



## MINUTES OF MEETING LAA held at MLSHS on 12 March 2019

### OPENED & ATTENDANCE

Meeting opened at 7:05 pm

**ATTENDANCE:** Carolyn Monaghan(Convenor), Annaleise Grubisich, Amanda Humphreys, Kerri Bland, Felicity Mason, Amanda Rintoul, Rachelle Rose, Deborah Chinnery, Peta Kalaitzis, Andy Druyan, Regina Eccleston-Wirth, Hayley Emmett, Andrea Morava

**APOLOGIES** Rentia Ouzman, Andrew Lippiatt, Sarina Cary

### PREVIOUS MINUTES

Moved: Carolyn Monaghan      Seconded: Annaleise Grubisich **Carried**

### GENERAL BUSINESS

#### 1.0 CONVENOR – Carolyn

1. Food for students and chill out room – discuss further at a later time
2. Please note: A3 sized laminator available for use.
3. Road safety grant: We missed the closing date. Need to put in application before the end of this financial year to receive funds for next year. **Hayley** please proceed with the artwork.
4. Schedule for the night – postpone discussion until beginning of May.
5. Previous bidders (as opposed to previous buyers) – can we add them to the ‘Save the Date’ mail out list? **Kerri** to access this list. Need to clarify who sends out these invites (school or committee) and who bears costs.  
Looking forward: add agreement to get permission for future notifications from LAA to Bidder’s registration card.
6. Donation from P&C: Committee to identify a specific need then Convenor to contact P&C secretary to move a motion for a donation.

#### 2.0 TREASURER’S REPORT – Rachelle

1. Rachelle will send out Treasure’s Report electronically before each meeting.
2. Had handover with Alan Lawson
3. It is unlikely that we will be able to secure the same amount of EFTPOS machines as last year for free.  
➤ Suggestion made that we ask the P & C for a donation to pay for the SQUARE Reader as this will be an additional cost this year.

### Treasurers Report 12 March 2019

**Item 1**      Balance at Bank is \$5296.71 as at 12 March

Payments made since last meeting  
Nil

Receipts since last meeting  
 Artist fee – Shabbi \$60  
 Artist fee – Ileana Rozitis \$15  
 Artist fee – Ellis Newman \$15  
 Artist fee – Jude Scott \$15

**Item 2** Funds committed:

2019.001	Jumping Jigsaws website	\$335.75
2019.002	Liquor license	<u>\$60.00</u>
		\$395.75

**Item 3** Potential expenses (from 2018 accounts)

Hardware, supplies and sundries	\$150 \$150 \$100	Carolyn reimb Vanessa reimb Alan reimb
Fencing	\$900	All Fence U Rent
Hire	\$700 \$160	Perth Expo Hire Alan – car park lighting
Printing – flyers Printing – catalogues	\$375 \$990	iPrint Plus iPrint Plus
Catering	\$2,000 \$350	Aust Culinary Federation Fresh Provisions
Graphic design	\$400	Jumping Jigsaws
Bar supplies	\$30 \$550	Ice DeVine Cellars
Trophies/framing	\$800	Superstars & Legends

### 3.0 ARTIST COORDINATOR UPDATE- Peta

1. An artist has asked if he can submit an oversized piece – Peta will send image to Regina/curatorial team and decision will be made on quality of the piece if we will accept (if not too big)
2. Another artist has a 3 piece submission –
  - suggest that we delay the decision to accept it as 3 pieces or 1 until Art Drop off day. It may have to be submitted as 1 piece. Peta will advise this and future artists who make the same query that this will be a curatorial decision.
3. Pippin Drysdale has contacted us to say that she will be participating again this year.
4. Database/invitation to submit letters: Peta was advised by Principal that the letter was not in a format that she was able to send out and that it was OK for the letter to be sent out from the Convenor. Peta sent letters to 201 artists in spreadsheet in Drive and queried that there weren't more artists on the list. Peta was advised that Sue has the artist list and that she has sent out the letters in the past.
5. Discussion around the number of art auction events in the community and ideas on how we can promote LAA:

Suggestions:

  - create a 'e-badge' that artists can use on their own websites etc. which makes it clear they are a LAA participant. Hayley to create.
  - use positive feedback we've received from artists as testimonials for LAA on our website. Peta will check if permission to use this feedback has already been granted by the artists.
  - push to "artists supporting student artists" idea
  - include information on what their donation has contributed to, in future correspondence with artists (Annaliese to send this info from P&C minutes to Peta and also to Amanada R for use in the program)
  - add testimonials to the website (Peta to send to Andy)
  - clarify/emphasize that artists and their art work will be promoted via LAA's promotional channels (e.g. possibly 2 or 3 artist profiles per week) (Peta to liaise with Amanda H and has offered to write the text for Amanda to post).
6. Peta has emailed approx. 8 visual arts organisations to request they promote the entry deadline date to their database/subscribers - she will follow up with a phone call.

