

SANAC COMMITTEE MEETING MINUTES

DATE: 5 JULY 2026

LOCATION: THE YEWS, HAYWARDS HEATH

TIME: 10:30AM

1 OPENING

Meeting opened with a moment of silence. *12 Concepts of NA* and *12 Traditions of NA* read.

2 ATTENDEES

Ben - Treasurer and Vice Chair of SANAC

Rich - Chair of Registration & Stewarding

Adam - Chair of Tech

Ruth - Vice Chair of Tech

Theresa - Chair of Wellbeing

Kat - Kitchen Coordinator

Peter - Chair of Graphics and Minutes Secretary

Apologies

Steve - Chair of SANAC

Kerry - Vice Chair of Registration & Stewarding

3 MINUTES OF PREVIOUS MEETING

The previous minutes were approved without amendment.

4 VACANT POSITIONS

No vacant positions were discussed.

5 REPORTS

TREASURER'S REPORT

Current bank balance stands at £1,365.

Income received

£1,000 from Area

£100 donation from Chichester Unity Day

£265 received through online ticket sales.

A further 10 tickets have recently been sold

Travel and service-related expenses can now be submitted.

Current financial spreadsheet and cash-flow report to be circulated.

HEALING & WELLBEING REPORT

Gong Bath with Pat and Jax confirmed. Reiki sessions confirmed.

Meditation session and Somatic Sound Therapy expected to be confirmed.

Programme timings 90% confirmed. Final timings to be signed off by Friday 10th July.

Capacity limits for sessions confirmed at 30 and sign-up sheets to be created.

Yoga mats have been sourced for therapy activities.

CATERING REPORT

Adequate kitchen volunteers have been secured.

Additional volunteers are still being sought to allow rota overlap and prevent volunteer fatigue.

Members are being encouraged to either prepare food or donate items.

Pastries and baked goods have already been pledged.

Catering arrangements remain on track.

Agreement reached that barbeque food should be served on paper plates to minimise washing-up requirements.

Indoor meals will continue to use proper crockery where appropriate.

REGISTRATION & STEWARDING REPORT

A volunteer recruitment flyer has been produced and shared with the committee.

Dedicated email address established for volunteer enquiries.

Front desk will manage attendee registration, song requests and healing session bookings.

Stewards will assist with venue setup, front door management, directional guidance and general housekeeping support.

A motion was put forward that members with less than six months clean time may assist on registration if supervised by an eligible member. Voted on and passed.

Volunteer structure to be coordinated through new WhatsApp sub-group set up by Kerry and email set up by Rich.

TECHNOLOGY REPORT

Final site visit will be required to check audio equipment arrangements.

Discussion ongoing regarding projector for programme information and visual displays.

Confirmation required regarding Bluetooth connectivity and venue AV access.

GRAPHICS REPORT

Design work almost finished, everything to go to print by the 15th.

All venue posters are done and are ready to be printed and laminated.

Still to be done

Boards for non-physical raffle items

Forms for Healing Appointments and Song Choices.

Signage for Café, Room 1 and Room 2.

One-month reminder flyer to be distributed on 16 July.

6 OTHER BUSINESS

BARBEQUE ARRANGEMENTS

Concern was raised regarding the lack of confirmed details.

Discussion concluded that the barbeque remains an important part of the event.

Karl will be contacted for confirmation.

SPEAKER PROGRAMME

Concerns were raised that the five main speakers had not yet been confirmed.

Committee agreed that contingency speakers could be identified if necessary.

Kat to speak to Steve to establish current progress.

VENUE BOOKING

Significant concern was expressed regarding the venue agreement and the legality of selling tickets to an unconfirmed event. Kat agreed to speak with Steve to establish if he needs help from the committee to finalise the booking.

Issues raised

Area funding was obtained specifically to pay the venue deposit.

Formal paperwork has not yet been submitted.

Venue booking currently relies upon verbal agreement.

If necessary, the committee will offer direct assistance to complete the venue process.

RAFFLE & FUNDRAISING

Confirmed prize donations

Afternoon Tea for Two at South Lodge Hotel.

Sauna and Cold Water Therapy experience.

£50 Amazon voucher.

Additional £50 donation for fundraising prizes.

Gardening Services donated by Kat.

Design Services donated by Peter.

Additional prize ideas

Ruth and Kat to prepare one or more raffle hampers.

Literature prizes.

Personalised merchandise.

TRAVEL EXPENSES

Members encouraged to claim travel expenses.

TICKET DONATIONS

Several members donated event tickets for newcomers or members experiencing financial hardship. No addict should be prevented from attending due to lack of funds. Committee members will continue promoting this principle through meetings and announcements.

7 NEXT MEETING

Sunday 19 July 2026 at the Yews and online.

8 CLOSING

Meeting closed with the Serenity Prayer.