

## **SANAC Committee Meeting Thursday 24 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), Katie M (Vice Chair of Creche), Ben G

**Apologies:** Adam M (Vice Chair of Programming), Stephen (Vice Chair of SANAC), Ash P (Vice Chair of ASC), Peter K (Chair of Graphics)

### **Overview**

- Ben G appointed as treasurer, replacing Tom, with 9 years clean time and unanimous vote, ratification needed at next ASC meeting on August 20th.
- Balance of SANAC bank balance is £1,271.53: £683.61 total incoming July from ticket sales.
- Merchandise specific item costs: t-shirts (£210), mugs (£150), fridge magnets (£36.70), and tote bags (£176.36).
- 25 tickets sold generating £565 in revenue recently, with effective paper ticket sales strategy leading to consistent daily sales; free parking identified as a key promotion aspect.
- Single creche room confirmed adequate for event, saving £200 from original budget, with insurance coverage being verified at £350.
- Venue confirmed rooms for £458 plus VAT if wanted for the dance, with creche savings offsetting the cost; DJ lineup includes Julian, Rob, and John with special dance floor preparations planned.
- Katie to provide up to 15 walkie-talkies for committee coordination, enhancing communication during the event.
- Technical support options include recording or live streaming of speakers, subject to anonymity considerations, with Lexi recognized for exceptional Zoom support.
- Healing group schedules being coordinated by Teresa, with volunteer confirmations pending; registration support for healing services confirmed by Leighanne.
- Next meeting set for Sunday 3 August 13:15 at The Recovery Hub (hybrid).

Meeting opened with Serenity Prayer led by Teresa, followed by reading of 12 Concepts by Lexi.

### **Treasury Position & Ben's Appointment**

- Ben put forward for treasurer position to replace Tom, presenting 9 years clean time and extensive service experience.
- Ben unanimously voted in as treasurer, requiring ratification at next ASC meeting on August 20th.
- Ben to be added to WhatsApp group and bank signatures, with handover meeting planned with Tom and Dean.

### **Budget & Merchandise Planning**

- Peter handling graphics and merchandise with costings: £210 for t-shirts, £150 for mugs, £36.70 for fridge magnets, £176.36 for tote bags, totaling approximately £570.
- Current bank balance shows £683.61 additional income from ticket sales, with £48.26 outgoing for printing flyers.
- Steve's printer quote came back more expensive, proceeding with Peter's original supplier.

### **Registration & Ticket Sales Progress**

- 25 tickets sold generating £565 minus £13.83 in Stripe fees, with 5 newcomer tickets and 4 creche requests.
- Paper ticket sales strategy proving effective with Adam M selling 1-4 tickets daily through direct approach.
- Free parking promotion identified as key selling point, requiring car registration via online link.
- Registration desk to assist with on-day car registration, with Jez and Ryan to coordinate logistics.

### **Creche Services & Budget Optimization**

- Katie confirmed single creche room adequate based on UK convention usage, saving £200 from original two-room budget.
- Insurance coverage under Sussex ASC policy being verified with Jim, potentially saving £350.
- Creche staffing cost confirmed at £600 for two qualified staff members who are supportive of recovery community.
- There are tech facilities to set up a film for the kids.

### **Venue & Convention Dance Planning**

- Venue agreed to provide large room and gallery room with terrace for £458 plus VAT, offset by £200 creche room savings.

- Julian proposed as DJ with 15 years NA dance experience, complemented by Rob and John for DJ lineup.
- Dance to be included in convention ticket price, with committee committing to 'warm up' dance floor.

### **Technical & Equipment Coordination**

- Katie offering up to 15 walkie-talkies from forest school for committee communication.
- Ads confirming video/audio facilities available for potential recording or live streaming of main speakers, subject to anonymity considerations.
- Lexi acknowledged for exceptional work on Zoom technical support and general availability.

### **Healing Services & Programming**

- Teresa coordinating healing group schedules with Pat, requiring confirmation from volunteer healers and timing coordination with main programming.
- Leighanne confirmed for registration support on healing services for one day.
- Literature order being processed by Sarah on sale-or-return basis, with Teresa managing collection logistics.

### **Next Meeting & Scheduling Conflicts**

- Next meeting scheduled Sunday 3 August 13:15 at Recovery Hub (hybrid).
- Dean traveling to Valencia for two weeks but maintaining meeting leadership via Zoom.
- Jez departing for Albania holiday but maintaining connectivity.

### **Action items**

#### **Ben**

- Meet with Tom and Dean for treasury handover and bank signature setup.

#### **Katie**

- Email creche budget to Dean and post in WhatsApp group.

#### **Jez**

- Coordinate with Ryan on car parking registration logistics.

**Teresa**

- Process literature order with Sarah and arrange collection logistics.

**Committee**

- Continue to announce that SANAC needs positions filled on the committee and on the day, include Vice Treasurer to be at convention on the day.