

MOUNT LAWLEY SENIOR HIGH SCHOOL

Music Support Committee

Date: 7pm, 24 August 2017

Venue: Penny Scott Music Room

Attendees: Cam Brook, Michael Forster, Emma Ellis, Michelle deRozario, Cheree Skewes, Jason van Straalen, Amanda Humphreys, Andrew Lippiatt, Alan Kop, Serene Chong, Mark Westera, John Pryor, Nirit Marom.

Apologies: Fiona Hornung, Clare Herbert.

1. Welcome				
Cam opened the meeting and noted apologies.				
2. Previous Minutes				
The Minutes of the meeting held 27 July 2017 were accepted Moved: Michael Forster Seconded: Michelle deRozario				
3. Actions Arising from Previous meetings				
Ref	ITEM	DISCUSSION	ACTION / DECISION / PROGRESS	By Whom & When
3.1	<p>Music Concert(s) 5 September 2017</p> <ul style="list-style-type: none"> - Concert helper roles and other arrangements (Michelle) 	<ul style="list-style-type: none"> • Steve Molloy again organised the sign-up genius (thanks Steve!). Most slots are filled, with the exception of ushers. • Michelle has briefed ensemble leader re. performance requirement and stage plans. She has also changed the running order to try and minimise transition times. • For next year – investigate ticket pricing for families who have kids performing in both concerts. 	<ul style="list-style-type: none"> • Michael, Sonia Darrant-Russ and Cheree’s husband, will assist as will Alan with the Senior concert. • Motion 129: Expenditure up to \$3600 approved for hire of the Geoff Gibbs Theatre (inc. lighting but not sound tech) Moved: Michael Forster Seconded: Andrew Lippiatt • Motion 130: Expenditure up to \$500 approved for a Sound Technician for the concerts (05/09/17). Moved: Amanda Humphreys Seconded: Alan Kop 	

Ref	ITEM	DISCUSSION	ACTION / DECISION / PROGRESS	By Whom & When
3.2	Additional Canvases for Music room (Michelle)	<ul style="list-style-type: none"> • 2 additional music canvases as proposed at the last meeting for the music room. 	<ul style="list-style-type: none"> • Motion 128: Expenditure up to \$500 approved for purchase of 2 additional canvases Moved: Alan Kop Seconded: Michael Forster 	Serene, Amanda and Michelle to liaise
3.3	Email difficulties / MailChimp for MSC emails	<ul style="list-style-type: none"> • Thank you to Andrew for assisting Denise in setting up MailChimp. • It was used for the first time to send out the Agenda and Minutes for this meeting. Everyone received a copy of the email. • Aim over time to have a consistent look with other Music Department communications (e.g. Handbook). 		
3.4	Proposal for evening performance / sundowner	<ul style="list-style-type: none"> • Amanda noted she also tabled this suggestion at the SVAPA meeting. There was support for the idea but also caution expressed regarding the timetabling given near the end of the year is a busy time. Michelle noted year 12, and also probably year 11 students will be gone by this stage so the performances will draw from the younger years. • Further suggestions: <ul style="list-style-type: none"> ○ Approx. 5-8pm ○ Michelle and Moya to identify acts; intention to keep it low key. ○ Probably BYO – John Pryor noted there are regulations around this. 		<p>Michelle, Amanda and Moya to progress.</p> <p>Amanda to find out about alcohol regulations from John.</p>

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3.5	Update School website	<ul style="list-style-type: none"> • Aim to have information updated for next year's new year 7 cohort. • Amanda happy to revise current content • John is the website administrator • Program pages are intended to be static pages with links to live pages e.g. Facebook where activity updates etc are provided. 		Amanda / Michelle
3.6	Date for Final meeting of 2017	<ul style="list-style-type: none"> • Proposed to move the final MSC meeting for 2017 to Week 7 – 23 November 2017 - to avoid clash with year 12 graduation. 	Moved: Michael Forster Seconded: Alan Kop	Cam to send John an email confirming revised date. COMPLETED
3.7	Music Handbook	<ul style="list-style-type: none"> • 40 copies of the revised Handbook were printed for the incoming GAT students. • Michelle noted that it would be ideal to some fine-tuning from a creative perspective, but essentially the information is up to date. 	Amanda will have a look at the Handbook	Amanda and Michelle to liaise
4. Music Department Report				
4.1	Report	<ul style="list-style-type: none"> • Choir performed at the Choral Festival on the weekend, with both junior and senior choirs receiving excellence commendations. • The classical guitar ensembles also recently performed, with the older group receiving outstanding and the younger group excellent commendations. • The Contemporary Festival is still to come, and Junior Bands will be performing next Thursday night and on the weekend. 		

