



## OPENED & ATTENDANCE

Meeting Opened at 7:38pm

Patricia Kritas (Convenor), Felicity Moldrich, Annaleise Grubisich, Kerri Bland, Amanda Rintoul, Peta Kalaitzis, Regina Eccleston-Wirth, Michelle Fornasier, Katherine Licciardello, Vanessa Lombardo, Amanda Humphreys, Andrew Lippiatt, Alan Lawson, Sharon Cockroft.

## APOLOGIES

Lesley Street (Principal), Rebecca Haluszkiewicz, Darren Moldrich.

## PREVIOUS MINUTES

*Motion to accept minutes 1 May 2018.*

Moved: Felicity Moldrich

Seconded: Alan Lawson

Carried

## GENERAL BUSINESS

### 1.0 CONVENOR'S REPORT

- 1.1 Thank you to all that attended Artist drop-off day. Everything ran smoothly. Received positive feedback. Art looks great.
- 1.2 Kerri, Vanessa, Julie and Patricia attended artwork selection meeting. Patricia advised artists via email as follows:
  - 6 artists with invitations to display artwork in Irving Gallery
  - 5 Artists have 1 piece in live auction and an invitation to sell their other artwork that was submitted in the Irving Gallery
  - Lawrence Marshall was invited to exhibit one artwork in the Irving Gallery and his other artwork Wittenoom was culled
  - Vanessa emailed Melanie Jane LeGuin re her artwork as Vanessa noticed that the artwork had dropped inside it's frame and there were scuff marks on the mount board – if repaired invited to exhibit in the Irving Gallery.
- 1.3 Irving Gallery images will not appear in the catalogue, just a listing of art works, prices and artist bios.
- 1.4 Patricia received the list from Kerri of all previous buyers which she will mailchimp with a "save the date" by the end of this week, then next week an invitation to the auction before our next meeting. She will then follow up with a copy of the flyer and friendly reminders before auction date.
- 1.5 Will offer pre-registration for bidders. Form to be set-up by Alan Lawson. Pre-registered bidders will need to go to bidder's desk on arrival to collect bidders number.
- 1.6 Eftpos machine will be available for catalogue sales.
- 1.7 Patricia to contact Michael Camilleri for list of Mt Lawley Alumni so they can be invited.
- 1.8 Simon Millan is fine about us not being able to resell his donated artworks and is looking forward to attending this year's auction.
- 1.9 Meetings will shift to weekly now as we are only a month out from auction.

## 2.0 TREASURER'S REPORT

2.1	Cash	\$6,567.18
	Committed funds	\$4,452.16
	Cash Available	\$2,115.02

### 2.2 Motions as follows:

Motion #	Motion	Amount
18AA7	Motion to reimburse Andrew Lippiatt \$53.00 for payment of liquor license fee Moved: Alan Lawson Seconded: Sharon Cockroft Carried	\$53.00
18AA8	Motion to pay iPrint Plus \$1,089 for production of 250 Art Auction Catalogues Moved: Alan Lawson Seconded: Felicity Moldrich Carried	\$1,089.00
18AA9	Motion to pay iPrint Plus \$412.50 for production of 5,000 Flyers Moved: Alan Lawson Seconded: Patricia Kritas Carried	\$412.50
18AA10	Motion to pay Perth Expo \$742.50 for Inv. 24346 for art display screens on Art Auction night Moved: Alan Lawson Seconded: Vanessa Lombardo Carried	\$742.50
18AA11	Motion to pay Australian Culinary Youth Team \$2,000 for catering on Art Auction night. Moved: Alan Lawson Seconded: Michelle Fornasier Carried	\$2,000.00
18AA12	Motion to reimburse Vanessa \$155.16 for payment to Vistaprint for Vinyl Banners Moved: Alan Lawson Seconded: Annaleise Grubisich Carried	\$155.16

## 3.0 DATABASE COORDINATOR'S REPORT

3.1 Most of the data is correct and ready for Alex. Just a few dimensions to be adjusted.

## 4.0 ARTIST COORDINATOR'S REPORT

- 4.1 Delivery day was a success, thanks to all that helped. Special mention to Kerri, Bruce, Heather and Jazouli. Would like to recommend Principal Lesley Street recognises the excellent work Heather and Jazouli did assisting Bruce.
- 4.2 A few unexpected art works arrived on the day due to issues applying on-line. Artists should have followed up with Artist coordinator when they didn't receive the you were successful email.
- 4.3 Selection meeting went well and all works now placed.
- 4.4 95 works in Live Auction, 12 in Irving Gallery and 3 in Silent Auction.
- 4.5 Amanda Humprheys will add 2 works in the Irving Gallery and Vanessa will ask some of the other 2018 artists that she knows have an abundance of work. Possibly smaller pieces as they are more affordable. Would like up to 16 pieces in the Irving Gallery.
- 4.6 1 artist is delivering on Friday and another is waiting on her artwork to arrive from Victoria.
- 4.7 2 banners have been completed.
- 4.8 Flyers have been printed.
- 4.9 Catalogue cover mock-up was shown, all liked it.
- 4.10 Felicity will contact Jane Packham about organising the easles with ECU.
- 4.11 Patricia will email Lynda Kuntjy regarding student artwork display.
- 4.12 Vanessa visited Auctioneer Mat. Let him know that there will be no interval in auction this year. He thought that was a good idea.

