

**\*\*SANAC 16 Committee Meeting Minutes\*\***

**\*\*Date:\*\* Sunday, February 2, 2025**

**\*\*Time:\*\* 2 PM - Hybrid Format**

Dean C, the chair of SANAC 16, presided over the meeting. The meeting commenced with a moment of silence to welcome the spirit of recovery into the room, followed by reading the 12 Concepts.

**\*\*Attendance\*\***

- Dean C – Chair, SANAC 16
- Tom – Chair, Treasurer
- Peter W – Chair, Venue Liaison
- Rose – Chair, Crèche
- Shawn – Chair, Programming
- Adam M – Vice Chair, Programming
- Theresa S – Vice Chair, Healing
- Linize
- Milan
- Adam
- Jez
- Jake

**\*\*Apologies:\*\***

- Katie M – Chair, Crèche
- Pat – Chair, Healing
- Laura M – Vice Chair, Merch

**POSITIONS VACANT**

VICE CHAIR 4YRS  
VICE TREASURER 4 YRS  
VICE VENUE LIAISON 3 YRS  
REGISTRATION 4 YRS  
VICE REGISTRATION 3 YRS  
MINUTES 2 YRS  
VICE MINUTES 1 YR  
MERCHANDISING 3 YRS  
SALES MERCH  
VICE FUNDRAISING AND EVENTS 1YR  
ARTS AND GRAPHICS 2 YRS  
VICE ARTS AND GRAPHICS 1 YR  
HOSPITALITY 2 YRS  
VICE HOSPITALITY 1 YR  
ASST STEWARDS (MANY NEEDED) 6 MTHS  
ASST CRECHE (MANY NEEDED)  
VICE SOUND TECH 1 YR  
FEMALE IDENTIFYING PROGRAMMING  
FEMALE IDENTIFYING PROGRAMMING

**POSITIONS FILLED**

**Daniel – Tea**  
**Jez – CHAIR OF TECH**  
**Milan -Chair of Stewarding**  
**Jake- Vice Chair of Stewarding**  
**Paul- hair of F & E**

The meeting focused on the service structure of NA, the introduction of new service positions, and the planning for an upcoming convention. The team discussed various aspects of the convention, including the venue, programming, and potential themes, with a focus on cost considerations and attendee needs. The conversation ended with plans for a site visit, the creation of an online registration form, and the organization of a creche facility for attendees with children.

### **Next steps**

- All committee members to send their phone numbers to Dean to be added to the WhatsApp group.
- Programming team to put together a program assuming a Friday half-day, Saturday full day, and Sunday full day schedule.
- Creche team to discuss and determine guidelines for child registration and staffing requirements.
- All committee members to add theme suggestions to the Google document within the next month.
- Peter to organize a venue visit for the stewarding team before the convention.
- All committee members to mention available positions at meetings to recruit more volunteers.
- Tom (Treasurer) to finalize the bank account setup and speak with the previous year's treasurer.
- Merchandising team to prepare examples of merchandise for discussion at the next meeting.
- Dean to sort out payment for today's meeting room with Claire.

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### **Summary**

#### **NA Meeting: Concepts, Prayer, and Structure**

Dean led the meeting, with Teresa acting as timekeeper. The meeting began with a minute of silence for those still suffering from addiction. Dean then asked someone to read the 12 concepts of NA, which were discussed. The meeting also included a prayer and a discussion about the service structure of NA. The final responsibility and authority for NA service was emphasized to rest with the NA groups. The conversation ended with a reminder that NA funds should be used to further the primary purpose and should be managed responsibly.

#### **New Positions and Responsibilities Discussed**

Dean led a meeting where the attendees introduced themselves and counted their attendance. Apologies were given for those unable to attend, including Tom who was unwell and Kate who was on a course. New positions were discussed, including Vice Chair, Vice Treasurer, Vice Venue Liaison, Chair of Registration, Vice Registration, and positions related to fundraising and entertainment. Some attendees expressed interest in

taking on these roles, with Stephanie and Anthony showing interest in the fundraising and entertainment positions. The roles were explained as having a commitment to help raise money for the convention through various events and activities.

