



## MINUTES FOR MEETING HELD 5 JUNE 2018 AT MLSHS

Meeting opened at 7:07pm

### ATTENDANCE

Felicity Moldrich (Acting Convenor), Vanessa Lombardo, Amanda Rintoul, Regina Eccleston-Wirth, Annaleise Grubisich, Michelle Fornasier, Kerri Bland, Katherine Licciardello, Amanda Humphreys, Andrew Lippiatt, Julie Williams, Sharon Cockroft.

### APOLOGIES

Lesley Street, Rebecca Haluszkiewicz, Darren Moldrich, Sonia Davidson, Alan Lawson, Peta Kalaitzis.

### PREVIOUS MINUTES

*Motion to accept previous minutes 29 May 2018.*

*Moved: Felicity Moldrich*

*Seconded: Andrew Lippiatt*

*Carried*

### GENERAL BUSINESS

#### 1.0 CONVENOR'S REPORT

- 1.1 Felicity awaiting confirmation regarding coordination of Cert 4 kids for bump-in and bump-out. Felicity will follow up.
- 1.2 Tony Monaghan no longer available to be MC. Darren Moldrich will MC. Darren needs to mention there will be no intermission at the start of proceedings. Also mention appropriate time for people to leave and enter room when getting refreshments.
- 1.3 Moya confirmed we can use SVAPA lights for music entertainment lighting.
- 1.4 Felicity purchased water, soft drinks, tea, milk, sponges, dishwashing liquid with IGA voucher. Felicity will also have tea towels.
- 1.5 Sonja sent through the running sheet. Some information needs to be updated, no intermission, raffle draws. Everyone to review and note changes at next meeting and then comments can be sent through to Sonja for updating.

#### 2.0 BAR COORDINATOR'S REPORT

- 2.1 Nothing to report
- 2.2 Vanessa fixed the old banners where paint was damaged by bad weather.
- 2.3 Andrew to fix banners that are flapping due to wind damage.
- 2.4 Next year look at updating the old large PVC banners. Keep the size the same and have white background so wording stands out.

#### 3.0 TREASURER'S REPORT

- 3.1 Finances unchanged

Cash at bank	\$5254.02
Bills being processed	\$2000.00
Further Commitments	\$1089.00
Cash available	\$2165.02
- 3.2 EFTPOS application is lodged and expect delivery of 4 terminals this Monday.
- 3.3 *Motion 18AA13 to reimburse Amanda Rintoul \$92.91 for payment of fastening gun and fasteners purchased at Elders. Receipt supplied and uploaded in Xero.*

*Moved: Felicity Moldrich*                      *Seconded: Kerri Bland*                      *Carried*

#### **4.0 EVENT COORDINATOR'S REPORT**

- 4.1 Great response to Sign-up Genius. Wrapping room needs more volunteers. 3 people with RSA attending.
- 4.2 Lighting for 3D works – Vanessa has in hand. Jules will bring lamp.
- 4.3 Lectern – Mike Camilleri brings in to auction room on Friday 15 June.
- 4.4 Easles – Jane Packham will bring over from ECU.
- 4.5 Plinths – Vanessa will round up. Jules happy to take home to paint.
- 4.6 Fresh Provision platters need to be placed on grazing table after 7pm. (Katherine, Felicity, Sharon.)
- 4.7 Regina has completed generic signs that can be used for future auctions. To be given to Sue to print and laminate.
- 4.8 Using art tables and stools for the upstairs central area. Vanessa collecting cans to be used as vases for flowers.
- 4.9 Felicity will get the coffee cups from the SVAPA green room.
- 4.10 Essenza coffee – 8 bags all ground. Kerri to supply address for pick-up.
- 4.11 Coffee plungers – Vanessa and Sharon will bring one each. Still need at least one more.

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

- 5.1 Gone to printers. Proof copy will probably be ready tomorrow. Print run after proof approval. Catalogues will be delivered to school.
- 5.2 Student host may be available to insert silent auction brochures inside catalogues.

