

Dean opened the meeting with the Serenity Prayer.

**\*\*Meeting Arrangements\*\***

- Jez organized the Zoom meeting and recorded the minutes, and everyone was in agreement.
- Theresa transcribed the minutes from the audio recording.

**\*\*ATTENDEES\*\***

- Dean - Chair of Sanac 16
- Peter W - Chair of Venue
- Adam - Chair of Programming
- Peter K - Chair of Arts and Graphics
- Paul - Chair of Fundraising & Events (F & E)
- Laura - Chair of Merchandising
- Jez - Chair of Sound and Tech
- Adam (Adz) - Vice Chair of Sound & Tech
- Adam (Adz) - also a member of the Healing Subcommittee
- Rose - Chair of Creche
- Theresa - Vice Chair of Healing

**\*\*APOLOGIES\*\***

- Katie - Vice Chair of Creche
- Pat - Chair of Healing
- Milan - Chair of Stewarding (Milan mistakenly went to the Hub)
- Jake - Vice Chair of Stewarding
- Lee - Vice Chair of F & E
- Daniel - Refreshments (not required due to the meeting being held online)

**\*\*VACANCIES\*\***

- Rose requested that vacancies with clean time requirements be listed:
  - Vice Chair: 4 years clean time
  - Chair Registration: 4 years clean time
  - Vice Registration: 2 years clean time
  - Minutes/Secretary: 2 years clean time
  - Vice Minutes Secretary: 1 year clean time
  - Chair Hospitality (Accommodation): 4 years clean time
  - Vice Hospitality: 2 years clean time
  - Vice Venue Liaison: 3 years clean time
  - Vice Programming (female preferred): 2 years clean time
  - Vice F & E: 2 years clean time
  - Vice Arts and Graphics: 2 years clean time
  - Assistant Stewards: 6 months clean time (many needed)
  - Assistant Creche: 6 months clean time (many needed)

All committee members must announce and flag these vacancies across all meetings.

**\*\*Flyer & Registration\*\***

Peter K asked if the flyer and registration could be shared now that it's uploaded; however, it requires updates to show "University of Sussex," and the QR code is incorrect and needs amending. Paul will reopen the document to input the correct details.

Dean requested that no one share the flyer until it has been approved by the Chair, as there was an error with a previous flyer that contained incorrect information. Peter K requested that the flyer be signed off before going to print.

Peter W confirmed that the booking form for the "University of Sussex" in Falmer has been finalized. Dean suggested having all questions on one QR code and requested everyone to meet by Tuesday to finalize it. Paul will make the necessary changes tomorrow, with flyers expected to be printed by Wednesday.

Paul discussed the fundraiser on April 27th utilizing the "Strength in Surrender" save-the-date flyer. He shared the details and received Peter K's approval to incorporate his version on the back of the flyer.

Dean emphasized the importance of having flyers that accurately represent the convention. Peter K noted he could assist but was mindful of Paul's time constraints. Jez inquired if printing on both sides would incur additional costs; it was confirmed that double-sided printing is cheaper. Peter K expressed his willingness to collaborate to meet the fundraiser's needs.

#### **\*\*Merchandising Report\*\***

Laura expressed a desire to work with NA artists to create merchandise such as caps, badges, and t-shirts, to which Peter K agreed. Peter W remarked on Paul's extensive promotional experience, suggesting the committee should leverage it.

Dean recommended allowing Peter K and Paul to coordinate their efforts.. The committee reached a consensus to support the collaboration between Peter K and Paul.

Laura presented the merchandising costs:

- 25 t-shirts (1 design)
- 25 t-shirts (another design)
- 50 badges
- Total cost: £420.00

Laura wanted clarification on whether committee approval was required for these expenses, emphasizing the volunteers' commitment. She will work closely with Peter K, ensuring all designs for t-shirts, badges, caps, and cups are approved by the committee.

Regarding pricing, Laura suggested a markup of 30-40%, for instance, sourcing t-shirts at £6.00 and selling for £13.50, or caps priced at £6.00, sold for £15.00. She also proposed selling merchandise in advance of the convention.

Adam reflected on a previous convention where caps didn't sell well, while t-shirts were more popular. Dean reiterated that the designs don't need to be standardized and stressed

the importance of managing costs, suggesting that the overall budget must encompass caps, t-shirts, and badges.

It was also highlighted to the group that designs must include the registered trademark (R). Laura mentioned fridge magnets as potential merchandise; however, these are currently just preliminary ideas, and badges can be considered later on.

Next Meeting 4<sup>th</sup> May 130pm