

**SANAC Committee Meeting Sunday 13-JUL-2025: 13:15-15:15 on Zoom**

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

Name	Role	Present/Absent/Apologies
Dean	Chair of SANAC	Present
Stephen	Vice Chair of SANAC	Present
Lexi	<i>Member of NA Vice Chair of Tech which includes Minutes Secretary</i>	Present
Adam R (Adz)	Chair of Tech	Present
Adam M	Chair of Programming	Present
Katie	Vice Chair of Creche	Present
Ash	Vice Chair of ASC	Present
Jez	Chair of Registration	Present
Lou	Vice Chair for Registration	Present
Pat	Chair for Healing	Apologies
Theresa	Vice Chair for Healing	Present
Peter	Chair of Merchandising	Present
Tom	Treasurer	Apologies

**Agenda:**

Moment silence

Serenity Prayer

12 Concepts of NA

Attendance

Apologies

Vacancies

1. Treasury Report – Budgets
2. Registration
3. Creche
4. Merchandise
5. F&E
6. Website – Tickets and Accommodation Sales
7. Programming
8. Tech
9. Venue Visit
10. Healing
11. Flyers

**Meeting start time - 13:15**

**Moment silence:** Fulfilled.

**Serenity Prayer:** Fulfilled (lead by Lou).

**12 Concepts of NA:** Fulfilled (read by Adam M).

**Attendance:** Fulfilled (taken by Dean, noted above).

**Apologies:** Fulfilled (taken by Dean, noted above).

### **General Committee Discussion**

The Chair raised to the Committee the difficulties the Treasurer is experiencing with their commitment, particularly in regards to the day the committee meeting is currently being held (Sundays).

This was echoed by other members and it was decided to take this discussion to the WhatsApp group so all members could share their viewpoints.

## **Vacancies**

SANAC Positions Vacant:

- Vice Treasurer 4yrs CT
- Vice Venue Liaison 3yrs CT
- Minutes Secretary 2yrs CT
- Vice Minutes Secretary 1yrs CT
- Vice Merchandising 2yrs CT
- Sales Merchandising 1yrs CT
- Hospitality 2yrs CT
- Vice Hospitality 1yrs CT
- Asst Stewards (many needed) 6mnth CT
- Asst Creche (many needed) 6mnth CT
- Vice Programming (Female Preferred)
- Vice Tech/Sound 1yrs CT

## **Stewarding**

Vice Chair raised that they are struggling to support Stewarding because they are trying to support the committee's overall duties such as flyering, promotion etc. The Chair acknowledged this and encouraged all members to continue raising difficulties with the committee as it promotes effective communications.

Vice Chair of Creche raised that there is interest to support Stewarding from members of NA with under 1 year CT. It was decided by the committee to continue recording the names and numbers of these members, and the committee will delegate a member to support them on the convention days.

To be delegated by the committee 1 month before the convention.

## **Hospitality**

The Chair notified the committee to note if people are in need of accommodation over the SANAC weekend.

## **F&E**

The Chair raised that there will no longer be a final fundraiser for the SANAC because this role is vacant.

## **Merchandising**

The Chair highlighted the need for a member on the merchandising stall on the SANAC weekend.

To be delegated by the committee 1 month before the convention.

## Creche

The Chair raised that the Chair of Creche has left the role but they want to support SANAC on the convention days. The Vice Chair of Creche is happy to continue in the role as VC.

### **1. Treasury Report**

In the absence of the Treasurer, the Chair has shared the July report in the WhatsApp group and provided the following update to the committee:

- **July Deposits: £491.60**
- **July Withdrawal: £48.26**

					<b>July Opening Balance: £636.18</b>
<b>Date</b>	<b>Amount</b>	<b>Withdrawal or Deposit</b>	<b>Person Responsible</b>	<b>Reason</b>	
7-JUL-2025	£48.26	Withdrawal	Peter K	Printing flyers	
2, 4, 7 and 8-JUL-2025	£117.18	Deposits		Ticket Sales	
11-JUL-2025	£350.00	Deposit	Adam M	Ticket Sales	
	circa £30.00	To be deposited	Stephen	Ticket Sales	
					<b>July Closing Balance as of 14-JUL-2025: £1,079.52</b>

- **Actions:**

- Stephen to collect money from ticket sales and deposit into account.

