



MINUTES OF MEETING LAA held at MLSHS on 26 February 2019

OPENED & ATTENDANCE

Meeting opened at 7:10 pm

ATTENDANCE: Carolyn Monaghan(Convenor), Annaleise Grubisich, Amanda Humphreys, Kerri Bland, Felicity Mason, Amanda Rintoul, , Rachelle Rose, Sarina Cary, Andy Druyan, Regina Eccleston-Wirth Hayley Emmett, Rentia Ouzman, Andrew Lippiatt

APOLOGIES Darren Moldrich, Andrea Morava, Deborah Chinnery, Peta Kalaitzis

PREVIOUS MINUTES

Moved: Carolyn Monaghan Seconded: Amanda Humphreys **Carried**

GENERAL BUSINESS

1.0 CONVENOR – Carolyn

1. Welcome new members ☺
2. Committee sign up forms: completed and given to **Felicity** to deliver to P & C
3. Volunteers for positions not yet filled:
Curator: decided that we will have a Curating Team: Regina, Rentia Sarina and Andrea.
Event Co-ordinator: Deborah Chinnery
4. Timeline feedback: request for **Kerri** and **Amanda R** to look over timeline.
5. Discuss catering options for 2019 – same sponsor?: **Discussed and agreed that we will go ahead with the same catering option: Culinary Association.**
6. Confirm that all can access Dropbox/have contact list: **Felicity** please add Regina's mobile
7. Road Safety grant: At next meeting **Hayley** will provide a mock up of image to be used in advertising (Mona Lisa wearing a seatbelt with slogan 'Stay in the picture') Carolyn to provide application details.

2.0 TREASURER'S REPORT – Rachelle

1. Alan Lawson has made contact but no handover as yet.

2. Motion 19.001

Pay Alex Castle invoice for Machform update & annual website hosting fee: **\$335.75**

Moved: Rachelle Rose Seconded: Annaleise Grubisich **Carried**

3. **Rachelle** will look at 2018 P & L Report and suggest amounts that need to be tabled/motions approving payments up to the amount of.

3.0 ARTIST COORDINATOR UPDATE- Peta (by text)

1. Waiting for the website to be updated before sending the letters (will check that shortly and if so will send tonight)
 2. Spoken with Jo Darbyshire, a well-known local artist, who suggested that most artists will be subscribers to "Artsource", so I will start by sending them some text and a nice image to encourage them to distribute via their communication channels. (Amanda H - do you have a particular image you think would be a good fit with the artist call for submissions? If so can you send to me please and ID if it's your photo so I can assign credit); **Amanda H to provide image**
 3. Will approach some other arts organisations to distribute a call for submissions
 4. Artist Shabbi wants to contribute more than one piece to the exhibition. I will tell her we are looking to get a range of work from a range of artists, but if she is interested in submitting more than one piece for consideration that is fine, but the curator will have the ultimate say:
Committee agreed that we stick to one submission per artist and that any requests be considered on a case by case basis.
4. Any new artists – please direct them to our website. www.lawleyevents.com

4.0 PUBLICITY COORDINATOR'S REPORT – Amanda H

1. Information was provided for school newsletter, however it was not included in first newsletter. **Amanda H** will follow up.
2. Amanda accepted offer of free advert from Little Aussie Directories
3. Amanda will liaise with Andy about relevant publicity blurbs so that website can be updated as nec.
4. Facebook and Instagram getting hits.
5. Request to add Facebook field to artist registration form: **Amanda R** will follow up

5.0 WEBSITE CO-ORDINATOR 'S REPORT 0- Andy D

1. Andy has password and log in details

6.0 CATALOGUE COORDINATOR EDITOR – Amanda R

1. met Alex to run through dates and how to update the MachForm last week. We decided that the MachForm software needed to be updated.
2. sent Alex's details to Andy so Alex could arrange a login on the website for Andy.
3. Alex also had a copy of some notes from Peta about changes that needed to happen the website which I forwarded to Andy too.
4. Alex and Hayley to discuss how to manage design/production timeline his year.
5. started looking at cutting down on the amount of text in the catalogue.

7.0 CATALOGUE COORDINATOR DESIGN - Hayley

1. Alex has been in touch with Hayley

8.0 SPONSORSHIP COORDINATOR'S REPORT – Annaleise

1. Discussed which raffles we want (too many last year): **Decided that we would have 1 raffle with a number of prizes (10).** Suggestion that we allocate drop boxes in front of each prize so that people can go into the draw for a prize that they might actually want!
2. Fresh Provisions: **we will not order food for students** and will gladly accept vouchers and platters as per last year.

3. Annaliese has contacted 13 sponsors and 4 have accepted.
 - Times Up – Escape experience for 2 adults and 2 children \$105
 - Perth Academy of Performing Arts (one term voucher/ one holiday workshop voucher)
 - Rockingham Wild Encounters – 2 adult vouchers
 - Player1 - discuss options - music student appeal
4. Unfortunately the HYATT is no longer a sponsor. Does anyone have contacts for possible replacement accommodation package sponsorship?
5. Suggestions made that we could tap into SVAPA/Music parents for sponsorship contacts.
6. **Carolyn** will email Alex in regard to iPrint sponsorship
7. Discussion around panels from Perth Expo: **Regina** is investigating another possibility: a system used by City of Stirling so we will wait before requesting sponsorship. Need to liaise with Event Co-ordinator(**Deborah**) as we may need to hire extra panels as per last year.

8. DATABASE COORDINATOR's REPORT – Kerri

Nothing to report at this stage

9.0 BAR COORDINATOR 'S REPORT – Andrew

1. Motion 19.002

Pay up to \$60 for Liquor Licence.

Moved: Andrew Lippiatt

Seconded: Rachelle Rose

Carried

10.0 ANY OTHER BUSINESS

1. Management of emails within group: Discussed and agreed that we try to send emails to relevant people only and that all emails should have a clear subject line. Always CC Convenor and Secretary if is necessary to record information being discussed.
2. Suggestion that we obtain a clicker to get an accurate door count.

CLOSE MEETING 8. 40pm

NEXT MEETING 12 March 2019 7pm

Website: www.lawleyevents.com

Don't forget to follow us on:

Instagram: lawley_art_auction

Facebook: Lawley Art Auction