## **5.0 CATALOGUE GRAPHIC DESIGN COORDINATOR'S REPORT**

- 5.1 Minor text corrections to be made. Bios, spreadsheet and photographs completed and sent to Alex.
- 5.2 Raffle pages and sponsors to be edited. Draft copy of catalogue will be available for next week's meeting. Final deadline for having final catalogue material to Alex is 24 May. Final Catalogue will go to printer on 25 May. Catalogue on-line 8 June. Catalogues back from printer on 11 June.
- 5.3 Kerri will have lot numbers and final artwork photo choice on drop-box. There will be a folder for live auction and folder for Irving Gallery.
- 5.4 Irving Gallery page is compiled by Vanessa as a word doc.
- 5.5 Regina and possibly Elena will look after Irving Gallery.
- 5.6 No changes required for text on SVAPA and Music page. Photos will be updated.
- 5.7 Alex will design some A3 posters. Sue Faranda will print. Need to have ready for 29 May for the Crustworthy event.
- 5.8 May lose bidders notes page if not enough space.

## **6.0 EVENT COORDINATOR'S REPORT**

- 6.1 Caterers will charge same as last year. Will provide smaller portion size.
- 6.2 Check if Café available.
- 6.3 Uniform shop could be used for storage of glasses, etc.
- 6.4 Check jobs are set-up on sign-up genius.
- 6.5 Michelle has last year's set-up plan.
- 6.6 Small pop-up bar downstairs once auction starts as no interval this year. Discuss location for bar and music at next week's meeting.

## **7.0 SPONSORSHIP COORDINATOR'S REPORT**

- 7.1 Please refer to Annaleise's report which is attached.

## **8.0 PUBLICITY COORDINATOR'S REPORT**

- 8.1 Crustworthy is on 30 May. Need several adults to assist on the night. Amanda needs artist names for Crustworthy so she can send out invites. All students in SVAPA and Music will be invited and they can leave their volunteer slip in a box at the office. Parent permission is required to be able to attend.
- 8.2 Felicity to contact Moya to check if she is available for Crustworthy evening.
- 8.3 Amanda has photos from drop-off day for catalogue.
- 8.4 Updating social media with photos of sponsors, artists with their work and students with art.
- 8.5 Starting to post sponsors and artists on social media.
- 8.6 If anyone has radio, newspaper, magazine contacts please email Amanda. Peta has contact at West Australian's Today. Michelle will check with Rebecca re radio interview and Cream Magazine.
- 8.7 Met with Michelle regarding music performance.
- 8.8 Student volunteers for auction night have been flagged with Michelle and Moya. No pizzas for students this year, offering subway with student name on it. Subway only for registered volunteers. Volunteer/parent permission forms have to be submitted prior to auction – can't just turn up on the night. Wristband for registered volunteers possibly. Suggestion to look at setting up on-line permission form for parent to complete similar to the school absentee form.

**9.0 BAR COORDINATOR'S REPORT**

- 9.1 No tables and chairs this year, bar tables maybe.
- 9.2 Andrew and Darren will discuss pop-up bar idea. Will have eftpos machine at bar.
- 9.3 Andrew and Darren will visit liquor stores this week. DeVine is a sponsor.
- 9.4 Discussion regarding gold coin entry and catalogue sales. Discuss further at next meeting.
- 9.5 Vanessa organizing image for Luna advertising.
- 9.6 Flyers are printed and will be handed out at next week's meeting.
- 9.7 2 banners have been printed and given to Felicity. Darren confirming location for banners.

Meeting Closed 9.10pm – Next meeting Tuesday 22 May at 7:30pm.

## **Sponsorship Coordinator's Report 15/5/18**

We currently have 55 sponsors: 11 Gold 6 Silver 22 Bronze and 13 Event Sponsors (plus 2 to be valued)

Our current sponsorship level is recorded at \$28,329 which: excludes Artist and Amanda's contributions no value attached as yet.

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 over \$9600. Still awaiting confirmation on C03 and Amanda's contribution values in the Silent Auction and still have Karla Freitag and any other donated art works to be added to the Silent Auction.

We now have 8 performance items in the silent auction and 36 before the art is added.

I have 44 metres of 90cm wide Calico in addition to the 8 metres of 120cm wide left in the storeroom with the artworks on artist drop off day. This needs to be sewn together to cover the fencing. Hoping I got the measurements correct in assuming the fencing panels are 2 metres high and 2.4 metres wide = 12mtrs wide by 4mtrs (calico is 12.3mtrs wide by 4mtrs in total)

Need to ensure that we promote Perth Film School via Newsletters for the remainder of the year in addition to the event promotion. I will be talking to the SVAPA Committee tomorrow with regards to the sponsors wanting to develop relationships with the school - currently Perth Film School and the Actor's Hub Perth.