

Ref	ITEM	DISCUSSION	ACTION / DECISION / PROGRESS	By Whom & When
3.2	Motion 117: Pictures / Canvases for Music room (Michelle)	<ul style="list-style-type: none"> 4 large black and white canvases have been produced. They will be displayed at the Art Auction to promote the music program and then hung in the music room Special thanks to Amanda and Serene for helping with this project. 	COMPLETED pending submission of the invoice (Michelle to submit invoice).	
3.3	2017 Music Camp update (includes Motion 118)	<ul style="list-style-type: none"> Music camp is from Wednesday to Friday next week (7-9 June) at Advent Park. 105 children are attending. It's still not known if contingency funds will be required (Motion 118). 	<ul style="list-style-type: none"> Please return permission slips and make payment ASAP if your child is attending the camp. 	
3.4	2017 Music Concerts update (includes Motion 119) Concert Helper roles	<ul style="list-style-type: none"> The first concerts are Tuesday night of week 10 (27 June) – middle school concert first then senior school. The concert program will be compiled after music camp. A range of helper roles will be needed (see next column for those filled already). Stephen has started setting the Sign Up Genius for helper roles but requires a list of jobs and time to complete it. Denise to set up Try Booking for ticketing Andrew has a ute with a towbar to assist with transporting equipment. <p>Motion 125: Expenditure up to \$400 is approved for a Sound Technician. Moved: Michael Forster Seconded: Michelle deRozario</p>	<p><u>Helper roles :</u></p> <p>Backstage / Stagehands:</p> <ul style="list-style-type: none"> Cam Brook, Steve Molloy and Andrew Lippiatt <p>Front of House / Door</p> <ul style="list-style-type: none"> Alan Kop, Sonia Dorrant-Russ and Michael Forster. <p>Supper kit:</p> <ul style="list-style-type: none"> Sonia to check the supper kit for supply levels and pick it up on the Monday afternoon prior to the Concerts. <p>Sign-up Genius for further volunteers:</p> <ul style="list-style-type: none"> Michelle to send Steve a list of jobs and times as well and contacting specific parents. <p>Photography:</p> <ul style="list-style-type: none"> Amanda Humphreys <p><u>MSC Badges:</u></p> <ul style="list-style-type: none"> Michelle to liaise with Sue to organise some badges to help identify helpers at the concert. 	<p>MICHELLE STEVE SONIA</p> <p>PLEASE SIGN UP FOR A HELPER ROLE ONCE THE LINK TO THE SIGN UP GENIUS IS CIRCULATED.</p>

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3.5	Email difficulties	<ul style="list-style-type: none"> The specific problems seem to be isolated, including that SEQTA will not allow attachments. The Music Department will use MailChimp but it needs to be set up. Andrew noted that he uses MailChimp – email addresses can be imported from an Excel spreadsheet. He also noted that it can be accessed remotely, hence the MSC Secretary could potentially compile and send authorised emails to remove this workload from Denise. 	<ul style="list-style-type: none"> Identify processes for sending emails and who is authorised to do so once MailChimp is set up. 	
3.6	Motion 123: AV equipment	<ul style="list-style-type: none"> Order is pending. 		
4. Music Department Report				
4.1		<ul style="list-style-type: none"> A big Anzac Service was held yesterday at Kings Park. Very busy with upcoming music camp and concerts. 		
5. Treasurers Report				
Ref	ITEM	DISCUSSION	ACTION / DECISION	By Whom & When
5.1	Report	<ul style="list-style-type: none"> Current motions were reviewed with no amendments required at this time. 		
5.2	Current Standing (figures attached)	<ul style="list-style-type: none"> Cash book balance \$21,267.67 Term Deposit \$30,489.04 Committed Funds \$8,200.00 Available Funds \$43,556.71 		
6. New Business				

6.1	Hearing Protection	<ul style="list-style-type: none"> • Cam noted that he had received an email from a music student parent regarding concerns over noise level in music lessons of brass students. • He noted that he has significant experience with this issue as it is a key issue in orchestras and he is a member of WASO. • Cam noted that evidence shows that the noise level of concern for hearing is well over what would be comfortably tolerated and certainly considerably higher than would be experienced in music lessons. 	<ul style="list-style-type: none"> • Cam is happy to discuss this issue with any parents who have concerns. 	
6.2	Future Strategic Issues for the Music Program	<ul style="list-style-type: none"> • Cam introduced this as a preliminary discussion of any strategic issues for the MLSHS Music Program for which the MSC may need to consider in future funding. • The largest current expenditure made by the MSC is for the admin support in the music department. 	<ul style="list-style-type: none"> • This discussion will be progressed as a standing agenda item in coming meetings. • MSC members to contact Michelle / Cam with any specific issues they would like to discuss. 	
7. NEXT MEETING				
Date: Week 2, Term 3 7pm, Thursday 27 July 2017		Venue: Penny Scott Music Room	Please note: Please enter school through rear gate off Learoyd St as front gates will be closed.	

MOUNT LAWLEY SENIOR HIGH SCHOOL

Music Support Committee

MLSHS P & C ASSOCIATION

MUSIC SUB-COMMITTEE - CASH BOOK. BANK RECONCILIATION. AVAILABLE FUNDS - 1/6/17

CASH BOOK

Cash book opening balance	4/5/17		22,514.41
Add: Deposits			
Paper statement fee refund			2.50
Credit interest			0.76
Total Deposits			<u>3.26</u>
Less: cheques drawn		Chq #	
Base guitar and case		281	450.00
Junkadelic Arts Day		282	800.00
Total Cheques			<u>1,250.00</u>
Cash book balance as at	1/6/17		<u>21,267.67</u>

BANK RECONCILIATION

Bank balance as at	1/6/17		21,829.67
Add: Outstanding deposits			0.00
Total Outstanding deposits			<u>0.00</u>
Deduct: Unpresented cheques			
Auction - return Entry Fee		153	10.00
Auction - Artist Commission		172, 186	552.00
PA and equipment		283	100.00
Total Unpresented cheques			<u>662.00</u>
Adjusted balance (agrees with cash book)			<u>21,167.67</u>

AVAILABLE FUNDS

Cash book balance as at	1/6/17		21,267.67
Term deposit balance as at	23/3/17		30,489.04
Less: Committed funds		Motion #	
Supper box		105	200.00
Photo frames		113	100.00
Admin Assistant additional Term 2 2017		115	1,000.00
Canvas prints		117	800.00
Music Camp		118	1,500.00
Hire Geoff Gibbs Theatre		119	3,600.00
Junkadelic Arts Day		122	300.00
AV equipment		123	700.00
Total Committed funds			<u>8,200.00</u>
Available Funds			<u>43,556.71</u>