

## **SANAC Committee Meeting Sunday 10 August 2025 13:15-15:15 hybrid**

*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), Peter K (Chair of Graphics), Stephen (Vice Chair of SANAC), Katie M (Vice Chair of Creche), Harrison (visiting), Lou (Vice Chair of Registration), Ash (Vice Chair of ASC), Leighanne (visiting)

**Apologies:** Ben G (Treasurer), Adam M (Chair of Programming)

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

### **Agenda:**

Moment of Silence

Serenity Prayer - *led by Teresa*

12 Concepts - *read by Stephen/Leighanne*

Attendance

Apologies

Vacancies

1. Treasury Report
2. Registration
3. Creche
4. Merchandise
5. F&E
6. Website
7. Programming
8. Tech
9. Venue
10. Healing

**Next meeting Thursday 14 August 7-9pm on Zoom.**

### **Convention Planning & Logistics**

- Venue access confirmed for Friday setup at 10:00 AM with committee coordination meeting at midday (12:00 PM).
- Peter requires assistance transporting merchandise and banners from his flat to venue Friday morning.
- Ryan (venue contact) to be notified about Friday morning access requirements and room cancellation offset.

- Committee meetings scheduled: 9:00 AM Saturday and Sunday for daily coordination before events begin.
- Six radios available from Katie for inter-team communication across the expansive campus venue.
- Venue has multiple buildings with convention location at the very top of campus requiring clear directional signage.
- Stewarding structure established with comprehensive coverage plan requiring 10 stewards total across weekend.
- Katie volunteering as head of stewarding with experience in timetabling and volunteer coordination.
- Confirmed volunteers: Lawrence, Andrea, Jake, Harrison, Charlotte (registration desk focus).
- Three stewards needed in main auditorium, one for healing area, one for creche oversight.
- Traditional bucket collection role assigned to stewards outside main hall after chair shares.
- Registration desk to serve as central check-in point for steward shift changes and coordination.
- Katie to create WhatsApp group for stewarding volunteers with information-only posting restrictions.

## **Registration & Ticketing Operations**

- 41 tickets sold online via Stripe with detailed breakdown and accommodation tracking.
- 30 early bird tickets, 1 newcomer ticket, 5 day tickets, 4 day tickets, 12 day tickets.
- Only 24 people completed online registration forms, creating potential day-of registration bottleneck.
- One confirmed accommodation booking at university from London attendee.
- Additional paper ticket sales bringing total to approximately 80 tickets (matching previous years' pre-registration numbers).
- Registration communication strategy finalized with multiple touchpoint approach.
- Jez to send comprehensive email to all Stripe ticket holders on August 22nd with convention details and registration reminders.
- Follow-up monitoring for late ticket purchases with individual email outreach as needed.
- Paper ticket holders to be reached through meeting announcements and SANAC email contact information.
- All ticket stubs and unsold tickets due to registration desk by Friday for weekend sales coordination.
- Clean time data collection system streamlined for efficient processing.

- Simple book format for attendees to self-record clean time, removing burden from registration desk staff.
- Lexi designated for electronic data compilation during quiet periods between main sessions.
- Daily totals calculated Friday, Saturday, and Sunday afternoons for countdown ceremony.
- Vehicle registration handled at registration desk for campus parking requirements.

## **Financial Status & Merchandise**

- Current account balance: (circa) £1,286.32 after merchandise payment.
- £72.14 collected from two meetings via bucket collections with continued fundraising at all meetings.
- All merchandise printing completed and ready for collection.
- Literature arranged as sale-or-return basis with Sarah (£101 for prize books, pickup required Thursday).
- Merchandise operation scheduling and payment systems established.
- Opening just before/after registration each day, closing during final shares with reopening for post-meeting sales.
- Peter coordinating volunteer scheduling with committee member rotation support.
- Stripe mobile payment system and petty cash available, with backup card reader from committee member.
- Prize raffle items being assembled including framed serenity prayers.

