



## MINUTES OF MEETING LAA held at MLSHS on 1 May 2018

green = action now

yellow = next agenda

blue = noteworthy

### OPENED & ATTENDANCE

Meeting opened at 7:40 pm

**ATTENDANCE:** Patricia Kritas (Convenor), Annaleise Grubisich, Alan Lawson, Amanda Humphreys, Kerri Bland, Andrew Lippiatt, Felicity Mason, Vanessa Lombardo, Michelle Fornasier Amanda Rintoul, Peta Kalaitzis, Regina Eccleston-Wirth

**APOLOGIES** Darren Moldrich, Lesley Street (Principal), Rebecca Haluszkiewicz, Sharon Cockroft.

### PREVIOUS MINUTES

*Motion to accept previous minutes 10th April 2018.*

*1 change: Item 8.1 Amanda H should be Amanda R*

**Moved:** Patricia Kritas

**Seconded:** Annaleise Grubisich

**Carried**

### GENERAL BUSINESS

#### 1.0 CONVENOR'S REPORT - Patricia

1.1 28 April mailchimp reminder sent to Artists re Drop off day this Sunday 6 May from

1pm to 5pm - **Volunteers to arrive from 12:15 and leave after tidying up at 5:30pm**

1.2 **Patricia** will send out another reminder to Artists re Drop off Day on Thursday 3 May

1.3 John emailed out flyer re volunteers and auction Sunday 29 April (so far no volunteers!)

**Felicity** to send reminder email to SVAPA secretary to contact parents/ **Amanda H** to do the same for Music.

1.4 **Please refer to the Artists' Drop off day Schedule.** Most committee members are able to attend.

1.4.1. Extra volunteers that turn up can be placed as required – expecting the following people to be helping out: Simone, Brendan (Annaliese husband), Phil, Kylie

1.4.2. **Vanessa** will ensure that wrapping and tape etc. is in Senior Building on Sunday. Annaliese has tape.

1.4.3. **Vanessa** to look for name tags which we use on Auction night and Gloves

1.4.4. Many committee members bringing children. MLSHS students only to handle artwork

1.4.5. **Please bring a plate of food to share**

1.4.6. **Felicity** to organise coffee etc. from Tricycle Theatre and **Lesley** will buy MILK

1.4.7 **Regina** to supervise storage room.

1.4.8 Amanda H has asked **Artist Co-ordinator's Vanessa & Peta** to direct artists who they think would be open to a few publicity shots and a chat.

1.4.9. **PLEASE NOTE:** **All volunteers at delivery day will need to wear the art handling gloves at the acceptance desk and in the wrapping room. MLSHS students will be showing artists in and out of the venue, and will be only assisting their attending parent with wrapping artworks. We require adults only in the storage room due to insurance purposes.**

1.5 **Artwork selection meeting:** Tuesday 8<sup>th</sup> May/7.30 pm /Kerri's house . Attending are Kerri, Vanessa, Peta, Patricia and possibly Simone (she may be involved in the role next year).

1.6 **Patricia** will be sending a Letter to Artists re selection on 11 May

1.7 For clarification: Vanessa engaged Alex in March as graphic designer (*an email was sent to Regina this morning with my apologies for the miscommunication*) and due to time constraints and other commitments Alex has already created the front and back covers in draft stage and mock ups have been prepared, in line with mirroring this for the flyer, which is the first actual deadline to be met by the end of this week, Friday 4 May. Decision time for DL and A3 posters . As detailed in the 13 February Agenda the timeline for the Catalogue is confirmed as

1.7.1. 12 May – bios/spreadsheet/photographs to be completed and sent to Alex

1.7.2. 24 May – FINAL DEADLINE for final, proofread, catalogue material to Alex

1.7.3. 25 May – Catalogue to Printer and Alex will have Catalogue ONLINE

1.7.4 11 June – Catalogues Back from Printer

1.8 As previously discussed the catalogue will be basically the same layout as last year's. Of course there will be full committee input for a final agreed outcome. The final images for any internal pages as yet, so input there is very welcome.

1.8.1 Discussion around suitable images for flyer and catalogue front page.

**Following decisions made:**

- **catalogue front page** = Sue Leeming *When peace attendeth my way*
- **flyer (and posters)** = use a grid layout. **Regina** to use the mock up version presented to the committee, but change a few images to include the final four front pages contenders.

