

MOUNT LAWLEY SENIOR HIGH SCHOOL

Music Support Committee

Date: 7pm, 9 March 2017

Venue: Penny Scott Music Room

Attendees: Cam Brook, Michael Forster, Michelle deRozario, Alan Kop, Martina Gosnell, Cheree Skewes, Alison Westera, Stephen Molloy, Andrew Lippiatt, Tina Ho, Emma Ellis, Tamara Tralau, Jason vanStraalen, Amanda Humphreys, Serene Chong, Laura Dowling, Joe Miller, Annette Booth, Anne Mobsby.

Apologies: Rebecca Haluszkiewicz, Michelle Fornaiser, David Rose, Sandy DeSousa, Fiona Eadie, Sonia Dorant-Russ

Minutes: Emma Ellis

1. Welcome				
Cameron opened the meeting and noted apologies.				
2. Previous Minutes				
The Minutes of the meeting held 9 February 2017 were accepted. Moved: Michelle deRozario Seconded: Alan Kop				
3. Actions Arising from Previous meetings				
Ref	ITEM	DISCUSSION	ACTION / DECISION / PROGRESS	By Whom & When
3.1	Committee membership forms and donation.		<ul style="list-style-type: none"> Michael circulated P&C forms prior to the meeting to Committee members and provided additional copies at the meeting. 	COMPLETED
3.2	Art Auction Committee <ul style="list-style-type: none"> Representative from music committee needed 	<ul style="list-style-type: none"> Art Auction is 10 June. Amanda Humphreys is the Music Committee representative Music and SVAPA programs are the recipients of the art auction proceeds. It is the major contributor of support funds to the music program and directly benefits all music students. 	<ul style="list-style-type: none"> Amanda noted that involvement and support from music parents for the Art Auction is crucial. 	Everyone is welcome to attend the Art Auction Committee meetings to find out more information / how to become involved.
3.3	Media - Michelle to contact Alison and Amanda re. writing tasks	<ul style="list-style-type: none"> Michelle noted the priority task is to produce an orientation handbook for the music program at MLSHS. It requires copy / graphics skills. 	<ul style="list-style-type: none"> Anne Mobsby and Amanda Humphreys volunteered to assist with the Handbook. 	Amanda and Anne to contact Michelle

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3.4	Purchase of digital piano & road case (M112) - update		<ul style="list-style-type: none"> Purchase of digital piano (\$2175) and road case (\$500) confirmed. Total cost \$2675. 	COMPLETED
3.5	Additional funding for admin support (M115) – update		<ul style="list-style-type: none"> Additional morning per week (to 3 mornings) in Term 2 confirmed and actioned. 	COMPLETED
3.6	Purchase of keyboard (M116) – update		<ul style="list-style-type: none"> Keyboard purchased for \$450 	COMPLETED
3.7	Canvas / Pictures for music rooms – Michelle to obtain costings	<ul style="list-style-type: none"> Michelle costed 1m x 1m canvas prints at Officeworks for \$169 each, and estimated 4 would be required for the music room (total cost \$676). Noted that Officeworks will provide a discount if provided with a letter on MLSHS letterhead 	<ul style="list-style-type: none"> Motion 117: Expenditure up to \$800 for canvas prints for the music room using photographs chosen by Michelle is approved. Moved: Steve Molloy Seconded: Alison Westera 	Please contact Michelle if you can assist with the purchase or picture layout in the music room. Michelle to organise letter
3.8	Music and Languages Soiree – report	<ul style="list-style-type: none"> Numbers were comparable to previous year with positive feedback from instrumental staff and parents. Thank you to Andrew Lippiatt for organising the occasional liquor licence and staffing the bar. 	<ul style="list-style-type: none"> A small amount of surplus stock will be used at the Art auction or other music events. 	
4. Music Department Report				
Ref	ITEM	DISCUSSION	ACTION / DECISION	By Whom & When
4.1	Music Camp	<ul style="list-style-type: none"> Camp is 7-9 June Choir confirmed. Symphony and ensembles still to be confirmed. Michelle requested contingency funds to be approved (as per previous years) to support camp costs (note last year these contingency funds were not used) 	<ul style="list-style-type: none"> Motion 118: Expenditure up to \$1500 towards the music camp is approved. Moved: Martina Gosnell Seconded: Alan Kop 	

Ref	ITEM	DISCUSSION	ACTION / DECISION	By Whom & When
4.2	Cost of hiring Geoff Gibbs Theatre – ticket prices for concerts	<ul style="list-style-type: none"> • Last year theatre hire cost around \$2000 per concert but did not include guaranteed access to the green room or proper stage lighting and technical support. Michelle felt this adversely impacted the concert organisation and production and therefore the experience of the children performing. • She proposed this year paying the standard hire cost to guarantee a better package of facilities and services from the venue and thereby support improved concert organisation and production. The cost of this option would be \$3560 (no GST). • Michelle further proposed an adjustment to ticket prices to compensate for increased costs. • There was considerable discussion about the impact of the proposed increased costs on concert revenue, particularly given the unpredictability of revenue from the Art auction. Historically concert revenue (approximately \$8,000 from 2 concerts less costs) has been the second highest source of funds to support the music program and revenue sustainability needed to be considered as well. • There was general support for a small increase in the adult ticket price but for no change to the child / concession price. 	<ul style="list-style-type: none"> • Michelle to proceed with booking the Geoff Gibbs Theatre at the standard venue hire cost for the first concert in June. • Ticket prices to be \$20 for adults, \$10 for children / concession. • Consideration to be given to other value added activities (e.g. gold coin donation for a program), and approaching the school regarding funding support given increased costs. • Motion 119: Expenditure up to \$3600 is approved for hire of the Geoff Gibbs Theatre. <p>Moved: Laura Dowling Seconded: Martina Gosnell</p> <ul style="list-style-type: none"> • 	Michelle to action
4.3	Bass guitar purchase	<ul style="list-style-type: none"> • Michelle noted that purchase of a bass guitar was required and has obtained a quote of \$400 for a Fender bass guitar and \$100 for a hard case. 	<ul style="list-style-type: none"> • Motion 120: Expenditure up to \$500 is approved for purchase of a bass guitar and hard case. <p>Moved: Amanda Humphreys Seconded: Andrew Lippiatt</p>	Michelle to action

