



SANAC 13 28th August 2022 2pm Wrap Up Committee Meeting

- In attendance:** - Marc - SANAC 13 Chair (outgoing)
Wayne - SANAC 13 Treasurer (outgoing)
EJ - SANAC 13 Arts & Graphics Chair (outgoing)
Federico - SANAC 13 Hospitality Chair (outgoing)
John - SANAC 13 Programming Chair (outgoing)
Rupert - SANAC 13 Venue Liaison Chair (outgoing)
Phil - SANAC 13 Venue Liaison Vice-Chair (outgoing)
Theresa - SANAC 13 Registration Vice-Chair (outgoing)
- Apologies** - Donna - SANAC 13 Minutes Secretary (outgoing)
Donna - SANAC 13 Merchandise Chair (outgoing)
Leigh-Anna - SANAC 13 Registration Chair (outgoing)
Chris - SANAC 13 Stewarding Chair (outgoing)

Marc welcomed us to the wrap up closing meeting of the SANAC 13 Convention.

We started with a moment of silence to welcome the spirit of recovery.

EJ took the Minutes in the absence of Minutes Secretary.

Positions Vacant

No positions vacant as this year's Convention has been held and the committee is now wrapping up.

Nominations

None this month as this year's Convention has been held and the committee is now wrapping up.

Approval of last Minutes

Wayne proposed and Emma—Jane seconded last month's minutes.

Venue Liaison Report

The staff was responsive to the set-up of the venue beforehand. Hire of the venue was pretty smooth on the weekend of the Convention.

Problems with the lack of air conditioning in the Ballroom, not enough fans were provided to combat the lack of air conditioning and didn't know the air conditioning would not be working until the last minute. Can use with the venue for next year's convention. Water was not refilled quickly enough throughout the convention. The staff did not listen to how the Ballroom was to be set up and this needed to be changed. The staff were very accommodating, helpful and we got really good service from them.

Coffee area took a while to set up in the morning and a few attendees complained about this but the Starbucks is nothing to do with the Holiday Inn.

Venue provided a buffet for £10 a head for attendees of the Convention that was not asked for so this was a nice touch.

Raffle prize room was a decent tidy little room and was a good raffle prize.

Rupert will send a final e-mail to the venue saying thank you and putting forward the few problems we encountered over the weekend.

Registration Report

76 people pre-reg. A few newcomers got free entry on the day but almost everyone paid for entry. Saturday went really well but Sunday was hard to cover the registration desk. People came and helped out at the registration desk on the days.

A programme poster was needed at the registration desk.

An email address for registration is needed for next year as well as the phone number as this will make things easier for some people.

Leigh-Anna will keep the card machine as it is registered in her name and has paid the money paid out by Convention back to the Convention bank account. Next year get a card machine from the bank of the SANAC account.

Merchandising Report

Good selection of merchandise was available at the Convention, all of it was sold.

Some comments were that there was not a large enough selection of merchandise available.

Maybe a Literature Table with the Merchandise table next year as a lot of people were asking to purchase Literature at the Convention.

Arts & Graphics Report

Signage for the rooms went down well.

Lanyards were a success.

Canvas wasn't quite right as should have been in a frame and was very over priced for what we got.

Banner for top table was very good.

Overall Arts and Graphics was very well done.

Logo for the Convention was a huge hit and maybe this should be SANAC's logo going forward just the wording changing each year.

Stewarding Report

Needed badges saying 'Steward' or 'Here to Help' or printed onto the high-vis vests. Needed more stewards and more presence over the weekend.

Programming Report

All went well. One marathon meeting got missed.

Meditation was not led on Sunday morning.

DJ was not received well at the Dance, but the Dance went well.

Chairs were well received over the weekend, especially the final, main Sunday Chair as was the most wonderful chair to end the Convention weekend with.

Hospitality Report

Researched the prices and places to stay in and around the Brighton area for the Convention weekend. Maybe need more research and preparation for next year.

Wasn't much to the position to be honest.

Maybe next year not have the Convention in August to lower prices for accommodation, especially as the hotel may offer concessional rooms over the weekend if the Convention is not held in August next year.

Treasurers Report

Treasurers opening balance - £1,203.20 £4,800.88 after the Convention had been held.

Request for Funds

£50.00 Rupert for Flowers and Chocolates for Venue Co-Ordinator on the weekend of Convention.

£8.25 Emma-Jane for Travel to committee meeting.

£88.00 The Phoenix Centre for committee meetings.

Treasurers closing balance - £4,654.63

Financial report of the years incomings and outgoings will be completed by Wayne SANAC 13 Treasurer (outgoing) and Marc SANAC 13 Chair (outgoing) and be ready for reporting to the ASC next month.

A proposal was made to keep £4,000.00 in the SANAC bank account for next year's Convention and will donate the rest to Area, voted on and passed.

SANAC 13 Treasurers Final Financial Report

Incomings

| | |
|-------------------|---|
| £ 3,000.00 | Money Ringfenced with ASC |
| £ 1,140.00 | Money from Pre-Registration |
| £ 2,919.62 | Money in Registration at Convention |
| £ 530.00 | Money made from Raffle at Convention |
| £ 410.00 | Money made from Merchandise at Convention |
| £ 67.00 | Donation from F&E Committee |
| £ 1,306.00 | Money in from fundraising sponsored walk |
| £ 200.00 | Other donations (a group and a member) |
| £ 405.00 | Money in from fundraising raffle |
| £ 37.71 | Tradition 7 |
| £10,015.53 | Total Incomings |

Outgoings

| | |
|-------------------|--|
| £ 4,000.00 | Hire of Venue (Holiday Inn) |
| £ 165.90 | Design and Printing of Convention Flyers |
| £ 210.00 | Merchandise |
| £ 250.00 | Van for audio equipment |
| £ 84.00 | Canvas with Convention Logo |
| £ 34.00 | Poster with Convention Logo |
| £ 360.00 | Lanyards for Convention (350) |
| £ 50.00 | Flowers and Chocolates for Venue Staff |
| £ 35.00 | Stewarding |
| £ 22.00 | Pre-Reg phone |
| £ 88.00 | Rent for venue of committee meetings |
| £ 28.00 | Miscellaneous |
| £ 5,326.90 | Total Outgoings |

£ 4,688.63 FINAL CLOSING BALANCE

AOB

It was mentioned at the last ASC that the Convention Committee did an amazing job in setting up and running this year's Convention, and the Convention was well received by everyone in attendance. A lot of positive comments received.

Only negative is was held in August as the Convention incurred high costs in this month, maybe next year have a different month to lower costs of the Convention and associated costs of accommodation etc.

Committee did really well, lots of working together and strong unity from the committee members, a few teething problems in the beginning but were all smoothed out in the end.

Marc thanked everyone for attending this wrap up meeting.

John led us out in the We version of the Serenity Prayer.

On the 11th September the Convention Chair and Treasurer met to complete a final financial report which is attached to the minutes. The closing balance is £4688.63. So as proposed by convention committee at the closing meeting, £4000.00 will remain in SANAC bank account and a donation of £688.63 will made to Sussex ASC.

Thanks for allowing us to be of service.

SANAC 13 Committee members.

Together We Can.

