



## MINUTES OF MEETING LAA held at MLSHS on 23<sup>rd</sup> July 2019

### OPENED & ATTENDANCE

Meeting opened at 7:15 pm

**ATTENDANCE:** Carolyn Monaghan, Annaleise Grubisich, Felicity Mason, Amanda Rintoul, Peta Kalaitzis, Amanda Humphreys, Sarina Cary, Rachelle Rose, Andrew Lippiatt, Andy Druyan, Hayley Emmett, Jason Van Straalen

**APOLOGIES:** Regina Eccleston-Wirth, Kerri Bland, Helen Davey, Deborah Chinnery

### PREVIOUS MINUTES ( and minutes for special meeting)

Moved: Carolyn Monaghan      Seconded: Rachelle Rose      **Carried**

### 1.0 TREASURER'S REPORT

#### 2.0

#### Lawley Art Auction 2019

#### Final Profit and Loss

#### Income

Artist entry fees	2,040.00	
Art & silent auction sales		61,430.00
Bar sales	2,292.00	
Catalogue sales	600.00	
Cakes, coffee tea sales	580.50	
Raffle	635.00	
	67,577.50	
Donations	<u>2,100.00</u>	
	69,677.50	

Less artist commissions 36,644.00

Net income 33,033.50

#### Expenses

Beer wine & soft drinks	799.64	
Bubblewrap, fasteners, staples etc		265.58
Catering	2,000.00	
Fence hire	1,023.00	
Framing	200.00	
Insurance	152.00	
Lighting hire	178.50	
Liquor license	54.00	
Panel hire	830.50	
Printing flyers & catalogues		1,548.80
Square fees	27.21	
Vinyl banners	255.80	
Website forms	<u>335.75</u>	
	7,670.78	

**Total Profit 25,362.72**

**Recommendations:**

1. Tap & go square readers better than devices that require a card to be inserted
2. Next year have 2 EFTPOS machines & 2 square readers (SVAPA has one)
3. Have more sub committees so that the meetings don't become too long- the job descriptions written by Amanda H provide clear guidelines for what needs to happen in each sub-committee.
4. Treasurer and Data base co-ordinator to devise a way to streamline payments  
– possibly run everything through ZERO and seek training for this through the P & C

**2.0 CONVENOR**

- Thank you to everyone for doing such an AMAZING job!
- Carolyn is stepping down as Convenor and will hand over to Annaleise as Acting Convenor /Andy as Secretary

**Recommendations:**

1. Bring forward timeline by 1- 3 weeks for artist submissions/sending letters out to artist /Art work drop off day
2. The Irving Gallery display boards looked great and should be seriously considered for next year
3. Make sure the Welcome to Country speech is in the MC notes as the student didn't turn up this year
4. Suggestion to use Trevor Jenkins as MC as he is a former MLSHS student/ABC presenter
5. Need to clarify the insurance situation
6. Strongly recommend applying for the Road Safety Grant ASAP
7. The mud maps for the classrooms worked better than photos – make sure to include the end classrooms where furniture is stored as these also get rearranged/also include the central seating areas

### 3.0 ARTIST COORDINATOR UPDATE- Peta

- All art works finally returned/delivered as required
- Would like to access the statistics from Kerri about average selling prices of artwork so artists can have a ballpark of where to price their work - **Rachelle** will send a copy of database to all relevant parties.

#### Recommendations:

1. Suggestion that we have generic business cards printed for LAA – so that we can more easily recruit new artists
2. Entry form for artists to be updated – should require them to give a price for Irving and main gallery etc.– this will save time going back and forth getting extra details
3. No late entries/no wet paint/no live plants!!
4. The school needs to be aware of protocol in picking up art work – e.g. teachers should not be able to hand out artworks from store room
5. Need a better place to store art work – preferably one that only LAA has access to
6. Jason and Peta will continue to tighten up the Negotiation policy
7. Sort out insurance – discussion around whose responsibility this should be: Treasurer or Event Co-ordinator. What is or isn't insured needs to be made clearer to artists.
8. Good idea to target businesses who we think might like certain pieces
9. Need to clarify the different letters that are sent out by the school

#### NEGOTIATOR - Jason

- Having a pre-set limit worked well in the negotiation process – could generally be used to our advantage
- Artists appreciated being called about the price of their art work being negotiated

### 4.0 CURATING TEAM REPORT - Sarina

- Had great feedback from artists about how beautiful the Irving Gallery looked with the display boards & setting up and dismantling was taken care of. They also thought it was positive that something new had been tried.

