



2018 Sussex NA Campout Committee

Call to order

A meeting of the [Sussex NA Campout Committee](#) was held at [Modelo Lounge, 145 Church Rd, Hove BN3 2AE](#) on [Monday 5th February 2018](#)

Attendees

Ade F

Dani F

Michelle F

Dave N

Dave P

Barry K

Nikki S

Steve B

Apologies

None

Positions Vacant

Vice Chair

Vice Treasurer

Vice Programming

Entertainment

Crèche coordinator

Tuck-shop coordinator

Tea person

Transport coordinator

Arts & Graphics

Recycling coordinator

Volunteer coordinator

Merchandise

Approval of minutes

Dave N approved last month's minutes

Opening Balance

£698.84 (£1000 ring fenced at area)

Agenda

Ade F put our fundraising plans to the most recent ASC. There were no real objections however it was suggested that if the F & E committee is still active then perhaps we could look at organizing an event in collaboration.

It was agreed that we would look at organizing at least 2 maybe 3 events prior to the forthcoming campout.

Again it was reiterated that significant funds were lost last year due to offering subsidized child places. We just broke even which would not have been possible without our fundraising efforts.

We are looking to organize a Quiz & Open Mike night on Saturday 23rd March at One Church pending venue confirmation. Tickets to be sold at £6 each inclusive of an evening meal.

Campout Name/Theme

This was discussed briefly with a few ideas put forward "Serenity in Sussex" "Carry on Campout" Nothing was finalized. We will pick this up again at the next committee meeting and make a final decision.

Budget/Expenses

We still need to take a closer look at our finances from last year in order to move forward. Agreed that we must finalize costs at next meeting in order to proceed with artwork and get flyers distributed to forthcoming meetings/events/conventions.

Marquee Hire

Still ongoing, Dave P tasked with organizing marquee hire. Will also look into additional benches for this year.

Power/Lighting

Ade F has access to lighting for the campout however will investigate additional sources. Lighting will be required for the main marquee & crèche tent. Steve B also has access to lighting all of which was gratefully received.

Ade F also has a generator which will be put to good use.

Crèche Tent

A 2nd crèche tent will be erected this year due to high demand last year. It was suggested that we will look at splitting the crèche into two age categories. This would however pose a problem as we would require both an additional crèche worker and volunteers.

Hannah has kindly agreed to run the crèche again this year - she will be a paid worker

It was discussed that we potentially need to look at expanding our children's activities this year with the view of keeping children more engaged.

We are looking to create a Crèche coordinator role/Children's facilitator. Nikki S expressed an interest in this role and will confirm at the next meeting.

Reports

Treasurer

£5 expenses issued to Ade for ink cartridge

Chair

Campout venue is booked. Committee is coming together which is really positive

Programming

Nothing to report

Entertainment

Position vacant

Registration

Dani is now in receipt of the campout mobile phone and will check periodically. Spreadsheet will need putting together for this year's intake.

Merchandise

Nothing to report

Crèche

Nikki S will confirm if she will proceed with Crèche coordinator role

Catering

Nothing to report

Transport

Position vacant

Arts & Graphics

Ade F will speak with Suzanne B to confirm

New business

Steve B voted in as Tea Person

Nikki S expressed an interest in Crèche coordinator role - TBC at next meeting

Nick S expressed an interest in Recycling Coordinator role - TBC

Action Items

Task	Owner(s)	Deadline	Status
Upload event onto Sussex NA Website	Michelle F	31/01/2018	Complete
Arrange to speak with Barry K re budget/expenses	Dave P	05/03/2018	In Progress
Campout name/theme	All	05/03/2018	In Progress
Area - Subsidized child places & own fundraising	Adrian F	05/02/2018	Complete
Marquee hire	Dave P	05/03/2018	In Progress
Confirm venue availability for Fundraiser on 22/03	Ade F	05/03/2018	In Progress
Compile draft version of Campout Guidelines/disclaimer	Ade F	05/03/2018	In Progress
Extended insurance cover/closer look at policy	Dave P & Barry K	05/03/2018	In Progress

Any other business

Welcome Steve B and Nikki S

Committee agreed to meetings being extended to 1 ½ hours.

Closing Balance

£693.84 (£1000 ring fenced at Area)

Date of next meeting

Monday 5th March 2018 at 7:00pm at [First Base Day Centre, Montpelier Place, Brighton, BN1 3BF](#)

Thanks for allowing us to be of service