## 2. Registration

- Advance Ticket Sales:
  - 22 tickets sold: early bird weekend tickets and newcomer tickets.
  - Ticket sales have increased over the last week (16 to 22).
- Registration:
  - People are completing registration forms.
  - 4 confirmed use of the creche.
  - Registration has a spreadsheet of all the registration details collected.
- Budget:
  - Chair of Registration confirmed that they do not need to request any funds.
- Ticket Sales – cash and card (Stripe):
  - People will be able to buy tickets on the day from the Registration Desk using cash and card.
  - Card payments can be taken by committee members' phones using the Stripe App and more than one transaction can happen at the same time (i.e. 2 members can take 2 separate payments at the same time).
  - Committee members who want to sell tickets using their phones on the day or at meetings are to contact Jez directly.
  - Committee members raised security concerns about having the account information on a WhatsApp group. A suggestion is for members to arrange to meet Jez face to face.
  - VC asked how ticket holders will be identified on the day, e.g. lanyards, bracelets... Action for Chair of SANAC to confirm these details.
- **Actions:**
  - Chair and VC are to delegate and confirm who will be on the Registration Desks over the weekend 1 month before the convention.
  - Jez to demo how to buy tickets using Stripe App.
  - Registration to write an FAQ about using the Stripe App.

## 3. Creche

Vice Chair went to the NA Birmingham Convention to seek their experience on creating and running a successful creche. The majority of creche users at the

convention were newcomers and those who are still using. VC presented the following report:

- **Staffing:**
  - VC has now sourced 2 staff members following the previous agency quote was unaffordable.
  - They are fully qualified teachers and VC is waiting to see their enhanced DBS.
  - 5 NA members who are enhanced DBS checked have offered their support for the creche registration desk.
  - Staffing is in line with government guidelines and criteria.
- **Budget:**
  - **Staff:** 600 for the whole weekend.
  - **Public Liability Insurance:** initially quoted at 350 (from UKNA Convention).
  - In response to the Vice Chair's question about each area needing to buy their own insurance for conventions.
  - Stephen raised that NA may already have insurance that the convention can use because NA already has an indemnity policy.
  - No costs for toys and other resources because hired staff and VC will provide their own for the weekend.
  - VC wants to do a fundraiser in early August to raise funds.
- Merchandise has a banner for the creche.
- **Actions:**
  - Katie to follow up with Cat about NA insurance.
  - Katie to see and check 2 staff members' DBS.
  - Katie to see and check 5 NA members' DBS.
  - Katie to update the committee on fundraising.
  - Katie to liaise with Peter on the creche banner.

#### 4. **Merchandise**

Designs were shared in the WhatsApp group and at the committee meeting.

- **Merchandise Designs:**

- 1 Tshirt (with a design on the front and the back) in a choice of black, white or grey;
  - 1 Mug;
  - 1 Tote Bag;
  - 1 Fridge Magnet.
- Printing Costs: Chair of Merchandising has a PDF of the itemised breakdown available.

Item	Cost
50 packets of 2 magnets	£36.70
30 Tshirts: 10 Medium, 10 Large, 10 XLarge Tshirts	£360.00
45 Tshirts: 15 M, 15 L and 15 XL Tshirts	£540.00
25 Mugs	£150.00
50 Mugs	£280.00
25 Tote Bags	£180.00
50 Tote Bags	£310.00

- Printing Discussion:
  - Stephen is discussing printing some tshirts for the committee to wear as attraction for the SANAC and its merchandise.
  - 'Basic Text Blue' was raised as an important colour for Tshirts.
  - Concerns were raised over the costs of merchandise: last year's convention spent circa £400-500 on merchandise, with 4 or 5 items on sale.
  - Vice Chair of ASC has last year's SANAC financial report available to share.
  - Peter raised that the cost of the Tshirt printing would be reduced significantly if the design was only on the front (30 Tshirts: £360 to £150).
  - The possibility to pre-order merchandise on the website to collect at the convention.
- Literature Discussion:



- Chair to go to ASC to order what is needed, then organise drop-off of Literature to the convention.
- Basic Texts and Little White Booklets need to be bought to be given freely to newcomers.
- LSC has banners that can be used for the convention.

- **Actions:**

- Stephen to update committee on his discussion with his printing contact.
- Lexi to follow up with Website lead about adding a pre-order merchandise option.
- Committee to decide final printing order by 18-JUL-2025.
- Committee to decide final literature order by 16-JUL-2025.
- Committee to decide number of Basic Texts and Little White Booklets for Newcomers by 16-JUL-2025.
- Ash to check with Sarah about last year's Literature order.

## 5. F&E

There is currently no F&E representation. Vice Chair of SANAC provided an update:

- Stephen has contacted some venues in town.
- Southover Centre is under noise restrictions, so it can no longer host the Convention Dance.
- SANAC needs a venue 9:00pm-12:00am.

- **Actions:**

- Contact The Crypt in Kemptown and feedback to committee.
- Contact Disco John.
- Committee to decide on having the Convention Dance at the University or a different venue: 'Outdoor Rave' on Campus or conventional dance.
- Dean to discuss with University about rooms already hired for SANAC to use for Dance.