### **Arts and Graphics Chair Discussion**

Dean discussed the importance of having a chair for Arts and Graphics, emphasizing the need for someone with a one-year clean time commitment. Lexi expressed her interest in the role, despite not meeting the clean time requirement, Dean acknowledged Lexi's willingness and ability, suggesting she could still contribute.

### **Hospitality, Stewarding, and Sound Tech Roles**

Dean discussed the roles of hospitality and stewarding within the organization. He clarified that the hospitality role traditionally involves finding accommodation for people visiting from outside the area, while stewarding would be crucial for the new venue due to its size. Dean also mentioned the need for a chair and vice-chair for merchandising. Jez, a broadcast engineer and 18-year clean addict, expressed interest in the sound tech position.

### **Tech Position and Website Management**

Dean and Jez discussed the need for a tech position to handle website creation and sound tech for the convention. Jez, who has web experience, was suggested to take on this role. Dean also mentioned the need for someone to be accountable for posting minutes and other information on the committee's website. Jez confirmed that he could help with this task. The committee also discussed the need for a social media person to handle registration and teas/coffees. Rose suggested having a way for attendees to inform the committee about bringing children to the convention.

### **New Stewarding Position and Volunteer**

In the meeting, Dean led a discussion about service positions, with Rose expressing a need for more staff. Dean then introduced a new service position, stewarding, and asked for volunteers. Milan, who has been clean for two years, was nominated and seconded for the position. After a vote, Milan was unanimously chosen for the role. Dean emphasized the importance of the stewarding position at the venue and assured Milan that he would not be alone in his responsibilities.

### **Convention Venue and Programming Details**

The group discusses venue and programming details for an upcoming convention. Peter provides information on the venue's catering options and pricing for different spaces. He suggests running the convention on Saturday and Sunday only, due to financial considerations. The team debates whether to start on Friday evening or Saturday morning, and discusses the need for breakout rooms. They also touch on the importance of determining the convention's theme before finalizing the program and speakers. The group agrees that programming should liaise with Mark regarding marathon meetings.

### **Friday Convention Costs and Breakout Room**

The team discussed the possibility of having a convention on a Friday, considering the costs involved. They debated whether to have a main auditorium on a Friday, which would cost 1,600 pounds, or a half-day which would cost 800 pounds. The team also discussed the need for a breakout room for registration, with some members suggesting it could be used for other purposes. The team agreed that the cost of the venue was already high and questioned whether they could afford an additional 200 pounds for a

breakout room. The team also discussed the potential benefits of having something on a Friday night, but agreed that it should be kept minimal due to cost concerns. The team decided to keep the registration open early and to be flexible for people who might want to come on the weekend.

### **Convention Structure and Programming Plan**

Paul suggested that the convention should include a Friday half-day event, with the possibility of scaling up or down depending on the number of attendees. He also proposed that the convention should be structured with a full day on Saturday and a half-day on Sunday, with entertainment on Saturday night. The decision on whether to include a Friday night event would depend on the budget and the number of attendees. Dean also emphasized the importance of having a clear programming plan, including the number of rooms and chairs needed, and suggested that the convention could include a room for special interest meetings. The committee agreed to discuss these suggestions further and bring them to the next meeting.

### **Planning Convention and Creche Facility**

The committee discusses planning for an upcoming convention. Dean encourages members to add suggestions for themes to a shared Google document within the next month, after which he will propose ideas if none are submitted. They plan to conduct a site visit to inspect the venue space. The group discusses the need for an online registration form to gather information about attendees bringing children to the event's crash facility. Rose and Katie, who are organizing the crash, emphasize the importance of knowing children's ages in advance to determine appropriate staffing.

The committee also touches on merchandise ideas and the treasurer provides an update on setting up the bank account.

There was also a suggestion that the SANAC meetings are 90 min instead of an hour so that we can give more time to pressing issues .

The next meeting is scheduled for March 2nd.