

## **SANAC Committee Meeting Thursday 31 July 2025 19:00-21:00 on Zoom**

*In accordance with Concept 5, the Chair of SANAC is the single point of decision and accountability for the SANAC Committee.*

**Present:** Dean (Chair of SANAC – taking this meeting), Lexi (Vice Chair of Tech and minutes taker), Adam R (Chair of Tech), Teresa (Vice Chair of Healing), Jez (Chair of Registration), Ben G (Treasurer), Peter K (Chair of Graphics), Adam M (Chair of Programming), Stephen (Vice Chair of SANAC)

**Apologies:** Katie M (Vice Chair of Creche)

**Absent:** Pat (Chair of Healing)

### **Overview**

#### **Budget & Financial Management:**

- Current bank balance confirmed at £1,598.86 with additional cash collections ongoing.
- Additional funds from ticket sales to be deposited in account.
- Ben is meeting Tom at Metro Bank Tuesday lunchtime to gain account access and update financial records.
- Treasurer transition in progress – Ben voted in by committee but awaiting ASC ratification.
- Projected surplus of £2,800 if all income and expense projections materialize as planned.
- Immediate payment requirements totaling over £1,100 need processing this week.
  
- Literature order: £101 direct payment to ASC account for raffle prizes and giveaway materials.
- Merchandise and printing: approximately £1,000 for programs, lanyards, T-shirts, tote bags, and promotional materials.
- All printing materials must be sent to production by Tuesday/Wednesday to meet convention timeline.
- 20% discount coupon expired Friday but Peter searching for replacement to reduce costs.
- Payment coordination between Ben and Peter essential for Tuesday processing.

#### **Merchandise & Literature Production:**

- Complete merchandise line finalized and ready for immediate production with committee approval.
- Black T-shirts featuring full-color Sussex Convention design with professional, classy appearance.
- Tote bags, mugs, and fridge magnets all approved with consistent branding and design elements.
- Committee members committed to wearing convention T-shirts throughout three-day event for visibility and promotion.
- All designs completed and approved - no further changes permitted to avoid production delays.
- Recyclable lanyards ordered with name cards (no plastic wallets) for environmental sustainability.
- Convention program production timeline critical with speaker information nearly complete.
- Side room meeting titles due Tuesday end-of-day for Wednesday print deadline.
- Program designed to fit in pocket format for easy carrying and reference throughout convention.
- Literature order includes sale-or-return books with payment deferred until post-event reconciliation.

#### Programming:

- All main speakers confirmed and topics finalized for primary sessions.
- Ross T removed from program due to health concerns, replacement female speaker confirmed and contacted.
- Side room meeting chairs needed from committee members - all requested to volunteer for at least one meeting.
- Convention preamble requires updating for social media and photography policies based on UK Convention model.
- Updated convention preamble needed addressing press, filming, and social media policies for modern requirements.
- Meeting format will include traditional shares and multiple side room sessions throughout weekend.
- Flowers needed for main speaker table - Adam M responsible.
- Committee meeting responsibilities distributed among available members.
- Dean confirmed for opening meeting leadership and overall coordination.
- Programming team requesting all committee members take one meeting chair responsibility.
- Adam (Tech) excluded from meeting chair duties due to technical support requirements during sessions.

### Venue:

- Major venue upgrade secured for dance through successful negotiation with Ryan.
- Additional room with terrace and bar area secured for £480 total cost (£300 cleaning + £180 staff).
- Original side room budgeted for creche which cost £200 offset against new space.
- Dance venue now includes outdoor terrace access and dedicated bar service from venue staff.
- Enhanced space allows for potential dual-room setup: main dance floor and chill-out area with ambient music.
- Dance scheduled 8:00 PM – 11:00 PM Saturday following 7:15 PM conclusion of final chair session.
- Sound system and DJ coordination expanding with multiple volunteer DJs confirmed.

