

## 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 5<sup>th</sup> March 2018](#)

Attendees

Ade F

Dani F Michelle F Dave N Dave P Steve B Wayne H

### Apologies

Barry K Nikki S

### Positions Vacant

Vice Chair

Vice Treasurer

Vice Programming Entertainment Crèche coordinator Transport coordinator Arts & Graphics

Recycling coordinator Volunteer coordinator Merchandise

### Approval of minutes

Dave N & Dani F approved last month's minutes

### Opening Balance

£693.84 (£1000 ring fenced at area)

### Agenda

#### [Campout Name/Theme](#)

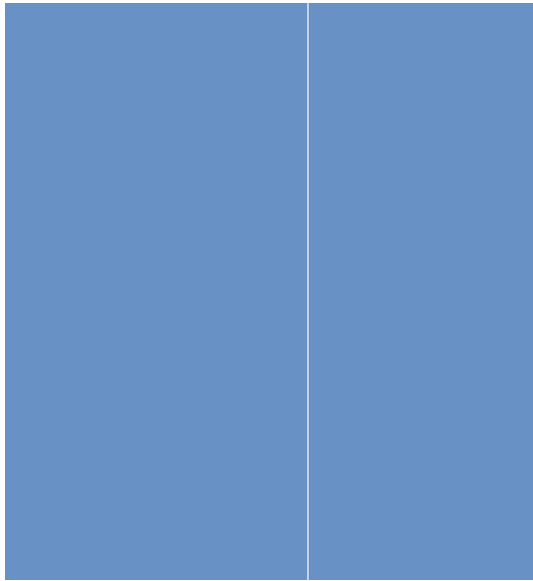
"Carry on Campout" name vote was carried however some concerns were raised regarding potential copyright issues. Further investigation revealed that as we are not associating ourselves with the "Carry On" brand or utilizing their images that we are able to proceed. Wayne H highlighted that we usually incorporate an NA/recovery theme within the campout name so it was suggested that the NA theme can be incorporated around other activities such as chairs/events during the campout itself.

#### [Budget/Expenses](#)

This is still an outstanding task and is now a priority. Ade F & Dave P still need to be added as named signatories on the NA account thus removing Barry K & Dani F from last years' event. Ade F will look at an online mandate variation form for completion to enable this change. Alternatively a trip to the bank itself will be required.

In the meantime Dani F signed a cheque made payable to Dave P for £500 to cover the costs of the forthcoming fundraiser on 31<sup>st</sup> March (£220 for venue hire) and for anything else

that may be required until new signatories are in place. This proposal was seconded by Dani F and group vote carried.



Dave P advised that there are only 2 cheques left in the current cheque book.

#### [Marquee Hire](#)

Still ongoing, Dave P advised that the named contact from our last supplier had changed and he is still awaiting confirmation of the new contact. There's a possibility of an alternative supplier which Dave P will approach as a backup, this supplier however will come with a more labor intensive set up.

## Reports

#### [Treasurer](#)

Signatories to be changed as a priority

#### [Chair](#)

Committee progressing well however concerns were raised around the number of service positions still vacant with less than 6 months until the event. It was agreed that all committee members will actively try and recruit additional members.

#### [Programming](#)

Wayne H advised that this is in hand and phone numbers have been exchanged for potential chairs.

#### [Entertainment](#)

Position vacant

#### [Registration](#)

Nothing to report - Ongoing

#### [Merchandise](#)

Barry K has given last years' surplus merchandise to Dave P

### Crèche

Nothing to report

### Catering

In hand both for campout and forthcoming fundraiser. Kat M has kindly agreed to assist Dave N with this at both events. Dave N suggested that Ade F negotiates a discount with One Church as we will not be using the kitchen facilities for the fundraiser.

### Transport

Position vacant – Ade F, Steve B and Dave P have all kindly offered to assist with this should the need arise.

### Arts & Graphics

Thanks to Suzanne B for designing our Fundraiser Flyer.

