

Mount Lawley SHS Music Support Committee
Minutes of the Meeting Held on 5 September 2013 at 7:00pm
MLSHS Music Department, Woodsome Street, Mt Lawley

1. Attendance

Tony Reed, Michelle deRozario, Sonja Davidson, Alan Kop, Gillian Werner, Sue Faranda, Melanie Wood, Frances Spencer, Lisa Ganon, Lynda Kuntjy, Dale, Irving, Carl Brown, Neil Rollond, Niall Kilcullen

2. Apologies

Luana Kilcullen, Jan Uridge, Kay Maccione, Nerissa Berry

3. Minutes of the Meeting held on 1 August 2013 accepted

Moved: Tony Reed Seconded: Michelle deRozario **CARRIED**

4. MLSHS 4Arts Configuration and Interaction

Dale discussed the advocacy of arts within the SVAPA program and school community. The program tries to emphasise the arts in diverse subjects and provides cross art opportunities. The aim is to provide an arts enriched education and music is an important component within this.

Programming is a major challenge, so that conflicts with other subject areas are minimised, and in the case of music, for one period a week the class size is not ideal.

Lynda is the Head of Arts and this covers the music, visual arts, drama and SVAPA programs. Her appointment enables these programs to be reconsolidated within the one Department.

5. Business Arising from Meeting 1 August 2013

5.1 Performance Acoustic Options

Alan has received a detailed proposal from a sound specialist to assess the gym acoustics in relation to the proposed acoustic shells. The cost for the assessment would be \$1,920. Michelle spoke in favour of deferring further action at this time due to concerns about potential costs of bringing the gym up to a performance level.

5.2 Music Tour

The Music Tour is still to be officially approved. Once this has occurred expressions of interests will be sought from selected students.

The timing of the Music Tour will clash with the Cambodia trip.

5.3 Office Administration Support

Kay has provided details of her contract and rate of pay. She is on a part time contract (6 hours/week) as a Level 2 School Officer. Her contract with the school commenced on 21 June and is due to finish on the 11 October. Her fortnightly rate is \$313.61 and the cost for this period will be \$2,508.88.

The Committee discussed funding the position beyond the 11 October. The nature of the contract means the person will continue to be paid over the holidays and the cost represents the majority of the Music Committee's income. It was agreed that the position should continue to be funded for another six months at an estimated cost of \$4,100. This would allow support for the start of the school year and not incur a liability for next year's committee.

Motion 21: To fund up to \$7,000 for Admin Support based on the estimated rate of \$313.61 per fortnight for 6 hours/week of services.

Moved: Tony Reed Seconded: Melanie Wood **CARRIED**

Sue has also received an invoice and request to reimburse the school for an additional 45 hours of administration support over the period 5 July 2013 to 23 August 2013.

Motion 22: To reimburse MLSHS for 45 hours of Admin Support for the period 5 July to 23rd August 2013.

Moved: Neil Rolland

Seconded: Niall Kilcullen

CARRIED

6. Treasurer's Report

The Financial position as at 31 August 2013 was tabled (Attachment A) and the changes since the last meeting reviewed.

The status of the committed items were discussed (as per list on the bottom of the Treasurers Report):

1. The Office Administration Support funding was discussed under 5.3.
2. Concert expenses have now come through.
3. Engraving has been done and Michelle is to provide receipts.
4. Receipts have been provided for approx \$1,900 worth of equipment against Motion 15 and this is now closed.
5. \$1,024 has been expended in the purchase of 4 amps. The original motion allocated \$900.

Motion 23: To allocate an additional \$124 towards the purchase of guitar amps.

Moved: Tony Reed

Seconded: Melanie Wood

CARRIED

6. The employment of a piano accompanist is no longer required as a student who has the necessary skills is prepared to undertake the role.

Motion 24: To cancel Motion 18 and to allocate funds for the purchase of a \$50 Music Shop Voucher for the student accompanist.

Moved: Neil Rolland

Seconded: Melanie Wood

CARRIED

7. A number of festival photograph purchases still appear to be outstanding eg Jazz

☺ **Michelle to ensure that all ensemble photographs are purchased.**

8. It was noted that the Art Auction funds were still outstanding
9. It was noted that the Term Deposit is due on the 3 November and that a decision on what to do will need to be made at the next meeting.

