

**SVAPA PARENT SUPPORT GROUP
MEETING 27 NOVEMBER 2013**

OPENED

General meeting opened at 7.05pm.

ATTENDEES

Dale Irving, Lynda Kuntjy, Jane Packham, Julie Parker, Joanna Fugl, Lisa Ganon, Nathan Hondros, Rachel Coakley, Carol Watson, Kerry Bland, Louise Patterson, Michael Birch, Sonja Davidson, Mary Macintosh, Michelle Wray

APOLOGIES

Nerissa Berry, Bill Armstrong

PREVIOUS MINUTES

Motion to approve the SVAPA Parent Support Meeting Minutes of 30 October 2013 moved by Michael Birch and seconded by Lisa Ganon.

BUSINESS ARISING FROM MINUTES

1. Welcome night for new parents to SVAPA a very success event and great to see the enthusiastic support of new parents. Two new office bearers came forward, one put forward on the night to take up the positions of Convenor and Treasurer in 2014. Thankyou to everyone who contributed to the success of the evening.
2. Perth International Arts Festival books were received.

**SVAPA PARENT SUPPORT GROUP MEETING 27 NOVEMBER 2013
DR DALE IRVING'S REPORT**

1. PIAF tickets have been booked for:

Year 9 SVAPA – 12 February: Not By Bread Alone	\$496
Year 10 SVAPA – 13 February: Situation Rooms	\$600
Year 8 SVAPA – 18 February: A Midsummer Night's Dream	\$496
Booking Fee	\$9.95
Total	\$1606.95

2. T-Shirt and bag orders are in for 2014 intake and a few others.
3. Orientation Bag:
 - T-Shirt
 - Badge
 - SVAPA Camp Form
 - SVAPA Calender 2014
 - PIAF shows and excursion forms
 - Other suggestions
4. I-Pads – Visual Art request. Tabled at past meeting. Jane to renew request.
5. Supper for the Odyssey
6. Mentor artists for 10 SVAPA Project Class (4x4x\$100=\$1,600) – request

7. Look into Dance Project for 8/9/ SVAPAs for 2014 – Buzz Dance
8. Huge thanks to SVAPA Parent Support Group for the wonderful support for the SVAPA program in 2013.

TREASURER'S REPORT
SVAPA Parents Support Group
Treasurer's Report
27 Nov 2013

It was a pleasure to attend and speak briefly at the recent Welcome evening for 2014 SVAPA students and parents.

At the welcome evening Julie our Convenor and I took an executive decision to subsidise the cost of SVAPA T-shirts as we felt \$25 was a lot to ask parents to pay. We brought the cost down to \$15 and we are delighted to say 32 orders were taken on the night. Approximate total cost to SVAPA for this including fabric 'goodie' bags for each student is \$285.

As we have over 40 badges in stock at the moment, we also agreed that new enrolments would receive the SVAPA badges for free, to be included with their goodie bags. With this in mind we will likely need to order more badges in the first half of 2014.

I was handed a cheque yesterday from the office for the TryBooking ticket sales for over \$2400. This is the income from the BIG production. What an achievement! It certainly pays off to charge for our performances.

If we haven't done so already - I am proposing a motion to close the Bendigo bank account and transfer the balance to the Commonwealth Bank to simplify accounting for SVAPA going forward. This needs to be ratified and minuted in order for the P&C Treasurer to action.

All the SVAPA accounts are currently with the Auditor. She has been waiting on information that is in the P&C Treasurers possession to complete the process. At the moment I have no paperwork for SVAPA accounts.

I anticipate having the cheque book by the end of the month and being able to pay our current invoices before the year end. At the moment the P&C Treasurer is unavailable due to family concerns so there will be a bit more work to do to get the books closed off for December 2013. This delay has also meant I have not yet been able to give Music their cheque for share in the Art Auction 2013 profits. I will ensure this is done by the end of the term.

I am looking forward to meeting and working with the new SVAPA Treasurer to ensure a smooth hand over and will be available for support and advice as needed in 2014.

As I do not have the full books for the time being, all amounts below are approximate.

Commonwealth Bank balance at 7th August	\$8,042.81
Bendigo Bank balance TBA – <i>approximately</i> (includes share of income from LAA 2013)	\$14,667.00
LESS Payments made:	
BioCups – tea/coffee supplies	\$ 232.00
J Berlyn Holiday Rehearsals July	\$1,800.00
J Berlyn rehearsals/dance classes June	\$ 900.00
5 Beat Salad Workshops & rehearsals May/June	\$1,050.00
Total available funds at 7 August 2013	\$18,728.00
Income from BIG (approx)	\$2,400.00
Subtotal:	\$21,128.00
Less Payments Pending:	
Awesome Tour 16 Oct	792.00
Bus hire Awesome Festival	297.00
Renato Fabretti Stage Combat tuition x 3 sessions	600.00
Marnie Orr BodyWeather w’shop leader	450.00
Ralf Rauker – Bodymechanics	450.00
G Moran Physical Theatre classes	1050.00
Camera Equipment	427.10
SVAPA T-shirts and bags subsidy	285.00
Subway lunch for Workshop 19/11/13	95.00
Total available funds at 27 Nov 2013	\$16,681.90
Less proposed spending:	
PIAF Tickets for Feb 2014	1606.95
SVAPA puppetry 23 Nov (including lunch)	800.00
30 Nov workshop artist payment and lunch	1500.00
Dramaturgical Workshop payment for artists	1200.00
Approx Funds carried over for 2013:	11,574.95

