



Lawley  
Art Auction  
www.lawleyevents.com

## MINUTES OF MEETING held at MLSHS on 23 May 2017

### OPENED & ATTENDANCE

Meeting Opened at 7:40pm

Patricia Kritas (Convenor), Kerri Bland, Amanda Humphreys, Alan Lawson, Vanessa Lombardo, Andrew Lippiatt, Sharon Cockroft.

### APOLOGIES

Sue Faranda, Darren Moldrich., Carolyn Monaghan, Michelle Prince, Paula Hart, Julie Williams, Felicity Moldrich, Rebecca Haluszkiewicz, Michelle Fornasier, Regina Eccleston-Wirth.

### MINUTES

*Motion to accept previous minutes' 16 May 2017.*

*Moved: Patricia Kritas                      Seconded: Vanessa Lombardo                      Carried*

### GENERAL BUSINESS

#### 1.0 CONVENOR'S REPORT

- 1.1 Buyers letter mail chimped.
- 1.2 Contacted ECU Groundsman regarding banners. Hasn't heard back.

#### 2.0 TREASURER'S REPORT

- 2.1 Treasurer's Report presented.
- 2.2 \$1,386.56 cash book total. After committed funds, \$1,286.86 available. Will use available funds as floats for the event.
- 2.3 *Motion AA19 to pay up to \$100 on 8 IKEA clip on lights to illuminate art works. Alan Lawson to purchase.*  
*Moved: Vanessa Lombardo                      Seconded: Patricia Kritas                      Carried*
- 2.4 *Motion AA20 to pay up to \$50 for 2 water pump sprayers from Bunnings.*  
*Moved: Patricia Kritas                      Seconded: Kerri Bland                      Carried*

#### 3.0 ARTISIT COORDINATOR'S REPORT

- 3.1 Data almost complete. Awaiting 2 artists for final minor edits.
- 3.2 Bios may need reducing.
- 3.3 Catalogue proof has to be ready for 24 May. Patricia to follow up with Regina and Paula.
- 3.4 Inglewood Hotel display not happening. Under new management.
- 3.5 Curators. 3D Rachael Coakley, Irving Gallery Elena Trethowan (Alan confirming with Elena) + 1 (invite Janice Arkeveldt), Auction gallery Vanessa and Jules.
- 3.6 Irving Gallery - Vanessa creating signs this week for Irving Gallery. Art works will be in catalogue if enough room otherwise as a separate insert. Alex will add Irving art works to website to enable preview of works. Carolyn can add content. Vanessa will liaise with Carolyn about this.

- 3.7 Vanessa and Julie met with event coordinators Rebecca and Michelle. Location plan finalised. Bar upstairs with art and entertainment. Plan was approved.
- 3.8 Vanessa will check store room for stock of Staplers, staples, Aprons, Top Hats. Patricia has white laundered gloves. Vanessa to try and find banners in store room.
- 3.9 Vanessa has red stickers to show sold art works for Irving Gallery.
- 3.10 Not sure who created reserved seating signs. Will check with Sue.

#### **4.0 SPONSORSHIP COORINDATOR'S REPORT**

- 4.1 Everyone happy with items for Silent Auction and raffles as per Michelle's email as well as Clocktower Framers for Peoples' Choice Artist and prize for Peoples' Choice Award.
- 4.2 Golden ticket prize for random seat prize good idea to have.

#### **5.0 PUBLICITY/PROMOTION COORDINATOR'S REPORT**

- 5.1 Crustworthy - Amanda arriving 6:00pm to set-up music. Vanessa arriving at 5:45 and will assist with artists and sticking up posters. Felicity will help with set-up and bring drinks. Andrew checked with Crust and ok to bring wine for artists and parents. Andrew bringing along 2 bottles of red and 2 of white. Artwork for the artists involved with Crustworthy will be printed by Kerry. Kerry will also print posters from drop box. Kerry will leave prints at school with Sue Faranda for collection. 22 confirmed students attending plus 6 late forms. Clancy, Lauren and Rosie will provide music entertainment. All students to wear SVAPA T's.
- 5.2 Letters have been emailed to feeder primary schools.
- 5.3 Darren has been given press release for Guardian Newspaper.
- 5.4 Irving Gallery artists have been placed on social media leading up to the event.
- 5.5 Music lighting – Amanda has been liaising with Rebecca.
- 5.6 Amanda has picked up photos for music room display, 40cm x 40cm, will display near entertainment area at event.
- 5.7 Michelle deRozario finalising music program. Start at 4:45pm. Students will arrive at 4:30pm.
- 5.8 Student volunteers to arrive at 4:30pm.

#### **6.0 DATABASE COORDINATOR'S REPORT**

- 6.1 Waiting final bios.
- 6.2 Preparing bidders cards, auctioneers catalogue, Irving Gallery sales sheet, conditions of sale sheet for Irving Gallery, art labels – Irving Galley and Auction Gallery.
- 6.3 Kerry will have everything ready for Sue to print when she returns from camp.
- 6.4 Kerry will be unavailable for Saturday morning on auction day.

#### **7.0 CATALOGUE COORDINATOR'S REPORT**

- 7.1 Flyers are printed and with Sue.
- 7.2 Posters are now in digital form in dropbox.
- 7.3 Catalogue: Pages are allocated and planned, Paula and Regina have met with Alex and all on the same page and good to move forward. Any writing you are doing for the catalogue is due now and can be emailed to Paula and Regina.

#### **8.0 WEBSITE COORIDNATOR'S REPORT**

- 8.1 Carolyn will be at Crustworthy event and will put a story about it in the News section on Thursday.

- 8.2 Alex is creating a page for the Dale Irving Gallery and Carolyn will put in the content. It will go in the dropdown menu for Artworks.

## **9.0 EVENT COORDINATOR'S REPORT**

- 9.1 Layout plan approved.
- 9.2 Patricia emailed running sheet from last year. Please advise Michelle and Rebecca of arrival times and any specific times that don't show on sign-up genius.
- 9.3 Met with Peter from Amici Catering. \$2000 will cover 200 attendees. May need more student volunteers if number over 200. Peter will bring kitchen staff for the night. Food will be selection of savoury/sweet/gluten free/veg. Amici will provide platters/serviettes. Crust pizzas will be served in boxes for advertising.
- 9.4 Crust pizzas can manage serving pizzas at intermission.
- 9.5 Any items that need to be purchased for the event please advise. (eg batteries, staples) and Michelle and Rebecca will purchase.

## **10.0 BAR COORDINATOR'S REPORT**

- 10.1 Andrew has received liquor license.
- 10.2 Will bring freezer along to event so wine bottle labels don't get damaged by ice. Unused stock can then be returned.
- 10.3 Betty unable to find stock take sheet from last year.
- 10.4 Luna donated wine will be sold at \$5 per glass. DeVine purchase of Proseco and SSB will be sold at \$7 glass. Beer \$5 or \$6 each. Andrew will create bar signs and laminate.

## **11.0 SCHOOL LIAISON COORDINATOR'S REPORT**

- 11.1 Processed 2000 letters including the following: Buyers, VIPs inclusive of politicians, parents. Just have 180 staff to go.

## **12.0 CLOSE & NEXT MEETING**

Meeting closed at 9:15pm. Next meeting will be held at 7:30pm on Tuesday 30 May.