



MINUTES FOR MEETING HELD 12 JUNE 2018 AT MLSHS

Meeting opened at 7:06pm

ATTENDANCE

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

APOLOGIES

Lesley Street, Rebecca Haluszkiewicz, Darren Moldrich, Julie Williams, Alan Lawson, Peta Kalaitzis.

PREVIOUS MINUTES

Motion to accept previous minutes 5 June 2018.

Moved: Felicity Moldrich

Seconded: Amanda Rintoul

Carried

GENERAL BUSINESS

1.0 CONVENOR'S REPORT

- 1.1 Sonja ran through the running sheet, noted changes and will update in time for the weekend. Sonja will use information from the catalogue in the MC's intro notes. Felicity to check with Lesley regarding mention of special guests. Silent Auction winners notified by text and announce winners around Lot 75. VIP Emma Cole to draw Supporter's Raffle, Art Raffle and People's Choice voter. Darren will announce winners. Darren to also ask for the lucky golden ticket winner and the lucky seat winners (2) to come forward to claim their prize. Sharon to tally People's Choice votes and hand winner's name to Darren to announce. Sharon arranged loan of post box with Sue.
- 1.2 Felicity will talk to Lesley regarding asking a student to do acknowledgement of country. This will happen at start of proceedings.
- 1.3 Mr Thomas Moore confirmed with Felicity he will manage the Cert 2 kids for bump in/out.

2.0 BAR COORDINATOR'S REPORT

- 2.1 Drinks sorted. Dropping off Friday night.
- 2.2 Tubs, tablecloths, bollards and freezer all organised.
- 2.3 Sign on Stancliff Street was down, back up now.

3.0 TREASURER'S REPORT

- 3.1 Finances

Cash at bank	\$3,354.02
Bills being processed	\$92.91
Further Commitments	\$1,289.00
Cash available	\$1,872.11
- 3.2 *Motion 18AA14 to pay Jumping Jigsaws \$400 for graphic design fee – invoice 1596.*
Moved: Alan Lawson *Seconded: Amanda Rintoul* *Carried*
Motion 18AA15 to approve up to \$400 in expenditure for student volunteers' meals on auction night.
Moved: Felicity Moldrich *Seconded: Annaleise Grubisich* *Carried*

- 3.3 Have been collected today and are charging at school.
- 3.4 Alan will supply floats and take back at end of the night. Suggested floats for each sales item as follows:

Art (Cash) Sales	\$300
Art Raffle Sales	\$300
Art Catalogue Sales	\$250
Supporters Raffle	\$250
Bar Sales	\$300
Tea & Coffee	\$100
Total	\$1500

- 3.5 Lighting for car park. Have confirmed with Kennards Hire that Alan will pick up at 9am and drop off the next day at 9am. Felicity will check if Gerson has key to bollards and can drop them for Saturday morning. Felicity will also check that Gerson has top for tap outside senior school staff room.
- 3.6 Bidders pre-registration form. Received 17 entries so far. Need to do a few more Social Media and email blasts out this week.

4.0 EVENT COORDINATOR'S REPORT

- 4.1 Volunteer's list healthy. Require more bar servers with RSA. Amanda H will plead via social media.
- 4.2 Michelle has emailed all volunteers a map for the event and asked them to proceed to wrapping room on arrival to tick off attendance sheet and find out who they report to.
- 4.3 Send all names to Sue for thank-you letters – artists, buyers, volunteers, students.
- 4.4 As bar will be set-up on Friday night Michelle will notify volunteers they are no longer required for that job on Saturday afternoon.
- 4.5 Catalogue volunteers – stand at door as people enter auction room.
- 4.6 Jobs in auction room – Runners Helen and Rachele, Scrutineer Amanda R, Power point Sonja, Spotters (all spots filled).

5.0 CATALOGUE GRAPHIC DESIGN COORDINATOR'S REPORT

- 5.1 Catalogues have been delivered.
- 5.2 Accidentally missed two bios – note for next year to tally bios to match total art pieces.
- 5.3 Not inserting silent auction brochure.

