



MINUTES FOR MEETING HELD 26 JUNE 2018 AT MLSHS

Meeting opened at 7:04pm

ATTENDANCE

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

APOLOGIES

Alan Lawson, Rebecca Haluszkiewicz, Darren Moldrich, Julie Williams.

PREVIOUS MINUTES

Motion to accept previous minutes 12 June 2018.

Moved: Patricia Kritas

Seconded: Vanessa Lombardo

Carried

GENERAL BUSINESS

1.0 CONVENOR'S REPORT

- 1.1 Reviewed letters. Felicity will amend letter and send to Lesley Street and Sue Faranda. Changing "complimentary glass of champagne and catalogue" to "refreshments will be served and we will be delighted to give you a catalogue".
Motion to limit number of complimentary drink vouchers.
Moved Andrew Lippiatt Seconded Annaleise Grubisich Carried
- 1.2 Wind-up celebration to be held at Felicity and Darren's house in Inglewood. Everyone to bring a curry. To be held Friday 10 August. Felicity will send out address details.
- 1.3 Tentative auction date for 2019 is Saturday 15 June. Felicity will check with SVAPA/Music.
- 1.4 Each coordinator to send tips/improvement suggestions to Felicity for their area.

2.0 BAR COORDINATOR'S REPORT

- 2.1 \$2,500 profit on bar.
- 2.2 \$1,780 worth of drink stock left (alcohol and soft drinks)
- 2.3 Waiting on De Vine invoice.
- 2.4 Remember to place De Vine wine in fridge not ice buckets as wine cannot be returned if labels get wet.

3.0 TREASURER'S REPORT

- 3.1 Finances:

Cash at bank	\$72,482.81
Bills being processed	\$1,652.91
Artist Returns	\$37,796.00
Estimated Other Commitments (e.g. receipts and De Vine Cellars)	\$1,000.00
Cash to retain for 2019 Auction	\$4,000.00
Cash available for distribution to SVAPA and Music PSG	\$28,033.90

One artwork was sold today by Nick Economo. It sold for \$1,500 with \$900 going to the artist and \$600 to the LAA.

3.2 *Motion 18AA16 to reimburse Alan Lawson \$24 for ice purchased for art auction bar*
Moved: Patricia Kritas Seconded: Alan Lawson Carried

Motion 18AA17 to pay Superstars and Legends \$800 for invoice 111 – silent auction items
Moved: Annaleise Grubisich Seconded: Patricia Kritas Carried

Motion 18AA18 to pay artist returns as outlined in Annexure A – Artist Returns
Moved: Kerri Bland Seconded: Vanessa Lombardo Carried

Motion 18AA19 to reimburse Alan Lawson \$170 for payment of carpark lighting unit
Moved: Amanda Rintoul Seconded: Amanda Humphreys Carried

Motion 18AA20 to pay Music Parent Support Group \$14,000.
Moved: Patricia Kritas Seconded: Andrew Lippiatt Carried

Motion 18AA21 to pay SVAPA Parent Support Group \$14,000.
Moved: Regina Eccleston-Werth Seconded: Vanessa Lombardo Carried

Motion 18AA22 to pay De Vine Cellar Invoice when received up to \$1,000
Moved: Amanda Humphreys Seconded: Patricia Kritas Carried

4.0 EVENT COORDINATOR'S REPORT

- 4.1 All volunteers showed up thanks to Michelle's email reminders. Sign-up Genius works well.
- 4.2 Layout good, entertainment area well set-up, gallery spaces good, plenty of food throughout the evening, bar areas busy all night, art tables and stools looked really good in central upstairs area.
- 4.3 Placed instructions for wrapping room on whiteboard – good idea.
- 4.4 Having no interval was good – more people stayed longer.

5.0 CATALOGUE GRAPHIC DESIGN COORDINATOR'S REPORT

- 5.1 Good idea to inform people ahead of event of what is on offer as so much information in catalogue.
- 5.2 Amanda thanked everyone for their assistance, especially Alex, Vanessa, Peta and Regina.
- 5.3 Don't use Drop Box next year. Amanda H will discuss further with Alex re her opinion on sharing and storing files. Amanda R will assist Amanda H with organising folders and storing on-line with Google Drive. Will need to save to an external drive as well. Amanda H will purchase the EHD when decided how we're proceeding. Annaleise offered to be the custodian once set-up.

Motion to purchase an external hard drive up to the value of \$150.
Moved: Felicity Moldrich Seconded: Kerri Bland Carried

6.0 SPONSORSHIP COORDINATOR'S REPORT

- 6.1 Annaleise has sent out a quick note of thanks and will follow up with news of the final outcome.
- 6.2 Sponsor suggestion - Next time promote which artists will be there on the night.
- 6.3 Omit from sponsorship letter logo promotion on the website. Annaleise will amend the letter.
- 6.4 High priced items over \$500 shouldn't be used in the silent auction.

- 6.5 Run supporters raffle differently. Look at getting a permit and printing tickets to sell leading up to event. Current set-up is a lot of work with little return. Raffle got 15% return, Silent Auction 50%.

7.0 DATABASE COORDINATOR'S REPORT

- 7.1 Kerri finalising numbers and then sending on to Alan.
- 7.2 Generating list of artists that sold.
- 7.3 Letter was emailed to artists that sold work, not sold work, sold under reserve. Vanessa rang artists that were sold well under reserve.
- 7.4 Need to plan/discuss in more detail pick-up day arrangements prior to the day.
- 7.5 Tick off and list all sold items that are being stored.

