

SANAC COMMITTEE MEETING – MINUTES

DATE: 17 MAY 2026

LOCATION: THE YEWS, HAYWARDS HEATH

TIME: 10:30AM

1 OPENING

Meeting opened with a moment of silence.

Readings delivered:

12 Concepts of NA Service – by Tristan

12 Traditions of NA – by Adam

2 ATTENDEES

Kat, Steve, Tristan, Ben, Peter, Ruth, Adam

Apologies from Theresa (Chair of Wellness)

3 PREVIOUS MINUTES

Previous minutes reviewed.

Correction identified regarding £150 venue deposit:

Recorded as paid – confirmed not yet paid.

Action: Update and reissue corrected minutes.

4 FINANCIAL REPORT

Opening balance: -£242.14.

Discussion on funding approach:

Funds held by Area are ring-fenced event funds, not new funding requests.

Decision:

Proposal to request £2,000 from Area.

Proposal seconded and agreed unanimously.

Estimated Allocation (indicative)

Venue: ~£600

Food budget: ~£300

Flyers and posters: ~£100

Remaining balance to support ongoing costs

5 EVENT PLANNING

Attendance & Catering

Estimated attendees: ~200 people.

Catering plan agreed:

Morning: tea, coffee, pastries (donations encouraged)

Lunch: hot meal

Evening: barbecue

Decision to remove cold rolls option.

Additional items:

Cakes and baked goods (member contributions)

Ice lollies and bottled drinks for sale

Food Safety

Requirement identified:

Food safety compliance needed if selling food

All allergens and preparation processes should be considered

Agreement to clarify responsibilities with catering lead

Catering Leadership

Kat confirmed to co-ordinate catering and kitchen operations.

Role informally defined:

Kitchen volunteers

Food service

Clean-up management

Suggestion to formalise role as “Chair of Catering”

6 PROGRAMME

Proposed Schedule:

11:00 – 12:30: Two main speakers

12:30 – 14:00: Lunch break

14:00 – 15:30: Two speakers

16:00 – 17:00: Final speaker

18:30 – 19:30: Clean time countdown & raffle

Evening:

Barbecue

Quiz

Line dancing

Gong bath session (9:00pm)

Additional:

Marathon meeting (running throughout day)

Wellness / meditation rooms (separate rooms)

7 VENUE VISIT

Site visit options were suggested and Tuesday 2 June at 5pm was confirmed

8 FUNDRAISING & INCOME STREAMS

QR code and online payment system now live

Paper tickets also available

Raffle

NA Merchandise seller to provide stock with 20% return to committee

Coffee Machine to be supplied by Ben and run by Ruth

Raffle prizes

Literature sales (via Area stock)

Suggestion of fundraising activities

9 EQUIPMENT & LOGISTICS

SumUp payment systems agreed (digital-first approach)

Consideration for:

Multiple payment devices
Registration desk float (~£200)

Proposal:

Purchase radios for communication (approved via donation)
First aid provision confirmed (qualified members present)

10 POLICIES & ENVIRONMENT

Event to be Family-friendly and Dog-friendly, with dogs on leads

Considerations:

Child supervision remains parent responsibility
Waste management (dog waste bags, bins)

11 ADDITIONAL ACTIVITIES

Outdoor games
Children's activities (e.g. face painting)

12 COMMUNICATIONS & PROMOTION

Website now live
Ticket sales enabled
Promotion planned at UK Convention
Flyers and materials to be finalised within the week

13 NEXT MEETING

Sunday 31 May at 10:30 at The Yews

14 KEY ACTIONS

Update and circulate corrected minutes
Submit £2,000 funding request to Area
Finalise catering plan and food safety compliance
Confirm programme schedule
Attend venue site visit
Finalise ticket pricing and structure
Arrange raffle, merchandise, and donations
Confirm volunteer roles and responsibilities
Complete promotional materials and distribution

15 CLOSING

Meeting closed with thanks to attendees.

