



MINUTES OF MEETING LAA held at MLSHS on 9th April 2019

OPENED & ATTENDANCE

Meeting opened at 7:05 pm

ATTENDANCE: Carolyn Monaghan, Hayley Emmett, Annaleise Grubisich, , Felicity Mason, Amanda Rintoul, Peta Kalaitzis, Andy Druyan, , Andrew Lippiatt,

APOLOGIES, Rentia Ouzman, , Sarina Cary, Andrea Morava, Amanda Humphreys, Regina Eccleston-Wirth, Deborah Chinnery, Rachelle Rose

PREVIOUS MINUTES

Moved: Carolyn Monaghan Seconded: Kerri Bland ***Carried***

Mount Lawley Senior High School

Art Auction Sub-committee

Treasurers Report

9 April 2019

Item 1 Balance at Bank is \$5,401.96 as at 9 April

Payments made since last meeting

2019.002 Liquor license reimbursement \$54

Receipts since last meeting

Artist fee x 19 artists \$330

Item 2 Funds committed:

None at present

Item 3 Funds owed - artists registered but not paid:

List to be updated by RR and sent to Artist Liaison by end of week

Item 4 Carried over from last meeting

Potential expenses (from 2018 accounts)

Hardware, supplies and sund	\$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

GENERAL BUSINESS

2.0 CONVENOR - Carolyn

1. Treasurer to organise eftpos machines - Carolyn will liaise with Rachelle.
2. Organise art drop off day – Event Co-ordinator has had to step down. Carolyn will take on role with help of committee (see below)
3. Buyer's/VIP letters – Carolyn to follow up with Lesley Street
4. Sponsorship (see notes under Sponsorship Co-ordinator Report)

EVENT Co-ordinator

Carolyn will complete the following tasks:

1. Contact Helen Davey and clarify tasks for Volunteer Co-ordinator Role.
2. Order fencing.
3. Order display boards (Annaleise)?
4. Contact catering company – Australian Culinary Federation
5. Contact MLSHS in regard to access for Art Drop off day (security codes/keys etc. for Senior School Building)
6. Contact MLSHS in order to have someone (Felicity/Amanda) check storeroom/supplies before Art Drop off day.

Delegated tasks:

1. Annaliese to contact auctioneer Matt Donnelly.
2. Felicity to create Sign up Genius for Art Drop off day.

Motion 19.003

Pay up to \$1000 to All Fence U rent for fencing for art work: **\$1000.00**

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

Motion 19.004

Pay up to \$850 to Peth Expo Hire for display boards: **\$850.00**

Moved: Annaleise Grubisich Seconded: Amanda Rintoul **Carried**

Motion 19.005

Pay up to \$2000 to Australian Culinary Federation for catering : **\$2000.00**

Moved: Carolyn Monaghan Seconded: Felicity Mason **Carried**

3.0 ARTIST COORDINATOR UPDATE- Peta

1. Peta has sent invitation to 70 previous submitters (from last 2 years) who had not entered yet. Some replied to say they had not received any notice about LAA yet. Peta will look through all lists and check/tidy up.
2. Peta sent information about the auction to City of Stirling (for their Facebook page), Perth Artists Facebook page and Perth Visual Artists Facebook page. Information has also been sent to WA Society of Artists (via Andy's contact).
3. Some artists have been told they can submit two entries. No need to update FAQ as it says artists can submit more than one on request.
4. Regina has asked for floor plan (Peta has now, will scan and send) and list of artwork dimensions (Kerri to send).
5. Peta to check if Regina and curator team has access to Machform and can see submissions - ask which art will definitely be included and forward to Hayley to get started on flyer and poster.
6. Peta to investigate how to add Mailchimp subscription facility to website for artists and potential buyers.

