



MINUTES OF MEETING LAA held at MLSHS on 22 May 2018

OPENED & ATTENDANCE

Meeting opened at 7:35 pm

ATTENDANCE: Patricia Kritas (Convenor), Annaleise Grubisich, Alan Lawson, Amanda Humphreys, Kerri Bland, , Felicity Mason, Vanessa Lombardo, Michelle Fornasier, Amanda Rintoul, Regina Eccleston-Wirth, Sharon Cockroft, Katherin Liciardello

APOLOGIES Darren Moldrich, Lesley Street (Principal), Rebecca Haluszkiewicz, Peta Kalaitzis

PREVIOUS MINUTES

Moved: Patricia Kritas

Seconded: Felicity Moldrich

Carried

GENERAL BUSINESS

1.0 CONVENOR - Patricia

- 1.1. Linda Kuntij has been emailed re students' artwork, she was aware and is happy to organise. Linda has also advised and confirmed with Jane Packham and Charles Warren.
- 1.2. emailed DL Flyer to Michael Camilleri for Lawley Alumni & MLSHS website/social media
- 1.3. emailed 171 peeps who registered as bidders in 2016 & 2017 "Save the Date"
- 1.3. Amended and updated Principal Invite VIP letters/Staff/Parents/buyers for Sue
- 1.4. liaised with Michelle re signup genius
- 1.5. If time allows we can discuss event layout later in this meeting however, if we run over we can discuss via email with the committee and confirm and finalise by 29/5 then email plan to have it approved by Lesley.(see 7.8)
- 1.6. Have confirmed with Sharon that she will work with Katherine and will be the event coordinators over the Auction weekend. Thank you.
- 1.7. liaised with Annaleise & Amanda R regarding silent auction/ raffle –
- 1.8. liaised with Amanda H re crustworthy event -
- 1.9. went into the storage room and obtained a calico cover for Katherine & Annaleise to check out and measure
- 1.10. Emailed Anne Gilchrist advising LAA weekend and gardener and cleaner via Sue
- 1.11. Confirmed with Carolyn the position of negotiator with an assistant. Carolyn definite. Jason van Straalen **to be assistant negotiator.**
- 1.12. Committee agreed for Patricia to liaise with Fresh Provisions to see if they can make up individual rolls for student volunteers on Auction night. No snack bags – fruit bowl suggested.

Motion: Allocate up to \$300.00 for food & drinks for volunteer students on Auction night.

Moved: Patricia Kitras Seconded: Annaleise Grubisich Carried

- 1.13. Liaised with Lesley regarding storage, still looking.
- 1.14. Recommended Heather and Jazouli for acknowledgement of help on Artist drop off Day.
- 1.15. Confirmed **school access** times required over auction weekend. Kerri also needs someone to log on to computer.
- 1.16. Katherine and Alan will stay at the school between 2pm - 4pm after setup and just prior to auction arrival.
- 1.17. Darren & Andrew can erect signs at ECU and other areas they arranged and they are more than happy to do. City of Vincent has 2 spots that do not require permits: cnr. Farmer and Fitzgerald & Woodville Reserve. Annaleise has details.
- 1.18. Vanessa to check old banner and change the date. She will drop off to Felicity on or around Sunday.

- 1.19. **Motion: a gold coin donation for entry**
For: 4 Against: 8 Motion not carried
- 1.20. **FELICITY - Update:** emailed Jane Packham re: easels and she will organise
- 1.21. liaised with Natalie (teacher) re Cert II students (Patricia has emailed a list of tasks for Cert II to do). There are 10 students available for helping out.
- 1.22. As Nat is on long service leave during LAA, Felicity to email Natalie again and ask if Thomas Mawer (drama teacher) can assist with organising Cert kids as both Jane and Linda will be busy setting up student art work.