Additional Expenditure Items

Sue has been presented with receipts for the following items with requests for reimbursement:

1. Two sets of speakers for use on staff PCs to preview sound files and for singing lessons.

Motion 25: To reimburse the school \$108 for the purchase of two sets of speakers.

Moved: Neil Rolland

Seconded: Frances Spencer

CARRIED

2. \$500 for microphones for use by the orchestra. Microphones for the orchestra have recently been purchased and the Committee requested confirmation that this was not a duplicate.

Motion 26: To reimburse the school \$500 for the purchase of microphones, subject to verification by Michelle.

Moved: Niall Kilcullen

Seconded: Tony Reed

CARRIED

Motion 27: To allocated funds for the purchase of a \$50 Music Shop Voucher for Christian La Tiana, a Year 12 student, in recognition of the community service he has provided to the Music Department over the last three years.

Moved: Michelle deRozario

Seconded: Tony Reed

CARRIED

☺ **Neil to purchase two Gift Vouchers for the Morley Sound Centre**

Other Issues

The Committee was given clarification that the School Budget is used to run the classroom program and that instrumental activities are separate to this. The Music Support Committee generally funds instrumental activities as well as endeavours to enhance the music education of as many students as possible.

Sue also discussed the need for more transparent paperwork for items purchased using Music Committee funds.

☺ Michelle agreed to brief Music Department staff on the necessary requirements.

Treasurer's Report Accepted

Moved: Melanie Wood

Seconded: Alan Kop

CARRIED

7. Music Department Report

Recent activities and issues were discussed under other items.

8. General Business

8.1 Music Concert

The various requirements and arrangements were discussed.

It was agreed that tickets (2 adults and 1 child for Senior Concert) would be provided to the donor of the vibraphone.

Michelle was seeking another person for stage management support.

Frances agreed to collect the supper box and Sue volunteered to assist with the supper.

9. Next Meeting

Next meeting - Thursday 24 October 2013 at 7:00pm in the MLSHS Music Department.

Please remember to enter through the large rear gate on Learoyd Street. The gates from the Woodsome Street entries will be locked.

Map can be found at http://www.mlshspc.org.au/index.html#school_map

Meeting Closed 22:00

ATTACHMENT A

**Mount Lawley Senior High School
Music Support Group**

Meeting 5 September 2013

Opening Bank Balance as at 19 July 2013 \$ 18,391.18

<i>Plus Deposits:</i>	Motion No.		
Credit interest - August		0.12	
West Coast Catering re-imburement		790.21	
<u>Total Income</u>			<u>\$ 19,181.51</u>

<i>Less:</i>	Chq No.		
Music Camp Food - Kay Maccione	111	269.91	
<u>Total Paid Expenses</u>			<u>269.91</u>

Balance as per bank statement 19 July 2013 \$ 18,911.60

<i>Less: committed funds</i>	Motion No.			
Apple Logic Program and Licences	10	500.00		
Concert expenditure	11	500.00		
Vibraphone plaque and engraving	12	60.00		
Condenser and pencil microphones, Headphones, powerboards, microphone leads and stands	13	2000.00		
Music scores	16	500.00	Chq No 113	outstanding
Semester 1 concert thank you gifts	17	212.00	Chq No 112	outstanding
Piano Accompanist for Choir	18	600.00		
Three guitar amps	19	900.00		
Festival photographs	20	250.00	Chq No 114	outstanding
<u>Total committed expenses</u>				<u>5,522.00</u>

Available funds \$ 13,389.60

Term Deposit due - 3 November 2013 14 40,000.00 40,000.00

Total funds \$53,389.60

Treasurer: Sue Faranda

- Office Administration Support funding allocation Refer email - \$3684 92 to 11 October 2013.
Start date required to calculate ongoing allocation.
- Semester 1 concert expenses - WAAPA
- Purchase of Vibraphone plaque and engraving.
- Purchase of audio equipment - invoice clarification required
- Purchase of guitar amps - invoice clarification required
- Piano Accompanist for Choir
- Festival Photographs - \$115 95 invoiced (2 x Band and 2 x Orchestra)
- Art Auction funds outstanding - approx \$11,500 with one painting to go auction in September 2013
- Term Deposit to be considered before 3 November 2013