Joanna Fugl
SVAPA Support Group Treasurer

GENERAL BUSINESS

- 1.** Jane Packham has renewed the request for I-Pads for Visual Art and will obtain a quote from school supplier and ideally would like 15 supplied so they could be shared between 2 or make a class set to optimise use.
- 2.** Positive feedback from those parents attending the meeting regarding Dance Project for 2014 – Buzz Dance.
- 3.** Sonja Davidson will arrange Subway lunch for this weekends Saturday workshops for Years 7 & 8 as approved at previous meeting.
- 4.** It is SVAPAs turn to stock Supper box that needs replenishing with Tea, Coffee and Cordial in time for the Year 9 Odyssey performance evenings. Motion to approve funds for consumables up to \$100 by Michelle Wray and seconded by Julie Parker. Michelle Wray will action supplies. Louise Patterson, Kerry Bland, Julie Parker have volunteered with set up and pack away over the two evenings. Families attending on the night are asked to bring a plate to contribute to the supper and Dale will email Year 9 SVAPA parents with this request. Door entry to the Odyssey performance is \$5. Front of house event assistance will be provided by Live Production, Theatre and Events Certificate II students.
- 5.** Joanna Fugl motioned to subsidise the purchase of SVAPA T-Shirts by \$10 each, reducing the price to \$15. Seconded by Julie Parker.
- 6.** Joanna Fugl (Treasurer) proposed motion to close the Bendigo Bank Account and consolidate into Commonwealth Account and run one bank account. Seconded by Julie Parker.
- 7.** Carole Watson has been put forward and volunteered to take up position of Treasurer in 2014 and is supported by Joanna Fugl. Joanna Fugl will assist with Carole Watson with handover.
- 8.** Thankyou to Joanna Fugl for time and hard work as SVAPA Parent Support Group Treasurer and management of finances for the Art Auction. Your efforts are greatly appreciated.
- 9.** Thankyou to Julie Parker for her work as Convenor and representation of SVAPA Parent Support Group at P&C meetings, preparing Meeting Agendas, checking and distributing Meeting Minutes and Volunteering at various times to support SVAPA. She will be handing over to Sue for next year. Your efforts are greatly appreciated.
- 10.** Mary Macintosh suggested we have an after show comments book in the foyer after performances for review, feedback and archival purposes which was well received by everyone in attendance. Mary Macintosh volunteered to action in time for Odyssey.
- 11.** Jane Packham advised that at the recent school awards ceremony for Year 12, students from the SVAPA Year 12 Form were the highest achieving Form with 14 students being award winners across all subject areas. This demonstration of high achievement has been the case for 4 of the last 5 years. This data highlights the fact that SVAPA attracts highly motivated students. It was stated that many parents are initially concerned that participation in a program may come at the expense of other subjects and this data dispels these concerns.
- 12.** Thankyou to Dale Irving and the Arts Staff for a great year of SVAPA.

MEETING CLOSED

Meeting closed at 7.55pm. The next SVAPA Parent Support Group meeting will be held Term 1, Week 3, Wednesday, 19 February 2014 at 7.00pm in the Tricycle Theatre – entrance via Learoyd Street Gate at the rear of the school. (Please note that meetings are conducted on Wednesdays in Weeks 3 and 7 of each School Term, unless advised otherwise.) All SVAPA parents' welcome.

CORRESPONDENCE:

Invitation extended to SVAPA Parents to local Art Exhibition by local gallery and framing company who have supported SVAPA last year.

Studio 281 Gallery and Framer

“Ultra Funk”

Opening Night – 7th December – 6PM

On display from 2nd – 22nd December

281 Guildford Road, Maylands

9271 0922

FRONT OF HOUSE PERFORMANCE EVENINGS “SUPPER” CHECKLIST SVAPA Parent Support Group

TRICYCLE THEATRE

(Please provide tea towels from home for the event and take home after)

Before Event

- check **supper boxes**, buy supplies (cups, spoons, tea, coffee, milo, sugar – only if required)
- organise float if required
- organise performing student group to bring a supper plate and parent assistance

On the day/night

- buy milk – 3 x 1 litres
- collect supper box from tricycle theatre
- set up supper area at front of house trestle tables are located at the back of the auditorium
- fill urn – urn is located in the Green Room, use bathroom water. **Turn control to high**
- set up tables with urn, signs, bowl for supper/tea/coffee donations, cups, milk, sugar, tea, coffee, milo, spoons, bowl bin for used tea bags, food, jugs of water and water cups

- sell door tickets (gold coin donation)
- collect \$ for hot drinks (people donate & help themselves)
- tidy tables as required
- attend door to auditorium

- clean up
- empty urn
- urn back to Green Room
- clean Tables and return to the back of the auditorium
- pack Supper Box and return to Green Room

After Event

- give any money collected for attendance and supper/tea/coffee to Treasurer for banking