5. Treasurers Report				
Ref	ITEM	DISCUSSION	ACTION / DECISION	By Whom & When
5.1	Audit	<ul style="list-style-type: none"> The Auditor has completed the audit of the P&C and sub-committee finances. All were in good order. Michael noted that any money spent must have a prior motion raised approving the expenditure to provide an audit trail. 		
5.2	Current Standing	<ul style="list-style-type: none"> Cash book balance \$33 389.69 Term Deposit \$30 335.20 Committed Funds \$20 626.36 Available Funds \$43 098.53 Note: so far \$6 400 has been committed this meeting (\$7500 with M122). Discussion about income and expenditure for 2016. Please refer to last meeting's minutes for figures, however income was (rounded): <ul style="list-style-type: none"> Art Auction \$13 000 Concerts \$8 350 School fees \$6 250. 		
5.3	Review Register of Motions	<ul style="list-style-type: none"> Motion 84 for digital recording devices is complete The following motions are no longer needed and will be cancelled; <ul style="list-style-type: none"> Motion 93 licences for Sibelius program Motion 98 funds for 2016 Music Camp 	<ul style="list-style-type: none"> Motion 121: Cancel motions 93 and 98 because they are no longer needed Moved: Michael Forster Seconded: Amanda Humpreys 	Michael to action
6. New Business				
6.1	Music Handbook	<ul style="list-style-type: none"> See Item 3.3 		
6.2	Photocopying / admin – volunteers needed	<ul style="list-style-type: none"> Michelle acknowledged and thanked Sonia Dorant-Russ for her assistance with the music library. Michelle asked if anyone was available to assist with files for bands / orchestra. 	<ul style="list-style-type: none"> Laura Dowling volunteered her assistance. 	Laura to organise a suitable time with Michelle.

6.3	Concerts (27 June & 5 Sept) – helper roles	Not discussed	<ul style="list-style-type: none"> Add concert help to next agenda 	Cam / Emma to add to agenda
6.4	MPSG Facebook page	<ul style="list-style-type: none"> Information on the facebook page (music@MLSHS) was circulated by email. Amanda created and maintains the page. Cam has been added as an administrator. 	<ul style="list-style-type: none"> Please forward any relevant information for the facebook page to Cam / Amanda. 	
6.5	Arts Day – costs	<ul style="list-style-type: none"> Arts Day is 31 March 2017 From 12noon the school closes to celebrate artistic endeavour Michelle noted that historically the MSC supports hiring Junkadelic to participate, and requested the same again this year with costs shared with SVAPA. 	<ul style="list-style-type: none"> Motion 122: Expenditure up to \$1100 is approved for Arts Day for Junkadelic and associated technical support costs. Moved: Alan Kop Seconded: Cheree Skewes 	
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6.6	Music Tour	<ul style="list-style-type: none"> Ideas and discussions regarding music / performance experiences for music students are in their infancy. In general support was expressed for participation in local / Australian events (e.g. festivals) rather than large international tours. 	<ul style="list-style-type: none"> Please let Michele know if you hear of events which may be suitable for MLSHS music students participation. 	
7. Other Business for noting				
7.1	P&C AGM	<ul style="list-style-type: none"> Michael attended on behalf of the MSC He was asked to pass on thanks to the MSC for the fundraising and support they provide to the music program. The P&C President position and P&C delegate to the School Board are both open 	<ul style="list-style-type: none"> Please contact the P&C if interested in either position. 	
8. NEXT MEETING				
Date: Week 2, Term 2 7pm, Thursday 4 May 2017		Venue: Penny Scott Music Room	Please note: Please enter school through rear gate off Learoyd St as front gates will be closed.	

Adjusted balance (agrees with cash book)

33,389.69

AVAILABLE FUNDS

Cash book balance as at	9/2/17	33,389.69
Term deposit balance as at	23/12/16	30,335.20

Less: Committed funds

	Motion #	
Digital recording devices	84	1,826.36
Licences for Sibelius program	93	2,500.00
Music camp	98	1,500.00
Supper box	105	200.00
PA	108	4,500.00
Admin Assistant Terms 1 & 2 2017	111	4,000.00
Digital piano	112	4,000.00
Photo frames	113	100.00
Soiree drinks	114	500.00
Admin Assistant additional Term 2 2017	115	1,000.00
Keyboard	116	500.00

Total Committed funds

20,626.36

Available Funds

43,098.53