

## **SANAC Committee Meeting Thursday 14 August 2025 7-9pm via 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), Ben (Treasurer)

**Apologies:** Stephen (VC SANAC), Adam M (C of Programming), Jez (C of Reg), Peter (C of Graphics)

**Absent:** Pat (C of Healing), Lou (VC of Reg), Katie (VC of Creche)

### **Agenda:**

Moment of Silence

Serenity Prayer – *led by Ben*

12 Concepts – *read by Adam R*

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 21 August 7-9pm on Zoom**

## **Overview**

- Contract complications with venue contact Ryan; need to cancel one creche room, leading to email request for contract amendments. Ryan is on A/L until Tuesday 19 August.
- Current bank balance is positive with ticket sales; venue costs at £5,085 plus VAT, totaling approximately £6,000.

- 84 tickets sold so far; target is 300 attendees to match last year's numbers, with pricing set for early bird and door tickets.
- Merchandise delivered; T-shirts (30 units), tote bags (25 units), mugs (25 units), and magnets (100 units) all priced for profit with bundle options to be made available.
- Projected financial surplus of £3,200 if target attendees met; merchandise profit could reach £840 if 70% of stock sold.
- Creche workers budget set at £600; no security or walkie-talkie expenses required, altering original budget plans.
- Sound system issues identified; alternative system in place for performance, with site visit planned post contract finalization.
- Next committee meeting scheduled for Thursday with all members requested to attend for final preparations.

### **Venue Coordination & Contract**

- Convention timing discussed – 9 days remaining until event, committee to meet Friday 29 August from 10:00 at venue.
- Contract complications with Ryan (venue contact) – need to cancel one creche room, reducing from two rooms to one.
- Email drafted during meeting to Ryan requesting amended contract, building access times for Friday 29th, Saturday 30th, and vacate times
- Ryan out of office until Tuesday, delaying contract finalization

### **Treasury Report & Budget Analysis**

- Current bank balance showing positive trend with ticket sales incoming
- Venue costs calculated at £5,085 plus VAT (20%), totaling approximately £6,000 for weekend
- East Sussex Area funding – £3,800 available from ring-fenced convention fund (original £5,000 minus £1,200 already used)
- Ticket sales strategy – currently 84 tickets sold, targeting 300 total attendees based on last year's numbers
- Pricing structure established: Early bird tickets: £25, Door tickets: £30 for weekend, Saturday only: £20, Sunday only: £15

## **Merchandise Planning & Pricing**

- Merchandise arrived – confirmation from Peter that all items delivered
- T-shirts: 30 units at £10 cost each, selling for £15 (or £20 as ‘additional contribution’ option)
- Tote bags: 25 units at £6 cost each, selling for £10
- Mugs: 25 units at £5 cost each, selling for £7.50 (or £10 as ‘additional contribution’ option)
- Magnets: 100 units at £0.36 cost each, selling for £3
- Bundle pricing strategy – Lexi to contact Peter regarding graphics for this, and committee to agree on pricing of bundles
- Contribution-based pricing model implemented – members can choose standard price or higher contribution price to fundraise for the convention costs

## **Financial Projections**

- Overall financial position: Projected to be £3,200 in the black if all assumptions met
- Critical dependency: Success relies heavily on achieving 300+ attendees for ticket revenue
- Merchandise profit potential: £840 if 70% of stock sells at proposed prices
- Raffle tickets: Budgeted for £200 revenue, with £101 already invested in prizes

## **Service Arrangements**

- Creche workers: £600 budgeted for weekend, payment method to be confirmed with Katie
- High-vis vests needed for stewards – approximately £20–30 cost, to be ordered via Amazon Prime or Ebay
- No security guard or walkie-talkies required, costs removed from budget
- Travel expenses: Only covering Maddie's train costs from London for performance

## **Technical Setup & Entertainment**

- Sound system concerns – Julian's original system unavailable, Rob's 1000-watt system as backup
- Maddie's performance – three songs with backing tracks, audio check needed during venue visit before Friday 29
- Venue limitations – limited mixing facilities, handheld mics only, no mic stands provided
- Site visit planned once Ryan returns Tuesday, preferably before Friday 29 setup

## **Final Preparations**

- ASC meeting Wednesday 20 August – Ben to present treasury report and request ring-fenced funds
- Committee T-shirts – members to purchase and wear during convention
- Next meeting scheduled for Thursday with full committee attendance requested
- Final setup Friday – committee members arrive from 10:00

## **Action items**

### **Dean**

- Contact Ryan/university tomorrow regarding contract amendments and building access times
- Speak to venue about site visit arrangements once Ryan returns Tuesday

### **Ben**

- Complete budget spreadsheet and share with committee
- Attend ASC meeting Wednesday to present treasury report and request ring-fenced funds
- Submit required documents to ASC by 9 PM Tuesday night
- Confirm creche worker payment arrangements with Katie
- Confirm any insurance costs with Ash and Katie

### **Adam M**

- Provide raffle ticket sales projections and details to Ben

#### Adam R

- Coordinate sound system arrangements and backup options
- Plan early arrival Friday at 10:00 AM for technical setup

#### Teresa

- Collect convention materials Thursday night before Friday setup
- Confirm healing group volunteer arrangements

#### Peter

- Create bundle pricing displays and price tags for merchandise - Lexi to contact
- Finalize any outstanding printing costs (£300 for lanyards and pens)

#### Katie

- Provide creche worker payment method and schedule details
- Confirm insurance coverage for creche services