8.1.1 ARTIST COORDINATOR'S REPORT

- 8.1 Friday set up was an amazing effort from all involved. I arrived at 3.15pm to watch over the removal of school furniture to the cafe. I advise for next year that the Curator arrives at 2.55pm so as to liaise with teaching staff, regards leaving some tables and chairs, as we had to retrieve a few again from the café later that afternoon! We could even have the kids in the Specialist art building bring the 7x large square tables over on the Friday afternoon, along with the tall stools.
- 8.2 Fencing guy was brilliant and floor plan worked well for all the volunteers. Perhaps a copy to go into drop-box for next year if we agree the layout was good.
- 8.3 Need to source more calico, and do a sewing bee for next year's fencing, as there seemed to be very few double-sided pieces (we may have lost some along the way). This was a bit of a big hassle for the people dressing the fencing, with the usual amazing innovations happening at the last minute. Big thanks to Mia who literally pinned one whole panel together with my safety pins!
- 8.4 Saturday morning. Volunteers all arrived early, which was brilliant. Artwork was safely removed from the storeroom and artwork layout plan worked pretty well, with some changes occurring as is expected. Irving was located in a good position, and the idea to open up the dividing walls was good as it did feel a little closed in. We then finalised closing up the space with fencing so that it was still a separate space. Thanks to Peta for taking on the Irving and for Regina for manoeuvring panels and artwork to resolve a few issues!
- 8.5 3D work was organised by Julie and Patricia. Fantastic job gals, that section stresses us all out!
- 8.6 Very happy with Silent Auction position.
- 8.7 All sorted within the usual time frame, so very impressive team work and not many hiccups at all on the day.
- 8.8 Auction behind the scenes was unreal. The team of adults helping to fetch work was brilliant and the kids were excellent, although at one point they all went for a break at the same time, without checking with me (to be fair they did ask someone else) and I had to send a runner to tell them to get the hell back as I only had 5 kids. I think we should have a second round of kids so that the first lot can have a break for next year. Really need more Year 10's from SVAPA project in future as the little ones get tired.
- 8.9 Had good feedback regards Mat again. He did say it would be better to have 5 less lots...we should think about that seriously, as we seem to be doing well in Irving Gallery with 10 pieces selling from there.
- 8.10 Big Thank you to the team that were in the Irving, Michelle Prince and the kids.
- 8.11 A couple of artists during the auction wanted to know how they could be part of the Irving!
- 8.12 Hiccups with the negotiator not calling the artists before finalising sales was a big error, as quite a few were sold dramatically under their minimum reserves. This is very much against our usual process. It did make the days after the auction fairly angst ridden for a couple of us and we have resolved to not have this happen again. Although, having said that, it really

was no one's fault. Various knowledgeable people spoke to the negotiator and believed he understood, but it was all about inexperience and a slightly gun-ho attitude to seal-the-deal which, if we had realised, would have immediately calmed down!

- 8.13 All emails have been done to sold and unsold artists. A few phone calls were made to the artists whose works were sold way under reserve to make sure all were happy with the outcome. Next year, advise to have only one person do this job, so there are no missed artists or double ups.
- 8.14 Banners are all down and packed away.
- 8.15 Cultural gifts program – could have tax benefit – worth looking into.
- 8.16 Peta has a few friends interested in assisting her next year with Artist Coordinator role.
- 8.17 Regina will investigate an alternative to using temp fence and calico system. She will have a proposal ready for the first meeting
- 8.18 Next year don't need as many easels because of the increase in fence panels.
- 8.19 Still need more volunteers for Sunday bump out.

9.0 PUBLICITY COORDINATOR'S REPORT

- 9.1 Publicity covered cinema, radio, social media, Scoop (contact attended on the night)
- 9.2 Featured sponsors, students, programs, event and Crustworthy.
- 9.3 Website – useful to have 2 people covering. Alex is very helpful.
- 9.4 Remember for Artist Entry next year to include field for artist's social media.
- 9.5 Will report on LAA in next Newsletter.
- 9.6 Summary post will go on social media. Put positive feedback on website.
- 9.7 Music entertainment was very successful and Michelle de Rozario very happy.
- 9.8 Sign-up genius worked well with student volunteers. Student hang-out room was a mess. Next year don't have a room set aside for students. Still some unexpected students turned up.

10.0 ANY NEW BUSINESS

- 10.1 Lesley passed on her thanks to everyone on the committee for all their work and commitment to the art auction. The school community is very appreciative. It was a wonderful event and she really enjoyed being a part of it.
- 10.2 Thank you very much to Sue Faranda for the enormous amount of work she did for the LAA. Thankyou gifts being organised for Sue and the also amazing Gerson.
- 10.3 Thank you to Sonja Davidson for coming on board just before the LAA to help out in the auction room.
- 10.2 A big thank you also to outgoing committee members Vanessa Lombardo, Patricia Kritas, Sharon Cockcroft and possibly Alan Lawson. These members have been involved with the LAA for a number of years and will be greatly missed.

Closed meeting 9:25pm – next meeting Tuesday 12 February 2019 at 7:00pm.