## New business

Steve B voted in as Tuck-shop coordinator

Nikki S confirmed that she is unable to take on the crèche coordinator commitment however would be interested in assisting Steve B with the Tuck-shop coordinator commitment. Nikki S advised she will attend next committee meeting.

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

Service positions for the forthcoming fundraiser were discussed and divided as follows:

Registration – Dani F

Catering/cutlery – Dave N & Kat M

Tea/Coffee – Steve B & Neil P

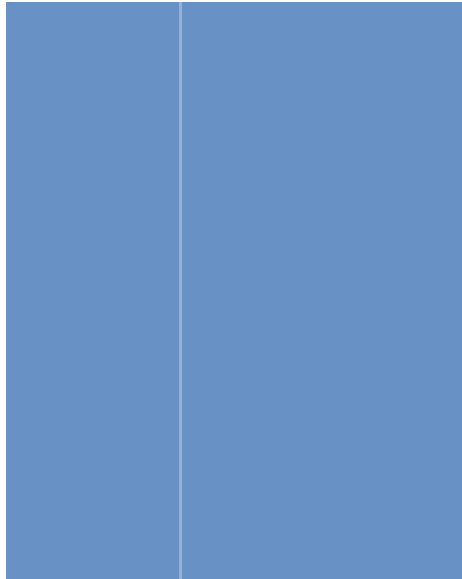
Technical/Sound – Ade F

Entertainment – Ade F

Quiz – Marc S

Raffle tickets, literature & Prizes – Dani F & Ade F Marketing/PR – Michelle F

Ade F obtained a quote for flyers at £45. This raised some concerns about cost, is this funds well spent? Black & white photocopies have been issued for previous events at



virtually no cost. This was put to a group vote and carried forward. Dave P issued Ade F with £40 cash to cover partial cost for these.

#### [Subsideded child places](#)

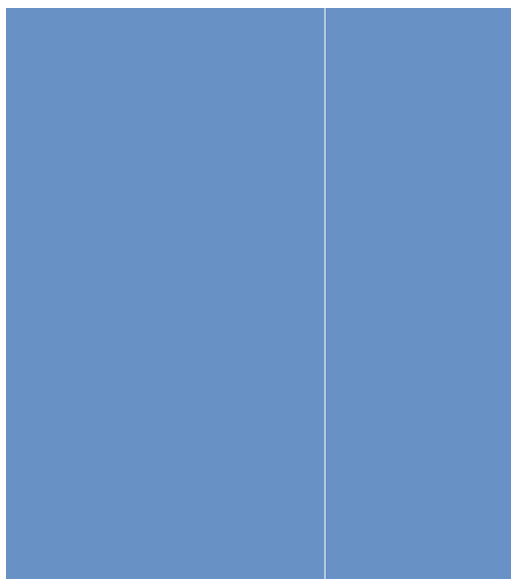
Ade F to take this back to Area for a confirmed decision. We need to push forward with marketing activities for the campout which we are unable to do until this has been finalised and a cost for the campout confirmed.

The campsite charges £7 PPPN including children.

A £15 weekend ticket for children was discussed.

#### [Event clashing](#)

Dani F raised an issue around previous campout clashing with other regions. Devon was brought up. It appears that the inquest has still not been completed from last years' tragic loss so it's unlikely that they will be holding another event this year. Events are supposed to be managed via UKNA on a first come first serve basis however this appears to have not been the case in the past. Take to next ASC.



Action Items

## Task

Change signatories

Area – Subsidized child places

Compile draft version of Campout

Guidelines/disclaimer Extended insurance

cover/closer look at policy

Any other business

## Owner(s)

Dave P/Ade F Ade F

Ade F

Ade F

Dave P & Barry K

## Deadline Status

Additional committee meeting to be held on Monday 19<sup>th</sup> March to finalise fundraiser.

## Closing Balance

£653.84 (£1000 ring fenced at Area)

## Date of next meeting

Monday 2<sup>nd</sup> April 2018 at 7:00pm at First Base Day Centre, Montpelier Place, Brighton, BN1 3BF

Thanks for allowing us to be of service