CommonwealthBank**MUSIC**

06 6118 1021 8602

Balance

+ \$18,911.60

Available

+ \$18,121.39

Date	Transaction details	Amount	Total
30 Aug 2013	<u>Chq Dep Branch Mount Lawley</u>	+ \$790.21	+ \$18,911.60
06 Aug 2013	<u>Chq 000111 presented 06 6700</u>	- \$269.91	+ \$18,121.39
01 Aug 2013	Credit Interest	+ \$0.12	+ \$18,391.30
19 Jul 2013	<u>Chq 000108 presented</u>	- \$50.00	+ \$18,391.18
03 Jul 2013	Cash Dep Branch Mount Lawley	+ \$455.00	+ \$18,441.18
03 Jul 2013	Cash Dep Branch Mount Lawley	+ \$54.25	+ \$17,986.18
03 Jul 2013	CBA Term Deposit Proceeds	+ \$11,070.63	+ \$17,931.93
01 Jul 2013	Direct Credit 141000 TRYBOOKING TRYBOOKING PAYMENT	+ \$3,740.34	+ \$6,861.30
01 Jul 2013	Credit Interest	+ \$0.03	+ \$3,120.96
28 Jun 2013	Direct Credit 141000 TRYBOOKING TRYBOOKING PAYMENT	+ \$0.53	+ \$3,120.93
28 Jun 2013	Direct Credit 141000 TRYBOOKING TRYBOOKING PAYMENT	+ \$0.26	+ \$3,120.40
05 Jun 2013	<u>Chq 000110 presented 06 6700</u>	- \$99.90	+ \$3,120.14
01 Jun 2013	Credit Interest	+ \$0.03	+ \$3,220.04
01 May 2013	Credit Interest	+ \$0.03	+ \$3,220.01
30 Apr 2013	<u>Chq 000109 presented 06 6700</u>	- \$995.00	+ \$3,219.98
26 Apr 2013	<u>Chq 000107 presented</u>	- \$32.56	+ \$4,214.98
11 Apr 2013	<u>Chq Dep Branch Mount Lawley</u>	+ \$17.94	+ \$4,247.54
01 Apr 2013	Credit Interest	+ \$0.04	+ \$4,229.60

Mount Lawley SHS Music Support Committee

Minutes of the Extraordinary Electronic Meeting 11 September 2013

Open 07:05, electronic special meeting from Gillian Werner <gillian.werner@iinet.net.au>

1. Email to

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nrollond@arach.net.au; 'cjinicoli58@bigpond.com'
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Lynda.Kuntyj@lawley.wa.edu.au; 'meleighujan@hotmail.com'

2. Motion proposal

On Wednesday 11 September Gillian Werner wrote:

At last Thursday's meeting the Music Support Committee passed motions regarding the funding of the Admin Support role:

Motion 21: To fund up to \$7,000 for Admin Support based on the estimated rate of \$313.61 per fortnight for 6 hours/week of services.

Motion 22: To reimburse MLSHS for 45 hours of Admin Support for the period 5 July to 23rd August 2013.

These motions were expected to cover the provision of Admin Support for the period 21 June 2013 to 11 October 2013 (the current contract) and for a further six months (October to April 2014).

Subsequent to that meeting it has been determined that the 45 hours reimbursement request was intended for the period 6 May 2013 to 20 June 2013, prior to the current contract. Unfortunately, the School cannot make payment for this period as the Officer was not employed by them at that time. It is therefore proposed that the Admin Support Officer invoice the Music Support Committee direct for work undertaken during this period.

Note: Motion 21 as it stands will cover the expenses of the current contract and a six month extension. Motion 22 will be cancelled.

I am initiating an Electronic Meeting to approve the use of funds in this manner.

MOTION 28:

An amount of up to \$1200.00 be allocated from Music Support Committee funds for payment of Admin Support services undertaken by Kay Maccione during the period 6 May 2013 to 20 June 2013 for the MLSHS Music Department.

Moved: Tony Reed Seconded: Sue Faranda

A reminder to vote was sent on Sunday 15 September 2013.

As only six votes were cast by the 13 voting members the motion was suspended to be raised at the Committee meeting of 24 October 2013.

Electronic meeting closed 17 October 2013.