

MINUTES
SANAC 2020 "CONVENTION COMMITTEE MEETING"
PAVILLIONS 11AM SAT 05 OCTOBER 2019

Chair of Meeting : Barry K

Reading of 12 Concepts : Phil T

Present :

Barry K - Convention Chair
Peter W – Convention Vice-Chair
John S - Vice-Treasurer
Marc S – Programming Chair
Ronnie E-H – Vice-Programming Chair
Phil T
Ricky H
Callum
Suzanne B
Neil P
Dave

Apologies :

John B – Treasurer

Minutes from last meeting were seconded and approved

ELECTION OF NEW POSITIONS FOR 2020

Phil T – Registration Chair
Ricky H – Merchandise Chair
Callum – Minutes Secretary
Suzanne B – Arts & Graphics Chair
Neil P – A/V & Production

POSITIONS VACANT

Minutes Secretary – Vice	Merchandise – Vice
Arts and Graphics – Vice	Fundraising – Chair and Vice
Stewarding – Vice Chair	Tea-person
Hospitality and Venue Liason – Chair and Vice	

It was discussed that we needed more women on the committee. Everyone was asked to announce these service positions at all meetings with a specific mention to invite woman members of the fellowship to become involved.

VENUE AND CONVENTION DATE

1. Peter W reported back that the weekend of 26/06/20 was the best date from the Holiday Inn and that they would offer the exact same cost as this year being £3,650.00 for the same room layout of the Arundel Suite on the ground floor and the Lancing Suite on the first floor split into 2/3 rooms as required.
2. The timings for the weekend had been revised on the draft contract to be :

Friday 26/06 14:00 – 22:00 for both rooms
Saturday 27/06 09:00- 23:45 for Arundel and 09:00 – 22:00 for Lancing
Sunday 28/06 09:00 – 17:00 for Arundel and 09:00 – 16:00 for Lancing
3. The date was proposed, seconded and approved. Barry K and Peter W were to sign the contract and send back to the hotel to confirm.
4. No deposit to secure is required but full payment is due by 01/05/2020
5. It was agreed that next year we were not going to get involved with any room offer to attendees other than to request a preferential room rate for up to 10 rooms for out of town speakers.

A/V AND PRODUCTION

1. This new position was created on the back of the experience of last year where Neil P was busy almost the entire weekend on the mixing desk.
2. Discussion around a plan if Neil had to be away on tour and Neil advised that he had a couple of experienced people in mind to assist and stand in for him if required

TEA

A pot would be passed at the end of the meeting to seed fund tea supplies so as not to use the venue's supplies moving forward.

ARTS & GRAPHICS

1. Suzanne expressed her willingness to be more involved in all aspects of arts and graphics over and above just the flyer design etc.
2. It was agreed that a theme needed to be thought up. Everyone to think about this put ideas on the WhatsApp group and bring to the next meeting

REGISTRATION

- 1 Discussion around what to charge for next year. Two proposals were put forward and the vote was carried to keep the pricing the same for next year:

Pre-Registration for Weekend £25

Two Day Charge on the door £20

One Day Charge on the door £10

2. Further discussion around how to manage people paying for one day and coming for two. The different coloured pens last year did not really work. The general consensus is this is a program of honesty and people should take their own inventory to pay the required fee.
3. It was also pointed out the newcomers donation pot brought in quite a lot this year to offset any possible shortfalls for those not in a position to pay for two days.

FUNDRAISING

1. In the absence of a fundraising Chair the committee needed to come up with a few ideas to kickstart the fundraising
2. Barry K explained that we were actually only £1,500 ahead of where we were last year. So at least a further £3,000 needed to be raised to ensure we had sufficient for all upfront costs
3. Marc S proposed a sponsored walk date TBC was 23/11. He would produce the sponsor forms and circulate them ASAP.

MERCHANDISE

1. Too early to start yet
2. Discussed that over the weekend additional volunteers with clean time were needed to man the table
3. Location needed to be in hotel lobby rather than in Arundel Suite
4. A review of what sold well last year was needed with attention being given to items that sold particularly well being available over the weekend as well

PROGRAMMING

1. Had been waiting for confirmation of date to approach international main share speaker
2. Feedback from last year needs to be assessed
3. Change in start times of meetings are under discussion and will be proposed to committee in due course
4. A flyer containing graphic of venue layout and listing all meetings and workshops both downstairs and upstairs needed to be designed and produced for handout at registration as well as uploaded on the website in advance

TREASURY

- 1 Currently £39.56 in the bank and £15.26 in cash
- 2 Barry K gave check of £500 from Area to John S - this was part of the £3,000 raised from this year's event. The further £2,500 currently remained ringfenced at Area. It was to be discussed at next Area whether this money would stay ringfenced or be returned to the Convention Committee for us to be autonomous for advance payments coming up over the next few months
- 3 It was agreed that a new bank account with a bank other than Lloyds should be investigated and opened. John B, John S and Peter W to be signatories.

AOB

Meetings would be 3-4 weekly intervals for the next few months

NEXT MEETING . : 11AM SATURDAY 2 NOVEMBER - PAVILIONS, RICHMOND HOUSE