



MINUTES OF MEETING HELD AT MLSHS ON 13 MARCH 2018

OPENED & ATTENDANCE

Meeting Opened at 7:40 pm

Attendance: Patricia Kritas (Convenor), Annaleise Grubisich, Alan Lawson,
Andrew Lippiatt, Felicity Mason, Katherine Licciardello, Vanessa Lombardo, Michelle Fornasier

APOLOGIES

Darren Moldrich, Lesley Street (Principal), Amanda Humphreys, Kerri Bland, Rebecca Haluszkiewicz,
Amanda Rintoul, Peta Kalaitzis, Sharon Cockcroft.

MINUTES

Motion to accept previous minutes 26 February 2018.

Moved: Patricia Kritas

Seconded: Michelle Fornasier

Carried

GENERAL BUSINESS 1.0 CONVENOR'S REPORT

- 1.1 **Patricia** to send out first reminder to artists Friday 23rd, March.
- 1.2 Sign up Genius: **Patricia and Michelle** will liaise before next meeting to edit current sign up genius so it is ready for volunteers to start using it.
- 1.3 Patricia has emailed a "Save the Date" message to *new* addresses for MLSHS staff.
- 1.4 Graphic Designer position still not filled. Discussed having Alex Castle (Jumping Jigsaws) return to the position as she is familiar with the role.

Motion to accept Alex Castle to the role of Graphic Designer for LAA 2018

Moved: Felicity Mason

Seconded: Annaleise Grubisich

Carried

- 1.5 Discussed need to publicize to school community that we need someone with this skill set for LAA in 2019. Suggestion for **Amanda** to advertise this position via Facebook.

2.0 TREASURER'S REPORT

- 2.1 Cash book Balance \$3,617.18
Available funds \$2,717.18
- 2.2 To date 8 artists have paid \$15 submission fee.

3.0 ARTIST COORDINATOR'S REPORT

- 3.1 Vanessa and Peta have had a very productive meeting, briefing Peta on the first stage requirements. e.g. online forms, how to make changes.
- 3.2 Peta now has a login password for the online Artist Submission page and her email to added to the Artist Coordinator email on the website and other email links.
- 3.3 Action required: Ask **Alex** to send an email to artists notifying them that their submission has been received/welcome to LAA etc.
- 3.4 To date 11 artists have entered the LAA
- 3.5 Discussed issue of not having enough space allocated in the English Department store room for art works. Obviously, we need a room that can be locked and preferably close to where we are receiving artwork. Action required: **Vanessa** will email Lesley about us needing a little more space and asking advice about how to solve this problem.
- 3.6 Peta is sending Patricia details of new artists to add to database.
- 3.7 Asked Alex if possible to add a button to the website that allows artists to add their contact email for future auctions. This way we are adding to our artists contact list all the time.
- 3.8 Peta will write a short piece to refresh the Latest News section of the LAA website (lawleyevents.com).
- 3.9 Peta has also made contact with several new artists.

4.0 SPONSORSHIP COORDINATOR'S REPORT

- 4.1 Successful handover with Michelle.
- 4.2 Annaliese has sent out 75 emails to possible sponsors. To date 7 have responded positively (10%). Only 2 of these are previous sponsors.
 - Michelle Adonis: 2 High Tea vouchers
 - Revelation Film Festival : 2 vouchers
 - TMT mosaic tile (Silent auction)
 - Fuzz Factory \$
 - Envy Jewellery
 - Sound Business & Equipment: \$ & product
 - Fresh Provisions (N.B. In contrast to previous years, they would prefer to provide fruit and savoury as it is their specialty)
 - Oxlade's (People Choice Award)
- 4.3 Michelle has suggested that the committee make suggestions to Annaliese about which products we might need. Suggestions so far included: bubble wrap (possibly Bunnings?)/glass hire
- 4.4 Need to organise a callout through John Pryor (P & C) asking MLSHS parent community for sponsorship.
- 4.5 Patricia will liaise with Amanda for flyers to go to P & C. (not sure about this point)
- 4.6 Suggestion for Amanda to ask for sponsors on Facebook page.
- 4.7 Confirmed that latest date for sponsorship information to be ready for catalogue is the

same date as art work etc. i.e. 22 May

- 4.8 Discussed the cash donation provided by Purslowe Funeral Homes in previous years. It seems we no longer have an affiliation with them and this is perhaps the reason why they have not responded to sponsorship enquiry.
- 4.9 Mondo's has suggested that we contact them though a regular customer. Noted that Vince(owner) is MLSHS alumni.
- 4.10 Noted that we received negative feedback from one sponsor OUTAQUIN (hairdresser) who will not be sponsoring us again. Unfortunately, prize winners did not claim prizes on 2 occasions (voucher and hair products).
- 4.11 Noted that Tastebuds Cooking School cannot participate with sponsorship but they are interested in doing cooking classes at MLSHS. Perhaps this may be of interest to **Lesley**?
- 4.12 Suggestion made to contact Lincoln St Bakery and Mary Street Bakery to provide some sweet treats.
- 4.13 Amanda and Sue doing mail merge.
- 4.14 CRUSTWORTHY confirmed as a sponsor for 2018.(sorry – is this correct?)