#### **6.0 SPONSORSHIP COORDINATOR'S REPORT**

- 6.1 63 Supporters - \$34,159
- 6.2 One of 5 side calico covers made
- 6.3 Raffle and Silent Auction Catalogue Insert printed
- 6.4 Sponsors with shop fronts given poster
- 6.5 Updated Silent Auction Spreadsheet sent to Kerri
- 6.6 Bidders Sheets ready to be printed
- 6.7 Sponsor Logo Slideshow complete on USB for Sonja
- 6.8 Committee & Artist badges ready to be printed
- 6.9 Student Volunteer names needed to ensure no drop ins on the night
- 6.10 Raffle and Auction with Hampers by Design to wrap.
- 6.11 Vouchers have not been received as yet for the following
  - Co3 Jaz to liaise with Vanessa regarding collection
  - Revelations Film Festival Said they would send once program done (this week?)
  - Black Swan Theatre Rebecca give to Michelle
  - Responsive Driving Amanda to provide
- 6.12 Items that need to be collected
  - Oxlades Peoples' Choice Award - need to arrange to collect
  - Fresh Provisions Voucher - need to arrange to collect vouchers
  - Essenza Coffee - arranged to collect on June 11<sup>th</sup> or 12<sup>th</sup>
  - De Vine Cellars Hampers - coming with the alcohol – this is the PCV prize
- 6.13 Calico in storeroom can be used to make the additional middle sleeve for the fencing.
- 6.14 Thankyou contact list completed
- 6.15 Raffle permit researched for 2019 – I'd like to look at doing a bigger raffle over a longer period next year.
- 6.16 Pearl of Highgate \$500 voucher, Dolcetto \$50 voucher and 1 dozen cupcakes from Sherbets all need to be collected. Felicity will collect from Pearl of Highgate and Sherbets. Annalise to send Felicity contact details for Felicity to arrange a pick-up time.
- 6.17 Kerri has 9 baskets in 3 colours that were used last year for selling raffle tickets. Flyers to be made up to distinguish which raffle tickets are being sold for.

## **7.0 DATABASE COORDINATOR'S REPORT**

- 7.1 Auctioneer's catalogue almost complete just need to add Auctioneer's notes. Kerri will need these by Thursday night.
- 7.2 Bidders cards are ready to send to Sue Faranda for printing.
- 7.3 Irving Gallery sale list is complete.
- 7.4 Live auction and Irving Gallery labels are complete.
- 7.5 Wrapping room sheets and labels and buyers' artist bios are to be done.
- 7.6 Spreadsheet will be completed next week.

## **8.0 ARTIST COORDINATOR'S REPORT**

- 8.1 Peta is working on the Auctioneer's notes.
- 8.2 Jules will be assisting Peta and Vanessa with curating.
- 8.3 Bollards for 3D display – Andrew will borrow from Paradiso.
- 8.4 Amanda H to send Vanessa some photos from last year's 3D set-up.
- 8.5 More flyers and posters were required. Vanessa printed.
- 8.6 Greg Ash art work requires a power point.
- 8.7 Vanessa catching up with Mat early next week.

## **9.0 PUBLICITY COORDINATOR'S REPORT**

- 9.1 Crust was a great success. It ran very smoothly and was a good team effort.
- 9.2 Good feedback from students, families and artists.
- 9.3 Michelle from Crust very happy.
- 9.4 Shared social posts about crust. Will send photos to Michelle at Crust.
- 9.5 Media release has been well received. Sent to some on-line magazines, The West and to feeder primary schools. Received great response from Scoop with a value of \$500.
- 9.6 On social media have been sharing sponsor groups starting with gold.
- 9.7 Social media information from Artist entry sheets to be sent to Amanda next time. Saves time looking up information manually. Annaleise sending through sponsor social media information.
- 9.8 Website updated with media release, sponsor information. Working on adding pre-register bidders forms and art photos – will meet with Alex for help.
- 9.9 Students with food allergies have notified Amanda. Awaiting confirmation from Fresh Provisions regarding supplying suitable rolls for students with food allergies. If not possible will change to subway rolls.
- 9.10 12 black and white 1m x 1m photo canvases will be used as music entertainment back-drop.
- 9.11 Vanessa contacted Anne Tumak and a piece will be going in the school newsletter.

## **10.0 ANY NEW BUSINESS**

- 10.1 VIP letter offered complimentary champagne and catalogue. Vanessa will check if artist letter also offered the same.
- 10.2 Felicity will check with Patricia if she has the VIP list.
- 10.3 Darren has drink vouchers we can borrow.
- 10.4 Jules will do meet and greet. Maybe Patricia will like to do this as well.

**Closed meeting 8:20– next meeting Tuesday 12 June at 7:00pm.**