

# 2018 Sussex NA Campout Committee

## Call to order

A meeting of the [Sussex NA Campout Committee](#) was held at [First Base Day Centre](#), Montpelier Place, Brighton, BN1 3BF on [Monday 2<sup>nd</sup> April 2018](#)

## Attendees

Ade F Dani F Michelle F Dave N Dave P Steve B Nikki S

## Apologies

Wayne H

## Positions Vacant

Vice Chair

Vice Treasurer

Vice Programming Entertainment

Crèche coordinator Transport coordinator Arts & Graphics Recycling coordinator Volunteer coordinator Merchandise

## Approval of minutes

Dani F approved last month's minutes

## Opening Balance

£1161.44 (£1000 ring fenced at area)

## Reports

### Treasurer

Opening balance of £1406.44 (Dave P needs to check this and confirm)

£5.50 expenses issued to Ade F for pens, raffle tickets & A4 cards used for the recent fundraiser.

Total takings of £726.10 from Fundraiser on 31<sup>st</sup> March

Steve B tasked with obtaining bank mandate form in preparation for Ade F and Dave P to go to Lloyds Bank on Saturday 7<sup>th</sup> April to change signatories.

## Chair

Ade F expressed his concerns that the Campout is only 19/20 weeks away and there is still a considerable amount of basic tasks that need completing or to be addressed. He is however hopeful that everything will come together moving forward.

Budget, change of signatories & printing of flyers are of utmost importance at this stage.

## Programming

Nothing to report - Ongoing

## Entertainment

Position vacant

## Registration

Dani F has everything ready for pre-reg and has devised a Service Rota which can be distributed at Area for anyone that is interested in doing service at the campout. Existing committee members will put together their own Service Rota's and will bring along to the next meeting. Discussion postponed to another meeting as more pressing matters on the agenda.

## Merchandise

Dave N suggested that we don't sell merchandise this year due to the considerable amount of T-shirts that were not sold and are now surplus. Dani F suggested that a small and inexpensive item could be sold as memorabilia and Ade F suggested asking Area for literature on a sale or return basis.

This discussion is to be re-visited should anyone come forward for the merchandise commitment and was not deemed as a priority discussion at this point.

## Crèche

Nothing to report

## Catering

Nothing to report - Ongoing

## Transport

Nothing to report - Ongoing

## Arts & Graphics

Nothing to report - Ongoing

## Recycling coordinator

Stuart & Nick have both expressed an interest in this position. Dave N has Stuarts number and will liaise with him direct.

## New business

Nikki S voted in as vice tuck-shop coordinator

## Fundraiser 31<sup>st</sup> March

It was agreed that this event was a huge success and feedback received thus far has been extremely positive.

Total takings of £726.10

£100 deposit still to be retrieved from One Church, Ade F will take this forward.

Discussed organizing 2 more events prior to Campout. A summer BBQ and additional event similar to the Quiz and Curry Night were discussed.

Dave N will not be able to take responsibility for cooking at the BBQ due to potential implications with his role at work. Steve B and Ade F happy to cook and Dave N happy to take responsibility for salads etc. and Nikki S advised she would gladly make cakes etc.

Ade F advised that F & E are in possession of a BBQ and will take responsibility for obtaining this.

Saturday 16<sup>th</sup> June has been proposed and penciled in for the next event, an additional committee meeting will be held on Monday 16<sup>th</sup> April at 19:00pm at First Base to discuss both the new and recent fundraisers in greater detail.

Cascade's held an event on the same night as our fundraiser; we will liaise with them to ensure no future events clash.

### [Campout Flyer/Pricing](#)

Add specific campsite location to flyer

Start time of 13:00pm on Friday and 10:00am close on the Monday (checkout is 14:00pm)

£30 Pre-registration - £40 on the day at venue - £15 Children - £10 Day ticket

Dani F will issue Suzanne B with final information so flyer can be produced and proof to be sent to Ade F. It was suggested that 2000 print copies will be required and hopefully in time for the London Convention on 14<sup>th</sup> April.

Dogs welcome - Strictly kept on leads at all time (better policing required via campout committee) to be discussed in more detail in due course.

Ade F suggested that issuing Walkie Talkies to committee members may be a good idea, agreed by all.

Card payments not taken

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### [Service Positions](#)

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Stuart & Nick have both expressed an interest in the recycling coordinator position. Dave N has Stuarts number and will liaise with him direct.

Steve B voiced that GSR's need to verbalize vacant service positions which was agreed by all

## Action Items Task

Draft disclaimer/guidelines

Change signatories

Extended insurance cover/  
Closer look at policy

Retrieve Deposit

## Any other business

## Owner(s)

Ade F

Ade F/Dave P/Steve B

Dave P & Barry K

Ade F

## Deadline

07/05/2018

07/04/2018

07/05/2018

07/05/2018

## Status

In Progress

In Progress

In Progress

In Progress

at First Base to discuss

Additional committee meeting to be held on Monday 16<sup>th</sup> April previous and finalize forthcoming fundraiser.

## Closing Balance

£1148.12 (£1000 ring fenced at Area)

## Date of next meeting

Monday 7<sup>th</sup> May 2018 at 7:00pm at [First Base Day Centre, Montpelier Place, Brighton, BN1 3BF](#)

Thanks for allowing us to be of service

# 2018 Sussex NA Campout Committee

## Call to order

A meeting of the [Sussex NA Campout Committee](#) was held at [First Base Day Centre, Montpelier Place, Brighton, BN1 3BF](#) on [Monday 16<sup>th</sup> April 2018](#)

Attendees

Ade F Dani F Michelle F Dave N Dave P Steve B Nikki S Wayne H Stuart W

## Apologies

Ronnie H

## Opening Balance

£1239.02 (£1000 ring fenced at area)

## New business

Stuart W voted in as Recycling Coordinator - Welcome Stuart

## Sussex NA Campout Fundraiser 16<sup>th</sup> June 2018

Venue confirmed - One Church Brighton, Gloucester Pl, Brighton BN1 4AA

Fundraiser Name discussed and confirmed as "Carry on Chilli" To include:

- • Open Mic (Spoken Word, Comedy, Poetry etc.)
- • Quiz
- • Auction
- • Raffle

£6 entry which includes quiz & evening meal - Chilli & Rice (Vegan option also )

Timings - 16:00pm - 11:00pm

### Schedule:

- • 16:00 - Start
- • 16:30 - Quiz
- • 18:00 - Food & Fellowship
- • 19:00 - Auction
- • 19:45 - Raffle
- • 20:00 - Open Mic

### Service Position Allocations

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[Ade F](#) - Quiz Questions, quiz facilitator, Tea, Raffle Prizes, Flyers, Trophy [Dani F](#) - Registration, Raffle Prizes

[Nikki S](#) - Registration

[Wayne H](#) - Raffle & Ticket Sales

[Steve B](#) - Tea

[Stuart W](#) - Tea

[Dave N](#) - Catering

[Dave P](#) - Washing Up, Cup collector, Car Park Attendant [Michelle F](#) - Auction Items, PR, Registration

### Closing Balance

£1059.02 (£1000 ring fenced at Area)

### Date of next meeting

Monday 7<sup>th</sup> May 2018 at 7:00pm at [First Base Day Centre, Montpelier Place, Brighton, BN1 3BF](#)

Thanks for allowing us to be of service