SANAC COMMITTEE MEETING MINUTES

DATE: 19TH APRIL

LOCATION: ZOOM

CHAIR: STEVE

ATTENDEES: ADAM, STEVE, RICH, BEN, JEZ, RUTH

1 OPENING

Meeting opened with a moment of silence and an invitation for the spirit of recovery.

12 Concepts and 12 Traditions of NA were read aloud.

2 CHAIR'S STATEMENT

Steve reminded all members that the meeting is a safe space.

No aggression or abusive behaviour will be tolerated.

Chair reserves the right to close the meeting if necessary.

3 APOLOGIES

Peter

Teresa

4 INTRODUCTIONS

Members introduced themselves and their roles/interests:

Adam – Chair of Tech & Zoom Support

Steve – Chair

Rich – Looking for service

Ben – Newly appointed Treasurer

Jez – Present to understand website status

Ruth – Interested in Vice Tech

Additional members introduced themselves as addicts seeking service or supporting roles.

5 VACANT POSITIONS

The following roles were announced as vacant:

Vice Chair

Vice Treasurer

Vice Minutes Secretary

Chair of Programming

Chair of Registration

Vice Tech

Fundraising Coordinators (x2)

Chair of Stewarding

Chair of Hospitality

6 NOMINATIONS & ELECTIONS

VICE TECH

Nominee: Ruth

Background: Microsoft Certified Professional; accounting experience; prefers tech role over finance.

Outcome: Unanimously approved after discussion and vote.

Action: Ruth appointed as Vice Tech.

HOSPITALITY

Nominee: Rich

Background: 20 years front-of-house experience; personable; willing to engage with attendees.

Outcome: Unanimously approved.

Action: Rich appointed as Chair of Hospitality.

VICE CHAIR (FUTURE CONSIDERATION)

Ben expressed interest in becoming Vice Chair after completing current Treasurer responsibilities for this convention cycle.

Chair emphasised priority is resolving bank account access before considering role changes.

Outcome: Deferred.

7 FOOD, DRINK & HOSPITALITY DISCUSSION

CATERING ARRANGEMENTS

Two cooks and a barbecue specialist (all in recovery) will provide hot food.

Food will be prepared the night before and transported to the venue.

Venue has a fully equipped kitchen including ovens and dishwashers.

COFFEE SERVICE DEBATE

Rich and Ben proposed offering barista-style coffees (lattes, cappuccinos, iced drinks) to increase revenue.

Steve expressed concern about:

Complexity

Time delays

Staying aligned with NA traditions (no outside vendors)

Committee agreed to review equipment during venue visit before deciding.

Action: Adam to inspect coffee equipment during next venue visit.

OUTSIDE VENDORS

Proposal for an external coffee horse-box was rejected due to NA Tradition Six (no endorsement of outside enterprises).

8 VOLUNTEERS & SUBGROUP PROPOSAL

Steve proposed creating a WhatsApp subgroup for volunteers who are not full committee members.

Purpose: keep helpers informed and coordinated.

Discussion on whether volunteers should have a single point-of-contact.

Chair clarified:

Committee as a whole will direct volunteers.

Avoiding chaos is the priority.

Action: Subgroup to be created once volunteer list is finalised.

9 CATERING BUDGET & LOGISTICS

Ben raised need for:

Cost estimates from cooks

Forecasting revenue vs. expenses

Understanding food pricing before ticket sales increase

Steve confirmed:

Cooks will provide a budget for ingredients

Committee will review and adjust as needed

Action: Cooks to submit costings for hot meals.

10 VENUE VISIT

Committee agreed a venue visit is needed to:

Review kitchen equipment

Assess technical needs

Plan layout and logistics

Steve is in contact with venue manager and will coordinate timing.

Action: Schedule venue visit within next few weeks.

11 TICKETING, QR CODES & WEBSITE

BANK ACCOUNT ACCESS

Ben (new Treasurer) is working with former Treasurer to gain access.

QR code cannot be finalised until bank details are confirmed.

QR CODE

Current QR code leads nowhere.

Needs to link to a payment page.

WEBSITE REGISTRATION

Jez explained last year's system:

Payment page on website

Stripe used for payments

Registration form collected attendee details

Excel sheet generated for clean-time countdown and registration desk

Steve stated Stripe will not be used this year due to previous issues.

Actions:

Treasurer to finalise bank access

Jez to update website payment flow once details available

New QR code to be generated after payment page is ready

12 ADDITIONAL NOTES

Flyers need updating for UK Convention marketing.

QR code must be ready before printing.

Committee expects at least two more meetings before the event.

13 MEETING CLOSE

Meeting ended after final discussion on ticketing and website.

Next meeting date to be confirmed.