

SANAC 19 “Brighton Rocks Recovery”

Committee meeting minutes	29-06-2019 11.00	Pavilions Richmond House Richmond Road Brighton BN2 3FT	
Chair of the meeting:	Hayley T	The meeting was started with a moments silence	
Reading of 12 Concepts:	Jodie R		
Agenda items for meeting:	<ul style="list-style-type: none"> • Moments silence • 12 Concepts • Introductions/apologies • Approval of last meeting minutes • Opening treasury balance • Positions vacant • Venue update • Subcommittee reports - Treasury - Registration - Programmes - Hospitality - Arts & Graphics - Merchandise - Stewarding - Fundraising • AOB • Request for funds 		

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	<ul style="list-style-type: none"> • Closing treasury balance • Next meeting date 		
Those present:	Hayley T Peter W Barry K John B Jodie R Mark S Ricky H Phil T Nick S Suzanne S-B Zoe M Callum P Martin T	-Convention Chair -Vice Chair -Treasury Chair -Vice Treasurer -Hospitality Chair -Programming Chair -Merchandise Chair -Vice Merchandise -Stewarding Chair -Arts & graphics -Committee Tea Person	
Apologies:	Zoe Y Neil P Ronnie E-H	-Secretary -Registration Chair -Vice programming Chair	
Approval of last meetings minutes:	Ricky H		
Opening treasury balance:	£4,548.17		
Positions vacant:	Convention too close for new positions		

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Venue update:	<p>Hayley has spoken to the venue. Payment is due 2 weeks before so by Fri 05/07</p> <p>-Access on Friday from 3pm</p> <p>-Room guest names will be given to hotel on day when they register and put down a credit card for additional charges</p>	<p><u>Items required for the weekend:</u></p> <p>-PA system – Neil</p> <p>-DJ - Confirmed</p> <p>-Flowers – Table top and venue thank you</p>	<p>Hayley to speak to venue to gain earlier access – preferably from 2pm. We do not want to pay anymore</p> <p>Barry to go to hotel by Fri to pay for venue hire and the two hotel rooms. Will pay part by check and part cash</p>
Treasury:	<p>Discussion around how we would control access for people only paying for 1 day attending both days. Agreed it could be written on the lanyard cards either by the day paid or using different pen. Mechanics not that important as we will rely on peoples honesty</p> <p>Agreed that donations by unwaged people will be accepted without any argument nor discussion in the spirit of the convention</p> <p>Area will advance Convention funds up to around £300 from F&E sponsored walk if they are required. This can be drawn the week before the Convention at the ASC on Wed 17/07</p>	<p><u>Items required for the weekend:</u></p> <p>-Float</p> <p>-Petty cash tins</p> <p>-Accounts book</p>	<p>Barry to establish from Neil the space on the lanyard cards for registration control of days etc</p> <p>All monies to be banked by Mon</p> <p>Barry to keep float out for change and incidentals totalling approx. £4</p> <p>- Barry to put all outstanding money into the SANAC account</p>

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Registration:	<p>Martin voted in as Vice-Reg due to Neil being away on business</p> <p>Donna and John also available to assist</p> <p>Neil’s sponsee also available to assist</p>	<p><u>Items required for the weekend:</u></p> <ul style="list-style-type: none"> -Lanyards -Tablets & chargers -Card readers -Buckets 	<p>Barry to establish if hotel has cash machine</p> <p>Barry to ask Neil if provision has been made for card payments or are we only taking cash</p> <p>Can everyone continue to announce in meetings that our pre-registration end date is the 1st July</p>
Programmes:	<p>One main share has had to cancel. Marc working on finding a replacement</p> <p>Full programme to be included in next weeks minutes</p> <p>Discussion around DJ and music style containing 80’s and 90’s</p>	<p><u>Items required for the weekend:</u></p> <ul style="list-style-type: none"> -Drop down 12 & 12 – Martin -Reading cards – Phil organising -Pre-ambles -Clarity/press statement -Program -Marathon meeting agenda -Bottles of water 	<p>Marc will query with F&E committee if Sunday BBQ after convention is still planned</p> <p>Hayley to liaise with Portsmouth committee regarding Press Safety Statement readings</p>
Hospitality:	<p>Hotel has advised only 8 rooms booked</p> <p>Assumed people have looked for alternative cheaper accommodation</p> <p>Everyone to announce we are looking for raffle prizes at meetings</p>	<p><u>Items required for the weekend:</u></p> <ul style="list-style-type: none"> -Print out of alternative accommodation options -List of members with room in their homes 	<p>Peter to speak to Selena about prize she has offered</p>

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Arts & Graphics:	<p>Stage to be positioned on far left wall</p> <p>Suzanne to order PVC sign 60 x 40 approx £25</p> <p>Canvas to paint on NA logo with Starlings approx. £22</p> <p>Marker pens as required to draw logo and people to sign</p> <p>Budget of £75 voted in for Suzanne to purchase what is needed as above</p> <p>Discussion around slide show over weekend – this cannot be part of Suzanne’s remit</p> <p>Jodie will do flowers but needs more specifics on what is required</p>	<p><u>Items required for the weekend:</u></p> <ul style="list-style-type: none"> -Table display banner -Banner to sign/marker pens -NA sign -Flowers 	<p>Hayley to source Flip Chart Holder</p> <p>Hayley to look into options to create slideshow</p>
Merchandise:	<p>Opening balance - £325.25</p> <p>Rock is to be purchased for £250</p>	<p><u>Items required for the weekend:</u></p> <ul style="list-style-type: none"> -All convention merchandise -NA books ect -Petty cash tin -Books for countdown 	<p>Ricky to look into Gift Edition books for Raffle</p>

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Stewarding:	<p>Nick has 10 people committed</p> <p>They are all to be NA members with NA sponsor and to have paid to be at convention</p> <p>Stewards to be available for load in on Fri and get out on Sunday</p>	<p><u>Items required for the weekend:</u></p> <p>- T-shirts</p>	<p>Nick to confirm names of his committee that are available to steward on the day at next meeting</p>
Fundraising:	<p>Hayley to take the lead on the raffle</p> <p>Mechanics of silent auction and raffle to be discussed at next meeting</p> <p>Raffle prizes can be brought to the venue</p> <p>Nick is also available to store prizes</p>	<p>Items required for the weekend:</p> <p>-Raffle prizes</p> <p>-Raffle ticket books</p> <p>-Silent auction format/sheets</p> <p>-Pens</p>	<p>-Please can we all continue asking for donations of raffle prizes</p>
The Convention:	<p>PA System has been booked – total cost = £624.00</p>	<p>-Deposit of £157 has been paid. We will pay the remaining balance after the event.</p>	<p>If Neil is not attending we need to ensure there is someone to stand in for PA duties – Neil is speaking to his contact</p>
AOB:	<p>A donation of £25 has been received from a Kids Market Stall</p>	<p>It was voted that we would let go off making the decision on a reduction for members in detox and that everyone will expected to pay to registration fee.</p>	<p>Anybody who gets raffle prizes please put them onto the WhatsApp group</p>

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		We have a newcomer donation pot for new comers attending who do not have the funds to pay for their registration.	
Request for funds:	Suzanne for Art Supplies £75 Hayley for travel reimbursement £16		
Closing treasury balance:	£4,536.31		
Next meeting date:	Saturday 6 July 11.00	Pavilions Richmond House Richmond Road Brighton BN2 3FT	