

MINUTES OF MEETING 3

Mount Lawley Senior School, Admin Building Boardroom , 6:30pm, Tuesday, 18 March 2025

6:30pm Meeting Opened

Present: Monique Herbst, Kevin Keary, Sharon Callow, Emma Eggleton, Julie Eglin, Kieran Looby, Anoushka Alexander, Robyn Chesney, Michelle Lehmann, Monique Wielinga, Gee Yap, Julie Eglin, Andy Campbell, Emma Eggleton, Pallavi Hedge, Remke Van Dan, Kate Vaserman

Apologies: Gary Corbett, Louise Aston, Jessica Wedlake, Jason Wedlake, Luke Taylor, Cynthia O'Brien, Keryn Dunstan, Miriam Moretti

Absent:

Acknowledgement of Country

Motion to accept the minutes of the previous meeting.

Amendments: None

Moved: Julie Elgin

Seconded: Andy Campbell

All in favour

1.0 Convenor's report

1.1 Meeting Registration & Hours Log

- Reminder to committee members to sign in using QR code for every meeting and log your hours. This is important for us to provide accurate feedback to P&C regarding our volunteer hours
- If you missed signing in for meetings 1 or 2, please can you add your sign-ons and hours for these meetings.

1.2 P&C Membership Requirements

- Collection of any outstanding forms and money

1.3 P&C

- P&C WACCSO Code of Conduct circulated to members

1.4 "No Fuss Fundraiser" Update

- Approximately \$1850 raised so far (minus fees)
- We will put out another Connect notice to parents before the end of the month.

1.5 Sponsorship/Donation to Visual Arts

- Initial requests were for Posca markers, threads and box frames
- Quotes for POSCA markers have been put to SVAPA committee for their next meeting

- Looking to donate a thread pack from sponsor The Thread Studio. Last year's thread pack was a left-over prize from the raffle wheel. This will be donated to SVAPA.
- Forty 25cm x 25cm box frames have been requested. Initial link sent was \$93.10 for 2, but same frames at IKEA are available for \$10 each. Total cost to the LAA committee would be \$400.

1.6 Liaison with SVAPA and Music Committees

- We would like to see increased communication between the SVAPA, Music committees and LAA to better publicise to the community and sponsors how the funds raised or donated are being spent. Specifically, we are looking for photos and updates whenever LAA funds are used to purchase materials or support student activities. SVAPA and Music Liaison representatives have agreed to raise this at the next committee meetings.

1.7 Motions

LAA20250318-16 Motion to ratify additional committee members to the following positions:

Gee Yap - Treasurer and Database Coordinator

Cynthia O'Brien - Artist Coordinator

Remke Van Dam - Sponsorship

Moved: Keiran Looby

Seconded: Sharon Callow

All in favour

LAA20250318-17 Motion to increase the size of the LAA sub-committee to allow for up to 50 members

Moved: Emma Eggleton

Seconded: Andy Campbell

All in favour

Convenors to check with main P&C committee at the next meeting (7th April) regarding numbers for quorum.

LAA20250318-18 Financial motion to purchase 40 box frames for the Visual Arts Department for Auction Night Displays at a cost of \$400.

Moved: Kevin Keary

Seconded: Julie Elgin

All in favour

LAA20250318-19 Financial motion to spend up to \$1000 on main prizes for LAA major raffle, if no major prizes are locked in prior to raffle permit deadline submission on 27th April 2025.

Moved: Kate Vaserman

Seconded: Andy Campbell

All in favour

1.8 Artist Drop Off Day Overview

- ADO 2025 is Sunday 4th May
- Generally committee members and their children volunteer
- Committee members requested to attend from 12pm – 5pm if available
- Artist drop-off window is 1-4pm
- If possible, committee members will supply some baked goods for artists. We can purchase food if necessary
- Overview of Day
 - Student Ushers to guide and greet students and help carry art pieces to the main desk
 - Artwork submission recorded and receipted at front desk by Database team
 - Artists are moved to a “checking station” where artwork dimensions are confirmed and artwork inspected to ensure any defects or imperfections are noted. Artwork form signed by artist.
 - Artwork is photographed if required (Emma will confirm which artworks need photographing)
 - Paulina has been confirmed as available to assist with photographing artwork
 - Labels affixed to artwork
 - Artwork wrapped and placed in storeroom
 - Approximately 120 -150 pieces of artwork are expected

2.0 Artist Coordinator’s report

- 60 artist entries received
- Has been busy fielding calls regarding our new entry processes, which has changed from last year
- We have a number of new artists that have entered
- Still reaching out to new artists to let them know about LAA
- Further reminder emails to be sent out to mailing list as we get closer to entry close date
- Social media badges for artists have been designed by Emma and will be emailed to Artists
- Entries close 31st March, but artists have until 13th April for all artwork details to be sent through.