## 6. Website - Ticket and Accommodation Sales

**To be discussed in next committee meeting.**

## 7. Programming

- Last meeting starts at 5:00pm and finishes at 7:00pm.
- VC will be requesting support soon from the committee.
- Stephen suggested contacts for VC to reach out to regarding his Programming Role.

- **Actions:**

- Adam M to liaise with Adz about closing music.
- Dean to liaise with Adz about entertainment before closing share.
- Adam M to reach out to suggested contacts (Ray J).

## 8. Tech

Chair of Tech's roles will be dealt with nearer to the time or on the day, and provided the following update:

- He is familiar with projecting equipment and audio equipment on site.
- There are facilities to play music: MP3 file, microphones.
- He suggested to get the instrumental version of the MP3 file of Dean's friend's single and she can sing the vocals on the mic because there are no mixing facilities.
- There are 2 people who are happy to supply equipment for the Dance and the DJ.
- If the Dance is held at The Crypt, that is bring your own equipment.
- Walkie Talkies: £60 for 6 walkie talkies.

- **Actions:**

- Dean to check if his performer friend has instrumental MP3 of her track for Adz.
- Committee to decide on the walkie talkies.

## 9. Venue Visit

Not discussed.

## 10. Healing

**To be discussed in the next committee meeting.**

## 11. Flyers

- Suggested to do one more run of flyers to different parts of Sussex.

- Stephen updates:
  - 600 flyers to UKNA;
  - 500 flyers to Region to be distributed by the GSRs;
  - Requested leftover flyers to go to EDM and European Convention.

### **AOB:**

- Ensure people know that there are cheap rooms with breakfast included available to book at the University.
- Lexi offered help with minutes taking and Zoom tech. In accordance with Concepts 6 and 7, the committee members carried out a vote and Lexi is now supporting Tech as Vice Chair with Zoom, and as Minutes Secretary for the committee.
- Lexi is under the required CT: under these circumstances and in accordance with Concept 5, the Chair of SANAC has agreed this decision and accepts accountability.

**Meeting end time - 15:10**

**Date of next meeting TBC by 16-JUL.**

Action	Member(s) responsible	Date to be completed by	Date action completed
Create WhatsApp poll for committee meeting day	Lexi	16-JUL-2025	13-JUL-2025
Book in date of next meeting	Lexi	15-JUL-2025	14
Delegate a member to lead Stewarding support (members with less than 1 year CT)	Committee	31-JUL-2025	
Delegate a member to merchandising stall	Committee	31-JUL-2025	
Deposit ticket sales monies	Stephen	20-JUL-2025	

Jez to email Katie registration information of those who have confirmed use of creche	Jez	20-JUL-2025	
Contact Jez directly to be able to sell tickets on your phone	Any interested committee members	31-JUL-2025	
Delegate and confirm members who will be on Registration Desks over the SANAC	Lou Jez	31-JUL-2025	
Demo how to buy tickets using Stripe App	Jez	25-AUG-2025	
Write FAQ on using Stripe	Lou Jez	3-AUG-2025	
Confirm how ticketholders will be identified	Dean	20-JUL-2025	
Follow up NA insurance with Cat	Katie	31-JUL-2025	
See and check 2 creche staff's DBS	Katie	31-JUL-2025	
See and check 5 NA members' DBS	Katie	3-AUG-2025	
Update committee on fundraising	Katie	20-JUL-2025	
Liaise for creche banner	Katie Peter	3-AUG-2025	
Update committee on tshirt printing	Stephen	20-JUL-2025	
Ask Website about	Lexi	20-JUL-2025	

pre-order for merchandise			
Decide final Printing order	Committee	18-JUL-2025	
Decide final Literature order	Committee	16-JUL-2025	
Decide Basic Text and Little White Booklet order	Committee	16-JUL-2025	
Follow up with Sarah about last year's Literature order	Ash	16-JUL-2025	
Update committee on The Crypt for Convention Dance	Stephen	20-JUL-2025	
Ask University for Convention Dance: 'Outdoor Rave'	Dean	20-JUL-2025	
Contact Disco John	Stephen	3-AUG-2025	
Contact University to discuss Dance in rooms already hired by SANAC	Dean	20-JUL-2025	
Liaise with Adz for closing music	Adam M	3-AUG-2025	
Liaise with Adz for entertainment before closing chair	Dean	3-AUG-2025	
Liaise with Ray J for Programming support	Adam M	3-AUG-2025	
Check if performer friend has an instrumental MP3 of her song	Dean	3-AUG-2025	

Decide on walkie talkies	Committee	3-AUG-2025	
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