6.0 SPONSORSHIP COORDINATOR'S REPORT

- 6.1 Still receiving silent auction items. Will send Kerri updated spreadsheet.
- 6.2 All rock posters to be included in silent auction.
- 6.3 There will be 2 lucky seat winners.
- 6.4 Will arrange pens for silent auction bids.
- 6.5 Collecting memorabilia on Friday.
- 6.6 Fresh Provision voucher may go in silent auction as all supplies have been purchased.
- 6.7 Selecting a variety of small cakes with Dolcetto voucher.
- 6.8 Annaleise will collect Essenza coffee. Now have 2 plungers plus Vanessa's and Sharon's.
- 6.9 Annaleise to bring Bain Maire for Darren's finger food.
- 6.10 Lease agreement for use of Decaf premises has been signed by Patricia and is to be handed to the caterer – covers use of equipment and cleaning requirements.
- 6.11 Annaleise has completed raffle flyers.
- 6.12 Catalogues will have crust vouchers inserted – maybe job for students.
- 6.13 Remember to insert golden ticket in 1 catalogue and to leave sticky tape next to raffle prize table to stick winning tickets to each prize.

7.0 DATABASE COORDINATOR'S REPORT

- 7.1 Bidder card, artwork labels, bios to accompany sold artwork, wrapping room collected work tick off list, Auctioneer's catalogue, Negotiator's catalogue, Scrutineer's catalogue and Irving Gallery sales sheets all completed and printed.
- 7.2 Spreadsheet completed and ready for Saturday night.
- 7.3 Some artists included blurb about their work which Kerri has typed up and printed to be placed beside their displayed piece.
- 7.4 Artwork direction sheet for art leaving storeroom on Saturday morning is done. Regina will stand at store room to direct people.
- 7.5 All identifying art labels from wrapping to be removed and thrown away when unwrapping art. Saves confusion when wrapping work on the night.
- 7.6 Kerri handed raffle baskets and left-over raffle ticket books to Annaliese.
- 7.7 Kerri to be notified of Silent Auction winners before text is sent.

8.0 ARTIST COORDINATOR'S REPORT

- 8.1 Plinths were located and SVAPA kids will paint on Thursday. Vanessa will check.
- 8.2 Vanessa photographed all areas used within senior school except the classrooms. Mike Camilleri will be doing these. Felicity will ask Lesley if this could be done lunchtime. Also need photos of Decaf.
- 8.3 Felicity will ask if Gerson can arrange filing cabinets to be moved from music stage area before stage gets set-up.
- 8.4 Vanessa will notify Lesley which classrooms need to be emptied by the students.
- 8.5 There is sufficient lighting. Need black cloth to display 2 artworks – will look better than calico.
- 8.6 Made up tool kit. Will need to buy more double-sided tape, white gaffer tape and small hooks.
- 8.7 Vanessa met with Mat – he is researching the art and will look on-line. Mat will arrive at 6pm.
- 8.8 Need more strong pliers for Sunday bump out.
- 8.9 Collecting vases for flowers.
- 8.10 Need to know how many panels – confirmed 52.
- 8.11 Vanessa will have rough plan for art location and will stick art identifying pictures on panels for people to carry unwrapped art to on Saturday.
- 8.12 Michelle to confirm temp fence arrival time – 3:30?

9.0 PUBLICITY COORDINATOR'S REPORT

- 9.1 Made front page on Scoop!
- 9.2 Ramping up social media posts and mentioning sponsors.
- 9.3 Website has pre-bidder's registration, catalogue and gallery artworks.
- 9.4 39 student volunteers and 13 musicians to date.
- 9.5 Fresh provision rolls – order almost complete.
- 9.6 Need more student parking volunteers.
- 9.7 Amanda H will email student volunteers - will mention rules on what to do and behaviour.
- 9.8 Music canvases have arrived at school.

10.0 ANY NEW BUSINESS

- 10.1 Regina handed over printed signs to Sharon.
- 10.2 Sharon to check last year's minutes for location of stored aprons.
- 10.3 Darren is selling Sri Lankan finger food at bar.
- 10.4 Paul Collins asked if he could set-up 2 panel historical display – decided not enough space and too visually busy with art display.
- 10.5 Darren will supply drink vouchers for VIPs, Artists and major sponsors.

Closed meeting 9:21– next meeting Tuesday 26 June at 7:00pm. Wind-up date to be discussed.