### 4.0 CURATING TEAM REPORT

1. Rentia has photography expertise:
  - suggestion made to utilise her skills on Art Drop off day – possibly give a workshop to artists on how to photograph artwork. Carolyn to ask.

### 5.0 PUBLICITY COORDINATOR'S REPORT – Amanda H

2. Updates continue to go out on social media.
3. Miik Green (one of our regular artists) has a piece in Sculpture by the Sea - could possibly use this in some way.
4. Looking for a hook for our media release; usually ideas come up when we meet the artists.
5. Request for Artist Co-ordinators/Curating team to identify artists who would be suitable (i.e. happy to chat with our students) for the Crustworthy event

## 6.0 WEBSITE CO-ORDINATOR'S REPORT 0- Andy D

1. Andy will look at getting future notifications button on bidder cards/testimonials on website.

## 7.0 CATALOGUE COORDINATOR EDITOR – Amanda R

1. Amanda has started editing brochure and artist bios – warning that the final number in the BSB info. drops off when the forms are accessed – need to make sure number is added back on when saving dc.
2. More editors required: **Amanda R** will add Kerri, Carolyn and Felicity to Mach form. Please initial bios that you edit.

## 8.0 CATALOGUE COORDINATOR DESIGN - Hayley

1. Hayley has received Dropbox link from Alex
2. Started freshening up brochure – font change etc.

## 9.0 SPONSORSHIP COORDINATOR'S REPORT – Annaleise

1. Sponsors contacted 53

Roughly 34% - Positive responses 18 (\$6500 approximately based on 2018)

Luna Cinema – Advertising

Website – Jumping Jigsaws

Matt Seabrook back on board for cash contribution – unconfirmed as \$1000

Fresh Provisions - \$650

Alto Capital– Farmstay \$500

Mondos Cooking Classes \$440

Assure Cosmetics New York Facial \$250

Helen O'Gradys \$199

Rochelle Adonis High Tea \$110

Times-Up Escape Room Experience \$105

Captain Cook Swan River Cruise \$80

WA Maritime Museum Family Pass and HMAS Overturn Tour \$70

Rockingham Wild Encounters Penguin Island Cruise \$66

Palace Cinema Two Adult Memberships \$60

TBC: William Topp; Academy of Performing Arts; Player1; Perth Film School

IGA Second Ave - wants to know levels

2. Discussion around sponsorship levels: Are we keeping same levels? Other than the Gold being on the flyers, what is the difference between Platinum, Gold, Silver and Bronze in terms of what we offer in return?
  - **Annaleise** will update descriptions of Sponsorship levels.
  - Suggestions made that we can give our sponsors a Certificate of Appreciation/provide photos/poster of the night that they can use to promote their involvement in the community.
3. Questions for Website Coordinator –
  - a. Are we able to link the websites this year? **Andy** to consider
  - b. When will we start putting the logos and links up? Please provide Amanda H with all logos/links. All should go up at the same time.
4. Discussion around putting the Silent Auction online:
  - Suggestion that we could look into this technology in LAA recess time (Sep – Dec) i.e. what type of costs would be involved/how complicated is it?
  - **Kerri** to check how many people generally pre-register for the auction as this could indicate how many people engage with LAA in the online space before the action night.

## **10.0 EVENT CO-ORDINATORS'S REPORT**

1. Deborah would like a copy of Event Co-ordinator's Job description please– can't find on Dropbox.
2. **Felicity and Andrea** offered to help Deborah in this role over the Art Auction weekend.

## **11.0 DATABASE COORDINATOR's REPORT – Kerri**

Nothing to report at this stage

## **12.0 BAR COORDINATOR 'S REPORT – Andrew**

Nothing to report at this stage

## **13.0 ANY OTHER BUSINESS**

1. Please add Crustworthy to next agenda.
2. We had an offer of help via FB page : Amanda Westera

**CLOSE MEETING 8. 35pm**

**NEXT MEETING March 26<sup>th</sup> 2019 7pm**

Website: [www.lawleyevents.com](http://www.lawleyevents.com)

Don't forget to follow us on:

**Instagram:** lawley\_art\_auction

**Facebook:** Lawley Art Auction