5. Treasurers Report																									
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5.1	Report	<ul style="list-style-type: none"> • Since the last meeting the cheque from the Art Auction has been received and the invoice for the hire of Geoff Gibbs paid. • Michael noted there are 3 unrepresented cheques that go back several years (total \$562). <ul style="list-style-type: none"> ○ The cheque numbers don't correlate with the MSC cheque books ○ There is no other information to us for follow up other than all cheques were from an earlier art auction. • There are 2 outstanding invoices from Troy (Sound Tech) – Arts Day and first concerts (June) 	<p>Mark noted the term deposit is now on automatic roll over and recommended Michael diarise the maturity date as changes to maturity instructions can only occur 5 days prior.</p> <p>Michael to forward cheque numbers to Mark and he will try and identify where the cheques are from.</p> <p>Michael to contact the bank to ascertain whether the cheques are still valid and if not the process to stop the cheques.</p> <p>Mark to advise Michael on how to treat the cheques to remove them from the accounts.</p>	<p>Michael to liaise with Mark</p> <p>Michelle to follow-up with Troy re invoices</p>																					
5.2	Current Standing (figures attached)	<ul style="list-style-type: none"> • Cash book balance \$37,187 • Term Deposit \$30,667 • Committed Funds \$7,950 • Available Funds \$59,904 <p>Committed funds:</p> <table border="0"> <tr> <td>• Supper box</td> <td>105</td> <td>\$200.00</td> </tr> <tr> <td>• Photo frames</td> <td>113</td> <td>\$100.00</td> </tr> <tr> <td>• Admin Asst extra time Term 2 2017</td> <td>115</td> <td>\$1,000.00</td> </tr> <tr> <td>• Junkadelic Arts Day</td> <td>122</td> <td>\$300.00</td> </tr> <tr> <td>• AV equipment</td> <td>123</td> <td>\$700.00</td> </tr> <tr> <td>• Music Concert sound tech</td> <td>125</td> <td>\$400.00</td> </tr> <tr> <td>• Admin Asst T 3&4 2017</td> <td>126</td> <td>\$5,250.00</td> </tr> </table>	• Supper box	105	\$200.00	• Photo frames	113	\$100.00	• Admin Asst extra time Term 2 2017	115	\$1,000.00	• Junkadelic Arts Day	122	\$300.00	• AV equipment	123	\$700.00	• Music Concert sound tech	125	\$400.00	• Admin Asst T 3&4 2017	126	\$5,250.00	<p>Motion 131: Cancel motion 105 (supper box) Moved: Michael Forster Seconded: Alan Kop</p>	
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6. Standing Item				
6.2	<p>Future Strategic Issues for the Music Program</p> <p>- Music Enrichment ideas</p>	<p>Ideas discussed included:</p> <ul style="list-style-type: none"> • Reintroduction of the Jazz program • Scholarships for year 12 ATAR music students (suggested up to \$1000 towards support for their music studies, e.g. accompanist fees for rehearsals and exams, additional lessons etc) • Expand strings program to include viola and expand the woodwind instruments offered (e.g. oboe) to further develop the orchestra. • Instrument replacements and upgrades • Storage – double bass storage and instrumental storage for the middle school • Upgrade to M3 • Enrichment experiences for younger cohorts to develop music interest 	<p>Motion 132: Expenditure is approved for up to \$1000 scholarship per current year 12 ATAR student (total \$2,000), administered by Michelle, for support towards music studies and exams.</p> <p>Moved: Alan Kop Seconded: Amanda Humphreys</p>	<p>Michelle to prepare a plan outlining possible music program development areas, instrument purchase and replacement, instrument storage requirements / room upgrades and student enrichment opportunities for consideration in guiding future MSC funding allocation.</p>
6.3	<p>Other business for noting</p>	<ul style="list-style-type: none"> • John Pryor – P&C President <ul style="list-style-type: none"> ○ Minutes to be sent to John for uploading after approval by MSC Chairperson but before acceptance by the group at the next meeting. ○ Request for 2018 meeting dates to be completed by the beginning of next term for listing on the P&C site. ○ There are P&C guidelines for expenditure, these do not cover paying for school staff. ○ Suggested conversation with new Principal to look at dollar for dollar funding options. ○ P&C has a music mailing list; John to liaise with the MSC re. mailing list ○ Noted that electronic meetings are not allowed. • Amanda updated the group on her progress in 	<ul style="list-style-type: none"> • 	

		<p>making photos from MLSHS Arts events available to parents.</p> <ul style="list-style-type: none"> ○ Has started to set up a secure website to host photos and facilitate downloads and transactions. ○ Still needs to determine the financial model to be used. 		
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7. NEXT MEETING

Date: Week 6, Term 3 7pm, Thursday 19 October 2017	Venue: Penny Scott Music Room	Please note: Please enter school through rear gate off Learoyd St as front gates will be closed.
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MOUNT LAWLEY SENIOR HIGH SCHOOL

Music Support Committee

MLSHS P & C ASSOCIATION – Music Support Committee (MSC)

CASH BOOK, BANK RECONCILIATION, AVAILABLE FUNDS 24/8/17

CASH BOOK

Cash book opening balance	27/7/16		25,063.66
Add: Deposits			
Credit interest			0.92
Art Auction 2017			<u>14,500.00</u>
Total Deposits			<u>14,500.92</u>
Less: cheques drawn		Chq #	
Hire Geoff Gibbs			
Theatre		285	<u>2,377.27</u>
Total Cheques			<u>2,377.27</u>
Cash book balance as at	24/8/17		<u>37,187.31</u>

BANK RECONCILIATION

Bank balance as at	24/8/17		37,749.31
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
Total Unpresented cheques			<u>562.00</u>
Adjusted balance (agrees with cash book)			<u>37,187.31</u>

AVAILABLE FUNDS

Cash book balance as at	24/8/17		37,187.31
Term deposit balance as at	17/8/17		30,667.16
Less: Committed funds		Motion #	
Supper box		105	200.00
Photo frames		113	100.00
Admin Assistant additional Term 2 2017		115	1,000.00
Junkadelic Arts Day		122	300.00
AV equipment		123	700.00
Music Concert sound technician		125	400.00
Admin Assistant Terms 3&4 2017		126	5,250.00