3.0 Curator’s Report

- Planning to create artwork handling guide
- Will organise briefing for artwork wrappers and handlers to ensure we minimise risk of any artwork damage on ADO
- A briefing will also be given on auction night to relevant parent and student volunteers.

4.0 Publicity Coordinator’s report

- Robyn has designed and posted a number of artists on social media. Everyone agrees she has done a great job
- Artist callout also included in newsletter for Maylands Peninsular Primary School
- Plan to start advertising sponsors in coming weeks
- Suggestion for social media publicity regarding Jackson’s Artist Choice Award.

5.0 Sponsorship Coordinator’s report

- \$21, 900 worth of sponsorship,
- \$14, 500 cash sponsorship. New cash sponsorship from Frank Paolino for \$3000

- We have received additional cash sponsorship this year, but have slightly less goods and services sponsorship
- Still looking for a major raffle accommodation prize. Will advertise on social media and send out Connect notice to school community
- Kate will make contact with last year's catering sponsors to see if they can sponsor again this year
- Kevin to follow up with Devine Cellars to see if they are happy to sponsor again.

6.0 Treasurer's report

- We currently have \$16,505.39 in available funds
- Including the following amounts:
 - Artist Entries \$1084.76
 - No Fuss Fundraiser \$1683.87
 - Sponsorship \$7,500
 - Membership Fees \$22
- Upcoming funds
 - \$4000 in cash sponsorship
 - \$3000 in committed sponsorships yet to be invoiced
- Committed Funds
 - \$15 Miik Green. This payment has been deposited incorrectly into LAA account, rather than the general school account. Kieran has confirmed he can assist with transferring payment to the school bank account as current treasurers do not have CommBank access.

7.0 Database Coordinator's report

- Gee and Kieran met up last week for discussion
- Conclusion is to stick with our current system where our spreadsheets work well for pre-Auction and post-Auction and to continue work on Auction night spreadsheet to fix and address any problems.
- There will be a backup plan for Auction night using paper/manual option
- Team plan to develop a users manual for future committee members in the database manager position

8.0 Graphic Designer's report

- Nothing to report

9.0 Event Coordinator's Report

- Have looked briefly at equipment and signage to see what is needed
- New signage will be needed, particularly as current signs display www.lawleyevents.com and our new website is www.lawleyarts.com
- Quotes will be organised for reusable signage that is UV resistant, with a date that can be updated as needed. Will liaise with Emma to create new signage but also looking to include wording to clarify that our event is for established artists, not students
- Supplies needed for ADO include bubblewrap, masking tape and packing tape. Kevin and Monique H to try and organise donations
- Only 2 pairs of white soft cotton gloves (for handling artwork) were found in the store-room. If these cannot be located, we may need to purchase some additional pairs
- Fencing quote to be organised

- Investigating alternative artwork display options with a company called Art Install. Awaiting further information about suitability, pricing and whether a sponsorship collaboration can be arranged.

10.0 Bar Manager's Report

- Will look to submit application for liquor licence for 500 people shortly
- There is a possibility that we might need crowd controllers with 500 people, which will come with a cost

11.0 Catering Coordinator's Report

- Requested contact details of manager of Dee Caf cafe- Convenors to provide
- Request to consider food budget and ensure financial motion raised
- Kate will make contact with last year's food sponsors to see if they are happy to sponsor again
- Suggestion has been made to have one shift for students serving food pre-Auction 5-7pm and to have a "self-service" tea, coffee and dessert station during Auction break. This will eliminate the problem of having to feed the students. Committee will consider during event planning
- No aprons and tea-towels seen in store-room. The Music committee have possibly borrowed for Music sundowner event, so will need to check with them. Additional tea-towels might be needed and 1 extra apron (black with stripes) is missing from last year
- Tea-towels are not ideal for drying glassware. Committee to consider what else could we use?

12.0 Website Coordinator's Report

- No update
- Emma is happy to upload sponsor logos to website if needed

13.0 Volunteer Coordinator's Report

- Handover undertaken on Sunday
- Sign Up Genius access granted
- Planning to provide some information on sign up genius for each of the different volunteer roles
- Planning to organise volunteer meeting points where behaviour and role expectations can be communicated to volunteers.

14.0 Catalogue Coordinator's Report

- No report

15.0 Other Business

15.1 Pre Auction Gallery and Sponsors Event

- The idea of holding a local community event at Local & Aesthetic (a cafe/retail/gallery space) to thank sponsors and raise the profile of the auction was raised for consideration in Meeting 1. To progress this proposal, we would need to apply for a local community grant and plan how to select and transport artwork for display in the gallery space. After discussion, the committee reached a general consensus to not pursue this proposal further. The committee has discussed this proposal but general consensus is to not progress this matter further.
- It was suggested that if Local & Aesthetic has available gallery space, we could offer to promote it to our artists to see if any are interested in displaying their artwork. Convenors to follow up with L&A.

CLOSE MEETING: 8:11

NEXT MEETING: TUESDAY 1st April 2025