1.8.2 **Text on back of flyer** = **Vanessa** to update sponsors as necessary

1.8.3 Andrew would like a landscape version of flyer for cinema advertising – **Regina** to organise

1.8.4 Bruce (photographer extraordinaire) to be asked by **Kerri** if he could have photos of Pippin Drysdale's work ready to be sent to Alex Monday 7<sup>th</sup> May. We would love these to be included in catalogue.

**1.9** Lesley Street has recommended that the painting that Simon Millman MLA wishes to donate be placed with the Artists approval in the Irving Gallery.

This suggestion was discussed by the committee. Vanessa and Amanda H, who were unable to attend the last meeting, offered valuable input into our previous discussion. They clarified that the purpose of the LAA is to support local artists and sell their work. It is not appropriate for us to engage in reselling art where profit is not returned to the artists. Moreover, our patrons expect to buy work directly from the artists, not a second party.

**Patricia** to liaise with Lesley to explain that while we appreciate the very generous offer, we are unable to accept. However, we would love the opportunity for the school to have the artwork.

**1.10** Perth Expo x15 Display Screen Horizontal 2400W x 1200H Leg Height 1800 \$742.50 - **Annaleise** to contact to confirm how much is sponsorship .

## **2.0 TREASURER'S REPORT - Alan**

2.1 Bank Balance \$6,467.18; **\$5,987.18 after committed funds.**

2.2 *Motion 18AA5 - to cancel cheque 183 for \$10 to Phillip Cook from 2017 auction (still not been presented)*

**Moved:** Alan Lawson

**Seconded:** Annaleise Grubisich **Carried**

2.3 Xero just implemented

2.4 All artists and buyers can be entered as contacts in Xero for current and future invoicing and payments.

2.5 No more cheques going forward

2.6 Alan has uploaded 2 years of invoices, receipts, Treasurer reports, a few contacts (suppliers and artists), and will shortly do a bulk upload of artists.

2.7 Reconciliation is under way.

2.8 Kerri has access to Xero to check on artist entry fees.

2.9 Will hear from CBA on Thursday re EFTPOS terminals. Getting the process happening now, including assessment of costs. Decision made to stay with 2 machines.

2.10 Send email for artist EFT details.

## **3.0 DATABASE GURU UPDATE - Kerri**

3.1 Database is now up-to-date.

3.2 Database now has field for social media/websites.

3.3 Labels for drop off day have been created.

3.4 The form used on Sunday when artists drop off work has been reworked to make it easier to use.

3.5 Mail merge to occur this Thursday night.

#### **4.0 ARTIST CO-ORDINATORS' REPORT – Vanessa & Peta**

4.1. We have received 110 entries from approx 86 artists. Some are new to the auction and some have exhibited with us for many years. Most artworks are 40% commission. There are now 6 artworks that are 100% donations

4.2 Entries extended by one week and had quite a few more that came through because of that extension. Note (feedback from artist): we probably should have extended it a bit earlier than we did, as quite a few people may have rushed their entries and may have made different choices as to what they might submit.

4.3 We have some good images of artworks, but many need re-photographing on delivery day. Peta has gone through the images again to ascertain the final amount of re-shoots that will need to be done on delivery day. Note: we should consider a photography session to teach artists, in week 2 of the process,

4.4 No one has complained about the \$15 dollars (change from \$10)

4.5 Vanessa has checked with the English department and Ms Bruce will be meeting her on Friday at 12.40pm to confirm storage space.

4.6 Vanessa will also check for the gloves and name tags on Friday, ready to use for Sunday.(see 1.4.3)

4.7 So far 3 artists are delivering to the main admin on Friday and one may have already arrived today as it is a postal courier.

#### **Catalogue/Artist coordinator cross over stuff:**

4.8 Vanessa met with Amanda Rintoul our catalogue coordinator and we will be meeting with Alex regards the catalogue this week/beginning next week.

4.9 Peta and Vanessa will keep advising Amanda R on the images that will work for the Catalogue, ultimately it is the catalogue coordinator and the graphic designer who will make the final decisions, but the coordinators will be able to advise if something is really extraordinary and could fetch us a fortune or something is likely to be culled or possibly swapped at the last minute...

4.10 Vanessa is organising image for banners and will order when Vista has a good deal.

#### **5.0 CATALOGUE COORDINATOR'S REPORT – Amanda Rintoul**

5.1 Bio data has been edited- only a few question marks that Amanda and Felicity will discuss this week.

5.2 There are a few questions about text in main catalogue. There are probably the most changes to the page/s about the raffle and silent auction. Amanda R will send info on Dropbox

<https://www.dropbox.com/sh/65gzufg2aipapyp/AABwXsKwlclyr73laIWxSdDza?dl=0>

## 6.0 EVENT COORDINATOR'S REPORT – Michelle

All good!

