

SANAC 11 – 2019 “Brighton Rocks Recovery”

Committee meeting minutes/final report	10-08-2019 11.00		
Chair of the meeting:	Hayley T	The meeting was started with a moments silence	
Reading of 12 Concepts:	Peter W		
Agenda items for meeting:	<ul style="list-style-type: none"> • Moments silence • 12 Concepts • Introductions/apologies • Convention • Venue • Subcommittee observations and learning for new committee - Treasury - Registration - Programmes - Hospitality - Arts & Graphics - Merchandise - Stewarding - Fundraising • Forming new committee meeting date & venue 		

Those present:	<p>Hayley T Peter W Zoe Y Barry K John B Ricky H Phil T Martin T Jodie R Zoe M Callum P</p>	<p>-Convention Chair -Vic Chair -Secretary -Treasury Chair -Vice Treasurer -Chair Merchandise -Vice Merchandise -Vice Registration -Hospitality Chair -Committee Tea Person</p>	
Apologies:	<p>Neil P Marc S Ronnie E-H Nick S Suzanne S-B</p>	<p>-Registration Chair -Programming Chair -Vice programming Chair -Stewarding Chair -Arts & graphics</p>	
Convention:	<p>A huge thank you to the whole committee in their dedication in putting this convention on, and also to all those that helped the committee along the way, including service completed over the weekend.</p> <p>The committee would also like to thank the whole fellowship for supporting us in raising the required funds, by sponsoring the committee and attending the fundraising unity day.</p>		

	<p>Thank you to the area for allowing us all to be off service and supporting us over this past year.</p> <p>Also we would like to thank F&E for supporting us in raising the additional funds we required and for holding the BBQ after the convention, this was a great way for members to end the weekend.</p> <p>Thank you to all that attended, we had 291 members register for the convention, with a total of 2.231 years, 2 month and 16 days clean time 😊</p>		
Venue update:	<p>Everyone was happy with the venue and we would suggest using this venue for the next convention.</p>	<p><u>Feedback/suggestions for new committee:</u></p> <ul style="list-style-type: none"> • To request discounted rooms not be closed until one week prior to the event. • We would suggest to aim for the same dates for the next convention to the next committee. • To ensure the room is set up with the PA system being to the left, as this would also help with the sounding. 	<p>- Hayley & Zoe to send a thank you email thanking them for hosting and to enquire if we could book for next year.</p>
Treasury:	<p>Please see bottom of report for full treasury report.</p> <p>Money to be paid back £1,000 – ring fenced from area £457.00 – Fun raised from F&E</p>	<p><u>Feedback/suggestions for new committee:</u></p> <ul style="list-style-type: none"> • Difficulties re adding signatories to the bank account - we would suggest next time one person to be added to the account at a time, and then to remove the previous signatories that are no longer required. 	

	<p>We discussed that we would like to request to hold £3,000 for a convention next year, anything above this figure we would like to donate to area.</p> <p>We also voted that we would donate a £75.00 B&Q voucher to pavilions for allowing us to hold our committee meetings at their venue.</p>	<ul style="list-style-type: none"> To consider that all PA equipment & lanyards may need to be paid in advance. 	<p>-Action – Jodie will liaise with Marc re the purchasing of the voucher.</p>
Registration:	<p>Registration: Pre-registration was instrumental in helping us to secure the funds required to pay for the venue in advance as requested.</p>	<p><u>Feedback/suggestions for new committee:</u></p> <ul style="list-style-type: none"> To include handover times in the timetable, so everyone was clear about what the service entailed. 	
Programmes:	<p>All the main shares gave our members a clear message of hope and unity and done us proud, thank you all.</p> <p>All shares are now uploaded on the Sussex NA website.</p>	<p><u>Feedback/suggestions for new committee:</u></p> <ul style="list-style-type: none"> Members requested to add more structure to the marathon meetings, as shares were requested. For the countdown facilitator to inform the room the structure that will be followed - to maybe go down in months from 18 months. For the marathon meetings and workshops to be printed off and handed to members on arrival or include on the lanyard. 	
Hospitality:	<p>Hospitality: The chair got busier the week prior to the convention, and was able to match members to stay together. The air BNB was the preferred option and was reasonably priced.</p>	<p><u>Feedback/suggestions for new committee:</u></p> <ul style="list-style-type: none"> To explore the possibility of cheaper room rates with the hotel and request a later cut of date. 	

Arts & Graphics:	The design was brilliant and the theme was treaded throughout the whole convention. The photo power point was a brilliant additional and was appreciated by all members, with photos off the weekend being uploaded instantly.		
Merchandise:	Great selection of merchandise was available, we still have few items left, which can be used to raise funds for the next committee.	<u>Feedback/suggestions for new committee:</u> <ul style="list-style-type: none"> • The merchandise table to be in the foyer for the next convention. • The rock didn't sell very well, this may have been due to price. 	
Stewarding:	Great mixer of members to support the committee.	<u>Feedback/suggestions for new committee:</u>	
Fundraising:	We did not have a chair for this position, and is was filled by all committee members. Members attending seemed to be unclear about the blind auction.	<u>Feedback/suggestions for new committee:</u> <ul style="list-style-type: none"> • Shorten the raffle • To auction one item in the room, rather than a blind auction. • Each registration could be a raffle ticket number to win the convention back drop. 	
Next meeting date:	14-09-19 @ 11.00	Pavilions Richmond House Richmond Road Brighton BN2 3FT	

Treasury report below:

Income , before convention

Opening balance in account.	30-71
Pre Reg.	1447-56
Area (ring fenced).	1000-00
Area (f & e).	457-00
Committee pots.	287-14
Sponsored walk / fundraiser	1665-00
Raffle / fundraiser	1105-00
Hanover / fundraiser	274-28

Income at convention

Registration	3260-00
Auction	250-00
Merchandise	709-15
Raffle.	660-00
Newcomers donations.	220-42

Expenses

Committee ex's: <u>Tea,travel</u> & sundry.	519.30
Merchandise.	710.50
Graphics/printing /banners etc.	163.00
Event liability insurance.	140.00
A/v sound equipment etc.	708.75
Venue charges.	3650.00
Programming.	300.00
Raffle prizes.	149.99
Credit card charges.	23.90
Registration.	366.00

Fundraising results

	Income.	Costs.	Profit
Sponsored ride.	1665.00.	—	1665.00
Raffle.	1255.00.	150.00.	1105.00
Hanover.	550.78.	276.50.	274.28

Final financial results

Income

Opening balance	30.71
Area ring fenced & area f&e.	1457.00
Revenue generated.	9878.55
 Total income	 11366.26

Expenses

Total costs.	6731.44
Current balance.	<u>4634.82</u>

Current balance.	4634.82
- Area money etc.	- 1487.71
Total profit generated.	<u>£ 3147.11.</u>