2.0 TREASURER UPDATE – Alan

2.1 Statement of Cash Position

22/05/2018	Cash at Bank	\$6,617.18
	Bills being processed	\$1,363.16
	Further commitments	\$3,089.00
	Cash available	\$2,165.02

2.2 Bidders Registration Form

Online bidders' registration form completed. Will test and send link to Patricia to incorporate in a hyperlink. Will advise a cut-off time of 48 hours prior to auction on the form.

2.3 EFTPOS Terminals

EFTPOS terminals to be sorted in the next week. Was debate over whether we are a registered charity. CBA have made an exception and therefore we can have up to 5 Albert EFTPOS terminals at no additional cost. Only cost is standard card fees that are

passed on, and discounted bank transaction fees on transaction value. Will target 4 terminals.

Suggestion: start this process earlier next year as it has taken a while to organise.

2.4 New liaison will be Mt Lawley CBA Branch Manager. I will pay her a visit and introduce myself, and look to how we can plan this going forward, including gold sponsorship recognition and perhaps one of their banners at Art Auction night.

3.0 CATALOGUE GRAPHIC DESIGN COORDINATOR UPDATE - Amanda R & Regina

3.1 Catalogue almost completed – just sponsors page. Had a few difficulties exporting from *indesign*. Final copy should be emailed Wednesday 23 May.

To be proof read by: Amanda R, Regina, Annaliese, Patricia K, Sharon

Suggestion: Alex is happy to come to wrap up meeting to discuss an alternative to Drop Box as this has caused a few issues.

3.2 Change details about raffle draw in catalogue. AR (see 4.7)

4.0 SPONSORSHIP COORDINATOR - Annaliese

4.1. Last Update 60 supporters with a value of \$30,649

Waiting on confirmation of last three possible sponsors

- Pearl of Highgate for \$500 –Annaliese
- City Of Vincent – Annaliese
- Meredith Sorensen/Leanne Pearson - Vanessa

Still need to ensure that a number of sponsor items are collected/ received

4.2. Silent auction catalogue and raffle info sheet for students. Will do final update of Raffle and Silent Auction Flyers for Sue to print - add pictures of items if time.

4.3 Inglewood Hotel looking to display Local artists' work – committee agreed to offer this opportunity to artists who do not sell their work at auction. Annaliese will contact Inglewood and ask them to put in writing what they are offering and so that we can pass to artists.

4.4 Raffle Tickets –confirmed 6 raffle books (2 for each raffle identifiable by colour or letter or symbol)

4.5 Golden Ticket Design – using Karla Freitag image - approved by committee.

4.6 Additional gifts/prizes allocated (see full list in separate attachment)

PCV	DeVine Cellars	Devine Cellars Hamper	100
PCA	Oxlades	Art Supplies	300

GT	Perth Observatory	Pam Herron	The Agency Hamper & Observatory Night Tour	210
Seat x 2	Paintball		Paintball Voucher for 10	275 ea
Auctioneer	Sound Business	De Vine Cellars	Business Bag Pen + Wine Champagne Gift Set	320
MoC	Pam Herron	Fuzz Factory	/Chocolates	110

4.7 Decision made to draw raffles at the beginning of auction. This needs to be amended in catalogue by Amanda R.

5.0 ARTIST COORDINATOR UPDATE- Vanessa & Peta

5.1 Montage flyer for Irving gallery ready. Now have 16 artists and 21 pieces of work. Sioux Tempestt has given us 3. Both Josh Wells and Louise Wells to submit more artworks.

5.2 Patricia suggested that signage for Irving Gallery be made a bit clearer that items are fixed price and for sale on the night

5.3 Thanks to Louise Wells for donating piece for a raffle. Her artwork arrived ripped, but replaced and delivered today

5.4 Vanessa has requested that someone update signage for auction and give to Sue Feranda by Wednesday 13th for printing. **Regina** is doing this task.

5.5 Silent auction artists have been notified and thanked for their 100% donation..

5.6 Text for Luna Palace cinema slide has been amended.

5.7 Same text can go on A3 posters. Probably need around 40 -50 posters. Also, some in A4 size for Annaliese. Regina will put posters in same cool places as last year!