## 7.0 SPONSORSHIP COORDINATOR'S REPORT - Annaleise

7.1 We currently have 45 sponsors

8 Gold 6 Silver 19 Bronze and 12 Event Sponsors

**Our current sponsorship level is recorded at \$19,558,** (13,113 in 2017 and 15,724 in 2016)

Hoping that will be in excess of 20,000 by the deadline as we have a further 3 sponsors that are still being finalised (Luna, Artist Hub, Superstars and Legends) plus the alcohol sponsorship to be added.





7.2 No contact made with De Vine Cellars as still waiting on feedback from **Darren.** Need to know if De vine are going to be major sponsor before catalogue goes to print.

7.3 Darren indicated City of Vincent wanted to offer more support but no contact details to follow that up. **Darren** to give contact details.

7.4 **No luck with contacting The Pearl of Highgate – does anyone have time to pop in to the store?**

7.5 Seem to be light on the performance items this year despite having sent emails and letters to the same organisations we have in the past. Three replied they couldn't help this year, 3 have provided sponsorship, 4 items.

7.6 Based on the preliminary split of the sponsorship items. The raffle is looking to be worth just over 3000 this year and the Silent Auction is currently just under 5500. (2500 AND 4000 in 2017) Awaiting confirmation on C03 value in the Silent Auction and still have the Memorabilia to add and item from Artist's Hub

Product	
	<i>Cristiano Ronaldo</i>
	<i>Kylie Minogue</i>
	<i>Sir Donald Bradman</i>
	<i>West Coast Eagles</i>

Looking at items like this.

7.7 **Does anyone need to vet the allocation of Raffle and Silent Auction items?**

7.8 210 glasses and the seven storage boxes have been purchased – now just awaiting the P&C meeting to have the request approved for the General committee to cover these costs of approximately 350. **Need to find a place to store them.**

- 7.9 *Grilled* hasn't occurred yet so that is looking like it will be the start of the 2019 sponsorship when we go on the jars.
- 7.10 Gold cash Sponsors Pam Herron/Jodi Darlington and Matt Seabrook will be attending Artist Drop Off 2pm and 2:30pm respectively for their photo opportunity.
- 7.11 Can we offer some sort of naming rights to our Gold Sponsors who have supported the Silent Auction and Raffle? e.g. Silent Auction brought to you by Alto Capital as a way of acknowledging their contribution?
- 7.12 Need to ensure that we promote Perth Film School via Newsletters for the remainder of the year in addition to the event promotion.
- 7.13 Can we put the pamphlets for WA Ballet somewhere as their event will be over by the time we hold the auction?
- 7.14 Darren has organised banners to be placed in Loftus St. City of Stirling are not participating.
- 7.15 Patricia suggested late sponsors(after catalogue deadline) can advertise with business cards at bar /images on screen in auction room.

**These items need to be discussed at next meeting.**

**8.0 PUBLICITY COORDINATOR'S REPORT - Amanda Humphreys**

8.1 There is a clash with CRUST publicity night and SVAPA PSG meeting. As Moya Thomas' presence would be appreciated at Crustworthy – can we please change SVAPA meeting? Felicity to check.

8.2 Please note that Amanda would like to photograph MLSHS kids at Drop off day– please ask them to wear SVAPA t-shirt and black music t-shirt/top.

8.3 Amanda R please send invite to Amanda H for catalogue as some info. may useful for publicity purposes.

8.4 Amanda H to take photos of VIPs at drop off day.

**9.0 BAR MANAGER UPDATE – Andrew**

9.1 Andrew and Darren will approach liquor stores over next couple of weeks.

**10.0 GRAPHIC DESIGNER UPDATE – Regina**

10.1 Vanessa is liaising with Alex about flyer/poster. (I have sent her updated and editable files for the flyer and think they will use our poster design for last year but with new images).

10.2 Regina has made (Dropbox) folders for the photographs and the stock images, so that images can be allocated from both of those to the catalogue. Amanda and Bruce will put relevant pics in these folders as they come.

10.3 Dropbox folders have been structured for intuitive navigation, with access for all.

**Meeting closed**

9.20pm