## **Creche Operations & Child Care**

- Comprehensive creche system established with professional staffing and volunteer support.
- Two employed special workers (£600 total) - Kim (under-tuos specialist) and Mia (over-tuos).
- Nine confirmed NA volunteer women with DBS checks for statutory ratio compliance.
- Ratio management: 1:3 for under-tuos, 1:10 for over-tuos with strict number monitoring.
- Two-hour booking slots with flexibility for feeding/care breaks.
- Creche operational procedures and safety protocols detailed.
- Information forms with parent contact numbers, medical conditions, behavioral notes.
- Paper wristbands with parent contact numbers for child identification.
- Emergency contact system for absent parents.
- Operating hours: 11 AM - 7 PM Saturday, 11 AM - 7 PM Sunday with film screenings during final shares.
- Ofsted notification completed for regulatory compliance.

## **Technical & Programming Coordination**

- Audio-visual systems and meeting coordination in development.
- NA readings to be projected on screen during meetings in SANAC branding format.
- Adam M. responsible for allocating meeting chairs to committee members throughout weekend.
- Zoom meeting scheduled with Maddie for live performance technical requirements and backing track integration.
- Venue visit required within next week for technical rehearsal and projection testing.
- Marketing countdown campaign ready for deployment with automated daily distribution.
- Animated GIF countdown starting August 18th (10 days before convention) with daily decreasing numbers.
- Daily distribution through WhatsApp group with proper forwarding instructions for committee members.
- Technical testing completed for both Android and iPhone compatibility.
- Final day message: "Strength in Surrender has begun".

## **Healing & Wellness Programming**

- Healing room operations fully coordinated with autonomous setup.
- Program times finalized and coordinated with overall convention schedule.
- Pat providing own music, speakers, and playlists for healing sessions.
- Teresa bringing meditation lighting and candles for ambiance creation.
- Volunteer team confirmed and ready for weekend operations.
- Water stations confirmed available through venue (Ryan) with cups to be provided.

## **Outstanding Action Items & Deadlines**

- Immediate venue coordination required with multiple pending tasks
- Adam to contact Julian and John today regarding DJ services and dance logistics
- Venue visit to be scheduled within next week for technical rehearsal and final logistics confirmation
- Room cancellation offset to be confirmed with Ryan for unused dance venue space
- Literature pickup scheduled for Thursday from Sarah's location in Brighton area
- Final week preparation tasks with specific ownership assignments
- Peter to finalize pull-up banner printing with updated creche times by tomorrow
- Katie to complete volunteer scheduling for stewarding, merchandise, registration, and creche operations
- Lexi to create committee availability poll in WhatsApp group for service position coverage

- Committee member confirmation needed for meeting chair assignments throughout weekend

## **Action items**

### **Katie:**

Create comprehensive volunteer timetables for stewarding, merchandise, registration, and creche positions.

Set up WhatsApp groups for volunteer coordination and communication.

Purchase wristbands and Sharpies for creche parent-child identification system.

Meet with 9 confirmed volunteers before convention for briefing and statutory requirements.

Notify Ofsted about temporary creche operation.

### **Jez:**

Send information emails to all online ticket purchasers starting 48 hours before convention.

Monitor daily ticket sales and email new purchasers with convention information.

Contact out-of-area ticket holders to survey university accommodation bookings.

Collect all ticket stubs and unsold tickets by Friday for registration desk management.

### **Adam R:**

Contact Julian and John today regarding DJ services and dance setup.

Arrange Zoom meeting with Dean and Maddie to discuss performance technical requirements.

Coordinate venue visit ASAP for technical rehearsal and equipment testing.

### **Adam M:**

Arrange chair assignments for meeting leadership throughout convention weekend.

### **Peter:**

Complete all graphics printing by tomorrow including updated creche banner with confirmed times.

Share daily countdown GIF files in WhatsApp group starting 18th August.

Coordinate merchandise collection from flat and transport to venue Friday morning.

Arrange volunteers to help transport merchandise and banners to venue.

### **Stephen:**

Attend ASC as representative in Dean's absence on 20th.

Recruit additional stewarding volunteers through meeting announcements.

Contact Pat about attending committee meeting or arranging coverage.

### **Dean:**

Email venue contact Ryan today about Friday 10am access requirements.  
Confirm water station availability with venue for healing workshops.  
Coordinate final room allocation and cancel unused dance room.

**Lexi:**

Create WhatsApp poll for committee volunteer availability by day and role.  
Complete and distribute meeting minutes as soon as possible.

**Lou:**

Coordinate with Jez on registration desk volunteer scheduling and coverage.  
Prepare clean time collection books and electronic data compilation system.

**Ben:**

Provide petty cash and card payment facilities for merchandise sales.