5.0 CATALOGUE COORDINATOR'S REPORT

No report to date.

6.0 6.0 EVENT COORDINATOR'S REPORT

- 6.1 **Alan** to send **Patricia** invoice for Contact Perth Expo (panels) so she can clarify sizings of panels as need a few smaller ones.
- 6.2 Rebecca has touched base with Culinary Association students for catering again. They have requested if we need the same or more food. Decision to cater for 250 pax. as this is the number of patrons specified in Liquor Licence.
- 6.3 We would like to clarify serving sizes with them e.g. arancini were very big, is it possible to make them smaller? We also need to clarify with them that we do not know how much cash we have to spend as yet.
- 6.3 Suggestion made to count the number of attendees this year. Perhaps by use of clickers at the entrance.
- 6.4 ALL FENCE U RENT will provide 130m of fence and 2 hours of labour to install fencing for artwork at a cost of \$800. **Vanessa** to double check number of metres of fencing required and liaise with Michelle and Rebecca.

7.0 DATABASE COORDINATOR'S REPORT

- 7.1 Kerri, Peta and Vanessa are aware of glitch that can sometimes occur when submitting JPG files. Alex is checking to see if it is a browser issue. Andrew suggested it could be a problem with our web page/on line form.

8.0 BAR COORDINATOR'S REPORT

- 8.1 Liquor licence approved for 250.

9.0 PUBLICITY/WEBSITE COORDINATOR'S REPORT

9.1 Updated posts and photos from last year on social media- Facebook, Instagram, Twitter, including prompt to get artist entries in by April 9th.

9.2 No further entries on website - I know I've been given Admin access to MailChimp, but haven't seen anything re Admin access to website - can you please follow up **Patricia**? There is information on there I'd like to change as last news update is about 2017 auction! We don't want it all being just MailChimp linked as posts need to be well worded and targeted. I can then update photos on there as well. Thanks!

9.3 Liaised with Little Aussie Directory, and confirmed new version for entry into this years' copy. Declined offer to purchase additional advertising. Made Catalogue available online from 27th May, as per approximate date in important dates calendar provided.

9.4 Media: Please let me know of any contacts with media sources - tv, radio, online or paper magazines or newspapers. It may be more useful for people to contact directly if they already have a good relationship with them (rather than me), but need to discuss a plan first so marketing is a coordinated affair. Media releases/photos will be specific to avenue of publicity.

9.5 Will we be having Crust Pizza as a sponsor again this year?(Yes: see above 4.14) We will need to also ask whether they'll be willing to host the "Crustworthy" event again this year. I can provide more explanation of this event for new members as need be at the next meeting. If "Crustworthy" is a go this year, will need a couple of other committee members willing to assist with set up and equipment.

9.6 Other: presented LAA update to Music PSG

9.7 Other: LAA photos from last year will be shared in a DropBox folder for use by others, but please just contact me if have any requests for photos. This will control what goes where and when.

10.0 AOB

10.1 Darren has suggested that we put call out to parents to donate food items. He is willing to co-ordinate donations and kitchen to put out platters etc. Suggestion that this be discussed further once he has put forward a proposal/information flyer about how this would work,

10.2 Daz has a few liquor store contacts. **Daz** to liaise with Annaleise about which liquor stores she has already contacted so that we don't double up.

N.B. Devine Cellars Family now has a child in music programme.

10.3 Daz reminded committee that we need more banners e.g. Fitzgerald St. Vanessa sure that VISTA produce banners at a reasonable cost and that perhaps we could avoid writing a specific date. i.e. perhaps (second Saturday in June)

10.4 Luna Palace Cinemas will run ads for us in the month leading up to LAA. Andrew needs a JPG image. **Vanessa** to rework image. **Annaleise** add Luna Palace to sponsorship list.

10.5 **Darren** has a few artist contacts. He can send info. to Patricia and/or encourage the

artists to enter online.

11.0 CLOSE

Meeting closed at 9.05pm.

Next meeting will be held Tuesday 27 March 2018.

NB Minutes by Felicity- please let me know if anything needs to be corrected before next meeting.