5.8 Phillip Cook's artwork is now framed and ready for collection. We need to sort out **pick up framer in Duncraig**.

5.9 Melanie-Jane LeGuin has agreed that her artwork needs re-framing – Vanessa will measure. **Can someone pick up frame from IKEA next week?**

5.10 The Yau Chau issue has been resolved. Another painting will be going into Live Auction towards the end of the auction - changes were made to the data by Kerri

6.0 PUBLICITY UPDATE (+ Music/Student volunteers)- Amanda H

6.1 Crustworthy

- Sign up invite sent out. 7/20 places taken
- Felicity send reminder to SVAPA Secretary Mike Buttery about signup for Crust event if hasn't been sent by COB Wednesday. Ditto Andrew – please send invite to music. Needs to be finalised by Friday.

Numbers:

20 students, 5 artist and 8- 9 adults attending event (including Moya and possibly Michelle de Roz)

Committee members attending please arrive by 6.00pm to help set up. : Amanda H, Kath, Felicity, Peta, Amanda R, Michelle, Annaliese

To bring

- Esky & ice: Kath
- Glasses :Annaliese
- Tables: sorted
- Drinks : Felic (1 water and 1 soft drink for students. Extra cans for adults)
- **Peta K** : please organise posters to be printed and picked up from Sue/also bring blue tac etc – (Vanessa can advise what usually needed)
- **Peta** will also have info. about artists for students to have a read so they can ask good questions.
- Daz: can we get bollards to block off footpath? Bit of a safety concern last year.

6.2 PUBLICITY update:

- LAA website up and running with Most sponsors included
- Facebook, Instagram & Twitter plan will feature posts rotating through sponsors and trusts and purpose of fund-raising i.e. students
 - Media release this week; info. about artists and sponsors/hook about former students now showing art in auction.
 - City of Vincent have LAA info. on their website
 - Luna Place have slides.

6.3 Who was Curtin FM contact?– check with Daz

6.4 Regina please email Amada H to remind her about RTR contact (Vanessa also knows Amaru and will reach out)

6.5 Please email Amanda any media contacts and keep her in the loop if you are involved in any publicity so there is no double up.

6.6 Suggestion: Next year let Publicity co-ordinator know which artists have been culled so they aren't used in publicity shots.

6.7 radio interview: Mich to follow up with Bec

6.6 Student volunteers. Please note:

- Each student volunteer group needs an adult to report to on the night .
- need to organise drink/meal voucher/token – what was done last year?
- Possible name tags so we can identify who is formally signed up to help.
- Ask students to bring water bottle/own snacks

6.8 Music under control – have liaised with Michelle de Roz

7.0 EVENT COORDINATOR UPDATE - Michelle, Rebecca & Katherine

7.1. Australian Culinary email confirmation cc'd to me please from them

7.2. Sign up Genius - current number of volunteers and confirmation of their details, Also, advising them that they need to report to wrapping room upon arrival and sign in with Katherine or Sharon.

7.3. Preparing all new signage and names for badges also reserved signs for chairs in auction room, save to usb and school to print. Regina has USB (see 5.3)

7.4. Confirmation re café – no small tables and chairs. Possibly bar tables – discuss next meeting.

7.5. Lighting on the oval, safety issue when dark . Unresolved.

7.6 Michelle will send a follow up email to volunteers to clarify who they are to report to on the night etc.

7.7 Michelle to send Amanda H new link for sign up genius for websites etc. New links also need to be sent to SVAPA & Music when sign up genius has been finalised.

7.8 Separate discussion needed to finalise layout for event: Michelle, Rebecca, Sharon, Katherine, Andrew, Daz, Vanessa, Peta. This team can make a decision a report back to committee with recommendation.

8.0 DATABASE GURU UPDATE - Kerri

8.1 Annaliese please send Kerri email with Silent Auction details so she can update database.

10.0 BAR MANAGER UPDATE - Andrew nothing to report

11.0 Any other new business?

12.0 Next meeting - TUESDAY 29 MAY **7:00PM**

Meeting closed

9.50 pm