4.0 CURATING TEAM REPORT

(points made above – Regina unwell and so liaised with Peta)

5.0 PUBLICITY COORDINATOR'S REPORT – Amanda H

1. Posts have gone up on fb and insta about artist submissions, with a good response in 'likes'
2. Can start to plan for sponsor and artist feature posts over the next few weeks
3. Crustworthy is planned for 29th May - I will liaise with Michelle of Crust after meeting discussions re format
4. Seesaw - event registered
5. Re-contacted scoop digital again this year after they finally included us last year, fingers crossed as last year's person no longer there
6. Draft primary school letter and media release will be done once artist submissions close
7. Suggestions for featured artists welcomed once we know who's in and what work is in this year
8. Will contact Rebecca Davis re another promo on radio through her contacts

Music liaison

9. Gave a short impassioned speech to parents and staff re LAA at the recent soiree for Languages and Music

6.0 WEBSITE CO-ORDINATOR'S REPORT - Andy D

1. Submission date of 15th April was updated on the website.
2. The testimonials have been added to the home page.
3. Can now add the sponsors' website links to their images - this can be actioned when the 2019 sponsors are added to the website.
4. Discussion around when sponsors should be added to website: easier for Andy to manage if they can be put up on website as sponsors come on board.
5. Will remove the "Bidder Pre-Registration" button from the website until such time as it needs to be active.
6. Will look at creating an option for bidders to check box if they would like to receive further notifications when registration is open.
7. Will add news about new sponsors when they come on board.

7.0 CATALOGUE COORDINATOR EDITOR – Amanda R

1. Editing on track – request for sub editors (Felicity/Carolyn/Kerri) to start checking.
Username:
Password:

8.0 CATALOGUE COORDINATOR DESIGN - Hayley

1. Badges and slides for cinema completed.
2. Kerri requested that Hayley have a look at images and signpost if any images need to be rephotographed.

9.0 SPONSORSHIP COORDINATOR'S REPORT – Annaleise

The Sponsorship sub-committee met on Monday 8 April 2019 and agreed on the following:

The Lawley Art Auction needs to nurture its sponsors and actively show that it is engaging with the local community, in order to continue its existing relationships with supporters and to enhance its reputation among local businesses to ensure the future success of the auction.

1.0 The following actions are proposed:

- Provide sponsors with a certificate,
- Continue with this year's Crustworthy event (incorporating a pizza art competition) and reconsider next year's format after consultation with Michelle from Crust,
- Create a 'latest news' story on the Lawley events website each time a new sponsor agrees to be part of the event,
- Use this text to create a social media post acknowledging sponsor,
- Create links from the sponsor's logo to their own website on our Lawley Events website,
- Take photos of sponsors at Artist Drop off day,
- Post a 'thankyou' on social media highlighting individual sponsors after the auction.
- Send a thank you letter, explaining what the funds raised will be spent on.
- Explore the option of promoting sponsors on a board in the School office.
- Explore the option of promoting the sponsors in the school newsletter.

Motion for committee to accept the actions proposed above.

Moved: Carolyn Monaghan Seconded: Hayley Emmett **Carried**

2.0 Donation box is set up in Grill'd Mt Lawley

10.0 EVENT CO-ORDINATORS'S REPORT

1. See Convenor report.

11.0 DATABASE COORDINATOR's REPORT – Kerri

1. Kerri will provide access to artist images for Hayley, Peta & Andy.

12.0 BAR COORDINATOR 'S REPORT – Andrew

1. Liquor Licence approved.
2. Andrew has made a couple of suggestions for bubbles and that he would like money to purchase alcohol as it comes on special over next couple of months.

Motion 19.006

Pay up to \$500 to Andrew Lippiatt to purchase alcohol from Aldi. etc catering : **\$500.00**

Moved: Andrew Lippiatt Seconded: Carolyn Monaghan **Carried**

3. Carolyn will talk to her contact at Gauge Roads.

13.0 ANY OTHER BUSINESS

1. Pippin Drysdales' work will be transported by Peta this Saturday to a secure location.

CLOSE MEETING 8. 45 pm

NEXT MEETING April 30th, 2019 7pm - first week term 2

Website: www.lawleyevents.com

Don't forget to follow us on:

Instagram: lawley_art_auction

Facebook: Lawley Art Auction