required.	-Merchandise to include this with their quote – 12 t shirts in total.
<b>Fundraising:</b>	- We discussed and voted on the convention committee doing a prize draw as a fundraiser.	Tickets - price £5 each  Prize – Weekend convention tickets for 2 people including staying in the hotel on the Saturday with breakfast	-Martin T to draft tickets and print off.  -Zoe to set up a spreadsheet to put on ticket details on.  -Only people present at this meeting and the committee to sell the tickets.
<b>AOB:</b>	- Expenses for the committee	We agreed to pay 25p per mile for anyone traveling to be at the meeting.	
<b>Closing treasury balance:</b>	£52.17	John has the treasury report from the last 2 meetings.	
<b>Next meeting date:</b>	- Saturday 9 <sup>th</sup> February 11.00	Pavilions Richmond House Richmond Road Brighton BN2 3FT	