### Tech:

- Julian providing primary sound equipment and confirmed as lead DJ with established reputation.
- John B (Piano John) recommended by Steve with strong NA fellowship reputation and LGBTQ+ community connections.
- Rob available as backup with garage music specialty, flexible about participation level.
- Sound system planning must account for single-room limitation due to sound bleed concerns between spaces.
- Venue's installed PA system available for chill-out room background music requirements.
- Lighting assessment needed from Julian for dance venue requirements and potential rental costs.
- LED candle procurement for ambiance – Teresa researching cost-effective Amazon options around £15 for three-pack.

### Registration:

- Comprehensive attendee tracking system planned combining digital and manual processes.

- Registration desk equipped with computer/laptop for real-time data entry and clean time calculation.
- Lanyard system includes name, area, and clean time fields for community building.
- Both online ticket holders and walk-in purchasers must process through registration for lanyard collection.
- Simplified data entry process designed to encourage volunteer participation without technical intimidation.
- Payment processing capabilities confirmed for on-site ticket sales and registration.
- Stripe integration through mobile phones eliminates need for separate card reader equipment.
- No additional costs for card payment processing beyond standard Stripe transaction fees.
- Registration volunteers will handle both cash and digital payments seamlessly.
- Accommodation ticket sales integration needed for comprehensive attendee tracking and room management.

#### Creche:

- Creche staff payment method requires clarification – invoice vs. cash payment on completion.
- Creche only requires one room.
- Katie providing access to 15 walkie-talkies for staff communication and coordination.

#### Social Media:

- Intensive promotional campaign launching immediately with countdown and themed content.
- Daily countdown posts starting 10 days before convention with rotating promotional messages.
- Content themes include parking registration, accommodation booking, newcomer ticket sponsorship, and general attendance.
- Social media coordination across WhatsApp groups, Facebook, and website platforms.
- Peter designated for promotional material creation with support for content distribution strategy.
- Sussex NA Facebook page management identification needed for coordinated posting schedule.

- Multi-channel promotion approach targeting local, national, and international NA communities.
- UK and World NA website submissions planned despite longer approval timelines.
- Individual committee members assigned specific WhatsApp groups to prevent duplicate posting.
- Accommodation promotion prioritized to maximize on-site attendance and community building.
- Norwich outreach successful with two accommodation bookings demonstrating effective personal promotion.
- Convention website updates and promotional material distribution through established NA networks.
- Vehicle registration promotion essential for parking management and attendee convenience.

### Healing:

- Healing group integration coordinated with main programming schedule.
- Teresa coordinating specialized sessions around main speaker timeline.
- Meeting schedule coordination to avoid conflicts with primary programming
- Side room utilization for healing-focused meetings and specialized recovery topics.
- Healing group activities designed to complement rather than compete with main convention programming.

**Next meeting is hybrid Sunday 10 August 13:15-15:30.**

### Action items

Ben:

- Meet Tom at Metro Bank tomorrow lunchtime to gain account access.
- Make £101 payment to ASC account for literature once account access obtained.
- Coordinate with Peter K for ~£1,000 merchandise printing payment tomorrow.
- Update budget spreadsheet once account access is secured.

Peter K:

- Exchange contact details with Ben for payment coordination.
- Finalize program with side room topics by Wednesday for Thursday printing deadline.
- Create promotional countdown posts for social media campaign.

Adam R:

-Contact Julian regarding lighting equipment and room dimensions.

Adam M:

- Provide all side room meeting topics to Peter by end of Tuesday.
- Coordinate with Dean on convention preamble using UK convention format.
- Assign meeting chair responsibilities to committee members individually.
- Send Teresa planned finishing times for programming.

Lexi:

- Include creche worker payment method clarification in meeting minutes.
- Find out who manages Sussex NA Facebook page and coordinate with Jez.
- Add accommodation promotion and AOB not discussed at today's meeting as priority items for the next meeting.

Dean:

- Coordinate with Adam on F&E responsibilities including DJ lineup.
- Work with Adam on finalizing convention preamble.
- Contact John B (Steve's DJ contact) once Steve provides contact details.

Steve:

- Provide John B's contact details for DJ coordination.

Katie:

- Clarify creche worker payment method (invoice vs cash).