

SANAC COMMITTEE MEETING MINUTES

DATE: 2 AUGUST 2026

LOCATION: THE YEWS, HAYWARDS HEATH

TIME: 10:30AM

1 OPENING

The meeting opened with a moment of silence.
Rich read the 12 Concepts and Peter read the 12 Traditions.

2 ATTENDEES

Ben – Vice Chair and Treasurer
Adam – Chair of Tech
Ruth – Vice Chair of Tech & Raffle Coordinator
Tristan - Chair of Catering
Peter – Chair of Graphics and Minutes Secretary
Rich – Chair of Registration & Stewarding
Kerry – Vice Chair of Registration & Stewarding

APOLOGIES

Kat
Steve
Theresa

3 PREVIOUS MINUTES

The previous meeting minutes were reviewed and approved with no amendments.

4 REPORTS

TREASURER'S REPORT

Current bank balance stands at £882.54.
£100 cash being held by Steve from ticket sales.
£60 still to be received from Adam M.
Committee finances are currently in a healthy position with funds expected to exceed £1,000.
Venue costs, deposits, printing and associated expenses have been paid.
Outstanding major expenses include catering budget and barbecue provisions.
No reimbursement requests have been received since the last meeting.

CATERING & KITCHEN REPORT

Catering numbers

Committee agreed to plan for approximately 150 meals.

Main meal plan

- 100 portions Green Chicken Curry
- 50 portions Vegan/Vegetarian Yellow Curry

Total projected food cost: £245.52

Portion costs

- Green Chicken Curry: £1.62 per portion
- Vegan Yellow Curry: £1.66 per portion

Children's food

Committee discussed alternatives for younger attendees.

Two simple pasta options for children:

- Tomato pasta
- Pesto pasta (nut free where possible)

Meal pricing agreed

Main meals: £5

Children's meals: £2

Newcomer and need-based meals

Committee agreed that the first 20 newcomers to receive meal vouchers.

Catering area to display: "If in need, we will feed."

This allows meals to be provided where required without creating barriers or stigma.

GRAPHICS REPORT

Lanyards have arrived. No further graphics updates.

Additional promotional material to be produced, including:

- Catering posters
- Democratic Disco poster
- Coffee and refreshment signage

TECH REPORT

Democratic Disco to run through venue PA system.

Backup cable connections to be brought and AA batteries will be required for comms devices.

Projections to be updated and finalised with Peter next week.

REGISTRATION AND STEWARDING REPORT

Registration rota largely complete but additional afternoon volunteers still required.

Newcomers are being recruited to assist with event setup.

Registration area preparations include:

- Cash box
- Registration spreadsheet
- 6,000 raffle tickets

Registration desk will be staffed by trusted servants with required clean time and newcomer support where appropriate.

RAFFLE AND AUCTION REPORT

Raffle donations secured

- Dome Cinema tickets
- Massage vouchers
- Tattoo vouchers

These add to the already donated items including Tea for Two and sauna sessions

Auction

NA banner

Leather-bound boxed edition of *Just for Today*

Various cakes and additional donated items

6 ANY OTHER BUSINESS

REFRESHMENTS

Committee agreed to purchase:

- Three cases Coca-Cola
- Three cases Coca-Cola Zero
- Two cases Fanta
- Two cases Sprite/7-Up
- Ten cases bottled water

Pricing agreed:

Bottled water: £1

Soft drinks: £1.50

Tea and coffee will remain donation based, in line with standard NA practice.

Oat milk to be provided alongside regular milk.

DISPLAY ITEMS AVAILABLE

- Large NA banner.
- Large Steps and Traditions displays.
- LSC tablecloth and other display materials.
- Dark blue and light blue ribbon decorations for raffle table donated.

REGISTRATION AND VENUE CAPACITY

Approximately 71 tickets already sold. Venue indoor capacity confirmed as 250.

Committee acknowledged attendance may exceed expectations and that there is additional parking at Barnham Station.

Committee will monitor attendance numbers closely.

Contingency discussions took place around additional outdoor space if required.

7 ACTIONS

Tristan to send catering menu and allergen information to Graphics

Peter to produce catering and coffee posters

Peter to source buckets for Tradition Seven collections

Rich confirmed that he will contact Mark regarding banners and display materials and collect them if necessary.

Steve to finalise preambles and confirm Reading Cards have been ordered

Ben to review venue guidance regarding outdoor PA usage

Ben and Tristan to organise cash-and-carry purchasing for refreshments and supplies

8 BRING LISTS

All committee members to bring a detailed *Bring List* to the next meeting to ensure all event equipment, supplies and materials are accounted for prior to the convention.

7 NEXT MEETING

Sunday 9 August 2026 at the Yews and online.

8 CLOSING

Meeting closed with the Serenity Prayer.