

SANAC COMMITTEE MEETING – MINUTES

DATE: MONDAY 4 MAY @ 11AM

LOCATION: ZOOM

CHAIR: STEVE

ATTENDEES: ADAM, PETER, BEN, THERESA, TRISTAN

APOLOGIES: RICH

1 OPENING

Meeting opened with readings:

12 Traditions of NA – read by Peter

12 Concepts for NA Service – read by Ben

Roll call completed.

2 PREVIOUS MINUTES

Previous meeting minutes are currently being processed and were available by 11:30am for review at this meeting.

3 TREASURER'S REPORT

Opening balance: -£200.91

Expense of £28.58 noted (train fare and conference microphone).

Committee agreed not to apply for Area funds yet, pending clearer costings and anticipated income from ticket sales.

Area has indicated willingness to cover costs once full expenses are presented.

4 POSITIONS & COMMITTEE ROLES

VACANCIES / UPDATES

Awaiting confirmation from Ruth regarding a service position.

Ongoing need identified for a Secretary and Registration lead.

Treasurer / Vice-Chair Discussion

Ben outlined his original intention to stand as Vice-Chair, later agreeing to take on Treasurer due to necessity.

Area guidance received: one person cannot hold both Treasurer and Vice-Chair roles.

Proposal discussed to involve Louise as Treasurer in future if available.

Decision: Motion proposed and seconded to allow Ben to act as Vice-Chair while continuing as Treasurer for the time being. Vote carried unanimously.

Action: Ben confirmed as Treasurer and Vice-Chair.

5 LITERATURE & READINGS

Three sets of NA reading cards required.

Literature sales to operate on a sale-or-return basis via Area.

Clean time countdown to be supported with literature distribution for newcomers.

6 VOLUNTEERS & STAFFING

ROLES NEEDED:

Stewards
Registration desk support
Quizmaster confirmed
Kitchen managers and barbecue cooks to be confirmed
Volunteers will be sought via meetings and networks

7 CATERING

Proposed catering for ~200 people.
Plan includes:
Hot vegetarian and meat options (Thai curry proposed)
Rice-based meals for simplicity and cost control
Sandwiches/rolls, vegan and non-vegan options
Estimated target cost: £3.50-£4 per meal.
BBQ to be supported by the Camp-out Committee.
Tristan and Josh confirmed as leads for food preparation.
Action: Kitchen team to confirm menu and costings after venue visit.

8 FACILITIES & EQUIPMENT

Available equipment:
Cash boxes (2)
NA banners, tablecloths, helpline pull-ups
Lectern and microphone (to be confirmed with venue)
Cash float proposed: £200-£300 (notes and coins).
Flowers/gift to be arranged for venue manager as thanks.

9 PROGRAMME & ACTIVITIES

Main hall plus up to four additional rooms available.
Activities planned:
Main speakers (pairs of shares)
Healing and Meditation – led by Theresa
Quiz – led by Paul
Possible line dancing / DJ session
Healing and meditation to be scheduled away from main shares to avoid clashes.
Action: Programme draft to be created and circulated.

10 TICKETS, FINANCE & TECHNOLOGY

Ticket sales via website using QR codes: two ticket types - Standard and Newcomer
Four SumUp card readers (£26 each), to be purchased for: Registration desk, Food, Raffle and Tradition 7 contributions
Action: Peter to finalise minutes to enable bank authorisation.
QR codes to be generated once website is live.
Flyers to be reprinted (1,000 copies), pending full committee sign-off.

11 PUBLICITY

Flyers to direct users to the website (not directly to ticket page).

Posters to be produced for meetings and events.

Committee reminded to email requests directly rather than wait for meetings.

12 NEXT MEETING

Date proposed: Sunday 17 May

Venue: The Yews, Haywards Heath (Wi-Fi confirmed)

Aim: face-to-face meeting and progress review.

Action: Ben to confirm venue availability and report back.

13 REGISTRATION

Peter volunteered to lead Registration for the event.

Volunteers to be coordinated under him.

Registration queries to be sent by email only.

14 ANY OTHER BUSINESS

Bell tent no longer required due to available rooms.

Venue visit to be arranged (weekend preferred).

Floor plan of venue circulated after the meeting.

15 CLOSE

Meeting closed with the Serenity Prayer.