#### Recommendations

1. Wrapping room needs to be bigger and have more people, particularly at the end of the night - consider another space
2. Need people from the curating team in the IG as buyers like to know about artists/pieces
3. Have stricter guideline/limits on number of artworks each artist can submit - some artists questioned why some artist had more than one piece
4. Idea to feature an artist each year who has the chance to submit multiple pieces of art

## 5.0 PUBLICITY COORDINATOR'S REPORT – Amanda H

### Publicity

- Amanda has created a document describing the 4 areas (Artist/Buyers/Sponsors/Volunteers) that need to be considered (see attached doc)
- We had a big bump on followers across our social media accounts

### Music

Music program went well ; Michelle D was pleased– possibly one of the speakers want working for part of the event

### Volunteers

Helen Davey will provide feedback to the new committee

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

- Requested and received admin rights to the website so that she can make changes without having to rely on Alex all the time.
- Throughout the site the headers have been updated to “The 2020 Auction date will be announced shortly so watch this space!”
- A note has been placed on the Artist FAQ section to say “The below 2019 information is for reference purposes only. Updated information regarding the 2020 Auction date will be posted as soon as it is available.”
- Bidder pre-registration has been disabled.
- Photos need to be updated with the 2019 images. Also need these photos for the MLSHS website. Amanda H will send

### Recommendations:

- Include a sign up to an Artists email list (only a buyers email list on site at the moment).

## 7.0 CATALOGUE COORDINATOR EDITOR – Amanda R

- Has added to description for this position – making it super clear that it is not a design job
- Take extra catalogues to SVAPA and MUSIC info. nights
- Reduce the number of catalogues & consider if we need flyers at all

### Recommendations:

1. Bring the Artist submission date forward (before the Easter holiday)
2. Have a few examples of BIOS for artists to follow

## 8.0 CATALOGUE COORDINATOR DESIGN - Hayley

- Working with Amanda was great – everything went smoothly
- Will continue to work on Road Safety grant submission

## 9.0 SPONSORSHIP COORDINATOR'S REPORT – Annaleise

### Sponsors

- Surveyed 50 sponsors – 8 replied and feedback was positive. They would like more access to student body
- Coffee van was fantastic!

### Recommendations:

1. Secure permanent space in the school newsletter to advertise LAA/promote sponsors
2. Survey registered bidders to get feedback
3. Need more bins!
4. Need more cakes from parent volunteers for next year – they can be used on the Sunday if we have a surplus

### Silent Auction

- area upstairs was dead once auction started – position of room didn't seem to affect sales at all

### Recommendations:

1. Make sure all bidders are pre-registered- change the registration desk /have a student volunteer assigned to advising people they have to register
2. Consider closing the final bidding time a little earlier but still stagger closing times as this was easier to manage
3. Sponsorship Co-ordinator needs to be greeting sponsors – doesn't need to say with auction – this can be handled by a parent volunteer

### Raffle

### Recommendations:

1. Not enough return on the raffle – maybe use items in the Silent Auction or as a door prize
2. Gold coin ticket for entry = raffle ticket for door prize
3. Consider getting a permit for raffle and selling tickets in school term/online

## 10.0 DATABASE COORDINATOR'S REPORT – Kerri

Unwell ☹️

## 11.0 BAR COORDINATOR'S REPORT – Andrew

All went smoothly – Andrew has secured sponsor for red wine next year!

## 12.0 ANY OTHER BUSINESS

1. Catering
  - Feedback on catering wasn't positive this year – consider our options for next year
2. The sponsors haven't been linked up with music/SVAPA performances as yet
3. Amanda H has all black cloth – to go into storage room in SS building

## Motion 19.022

Pay SVAPA PSG and Music PSG **\$24,0000**

**Moved:** Rachelle Rose      **Seconded:** Carolyn Monaghan      **Carried**

## Motion 19.023

Amounts received from the SVAPA MSND cake stall to be transferred from the LAA account as Square account was still recorded as LAA.      **\$58.89**

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

### Recommendations

1. Request to all in committee to add to job descriptions – **particularly the KEY TASKS - ASAP** – please make sure you track changes in the document so it is clear which changes have been made

2. Hold monthly meetings for the remainder of the year for those who are interested in being involved next year ( involvement for the rest of this year doesn't have to mean a solid commitment to 2020)

We need to consider:

- Promoting LAA at the 2019 Music & SVAPA info nights
- Insurance
- Fencing/Display boards
- Recruiting more parent volunteers
- Crustworthy event
- Road Safety Grant
- Annaliese/Andy will send an agenda to all

**CLOSE MEETING 9.15 pm**

**NEXT MEETING TBA – Please send dates you are available to Annaleise**

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

Don't forget to follow us on:

**Instagram:** lawley\_art\_auction

**Facebook:** Lawley Art Auction