

SANAC COMMITTEE MEETING – MINUTES

DATE: 14 JUNE 2026

LOCATION: THE YEWS, HAYWARDS HEATH

TIME: 10:30AM

1 OPENING

Meeting opened with a moment of silence.

Readings: *Why We Are Here* read by Kat and *12 Traditions of NA* read by Theresa

2 ATTENDEES

Steve – Chair of SANAC

Ben - Treasurer and Vice Chair of SANAC

Adam - Chair of Tech

Theresa - Chair of Wellbeing

Kat - Kitchen Coordinator

Peter - Chair of Graphics and Minutes Secretary

Rich - Chair of Registration & Stewarding

Kerry - Vice Chair of Registration & Stewarding

Tristan - Chair of Catering

Apologies from Ruth - Vice Chair of Tech

3 MINUTES OF PREVIOUS MEETING

Previous minutes approved

4 VACANT POSITIONS

Vice Treasurer

Vice Minutes Secretary

Chair and Vice Chair of Programming

5 ELECTIONS & NOMINATIONS

VICE TREASURER

Rich nominated

Experience: financial management, spreadsheets, previous service

Outcome: Elected

VICE MINUTES

Adam volunteered to assist with transcription and reporting

Outcome: Elected

6 COMMITTEE UPDATES & KEY DECISIONS

Need to improve structured reporting templates for future meetings

Agreement that reports should be submitted in advance where possible

Emphasis on improving organisation ahead of next convention

7 REPORTS

CHAIRPERSON'S REPORT

2,000 flyers printed for distribution

Regional and national distribution underway

Planned outreach

- Sussex and surrounding counties

- UK and European Convention

Encouraging early ticket uptake and donations

Discussion held regarding cash vs digital payments:

Cash tickets to be recorded with name and clean date

Digital payments via app or bank transfer encouraged

TREASURER'S REPORT

Current Balance: -£180.20

Attending ASC on 17th June to apply for £1,250 of ring-fenced funds

Once received, account will return to positive balance

Costs for printing event materials pending

Spreadsheet to be shared (read-only) for transparency

KITCHEN & CATERING REPORT

General catering plan

- Simple food offering: Chicken / Vegetarian / Vegan Thai curry

- Estimated cost: approx. £1.50 per portion

Additional items

- Cakes and pastries (donated and purchased)

- Tea and coffee (small charge/donation basis)

- Proposed "kids lunch bags" (sandwich, snack, drink)

- Posters to display allergy warnings

HEALING & WELLBEING (THERESA)

Programme includes gong bath, reiki and meditation

Scheduling challenges due to clashes with main meetings

Programme may require flexibility

Final timings to be confirmed

GRAPHICS

Designs submitted and costs for materials:

200 × Cards for Lanyards = £32.28

5 × A2 Programme Poster = £19.10

2 × A2 Healing Poster = £16.16

1 × A1 Marathon Meeting Poster = £22.53

Estimated total cost: ~£100

Projector to be used for programme display and branding visuals

Additional posters required

- Meeting in Progress and Healing Session in Progress

- Child Supervision and Dog Supervision

- Allergy Disclaimer

TECHNICAL REPORT

Venue equipment basic but workable

Actions

- Bring additional batteries, projector and screen
- Adjust stage layout to prevent audio feedback
- Bluetooth available for music playback

REGISTRATION & VOLUNTEERS (RICH)

Volunteer plan

- Registration: approx. 10–15 volunteers
- Stewarding: approx. 15 volunteers

Key decisions

- Minimum clean time for money handling roles: 1 year
- Two-person rule for handling and recording money
- Cash stored securely (lockbox system)

Registration Process

- Pre-registration lists used
- QR code and email sign-up introduced
- Paper tickets available with tracking

FUNDRAISING & DONATIONS (RUTH - VIA REPORT)

Raffle hamper donations ongoing

Coffee support confirmed

General fundraising progressing well

8 SITE VISIT

Venue inspected by committee

Good access, sufficient space and facilities

9 KEY OPERATIONAL DECISIONS

Programme may require flexibility on the day

Room allocation to be finalised closer to event

Volunteers encouraged to pre-register

Early bird ticket (£10) promotion prioritised

Expenses should be claimed to reflect true event cost

10 ANY OTHER BUSINESS

Suggestion: volunteer meal subsidy discussed (no decision confirmed)

DJ format agreed: Attendees submit song requests at registration

Emphasis on shared responsibility of clearing tables, supporting logistics and maintaining facilities

11 NEXT MEETING

Sunday 5th July 2026 at the Yews and online

12 CLOSING

Meeting closed with the Serenity Prayer