



MINUTES OF MEETING held at MLSHS on 14 March 2017

1.0 OPENED & ATTENDANCE

Meeting Opened at 7:40pm

Patricia Kritas (Convenor), Kerri Bland, Vanessa Lombardo, Alan Lawson, Carolyn Monaghan, Laura Dowling, Amanda Humphreys, Paula Hart, Rebecca Haluszkiewicz, Michelle Fornasier, Regina Eccleston-Wirth, Sharon Cockroft.

2.0 APOLOGIES

Julie Williams, Michelle Prince, Felicity Moldrich, Darren Moldrich, Marie Molloy.

3.0 MINUTES

Motion to accept previous minutes 13 February 2017.

Moved: Vanessa Lombardo

Seconded: Alan Lawson

4.0 GENERAL BUSINESS

- 4.1 193 Artist invite letters sent by mailchimp on 8 March. Alex has set up so that whenever Amanda updates facebook and Instagram it automatically updates in news at lawley events.
- 4.2 As of today mailchimp shows 113 opens and 24 clicks. Artists not on invitation list very welcome to submit entries.
- 4.3 Lawleyevents website has a glitch at the moment. Vanessa has contacted Alex about this.
- 4.4 Carolyn Monaghan advises she is happy to assist with website again this year. Thank you, Carolyn.
- 4.5 Belinda Seydel has volunteered to continue to maintain signup genius app. Thank you, Belinda. Will advertise for volunteers earlier this year.
- 4.6 Michael Camilleri has added LAA meeting dates to the school calendar.
- 4.7 Marie Molloy is unable to be on LAA committee due to commitments but will continue to investigate event display sponsorship.
- 4.8 First reminder for artist entries will be sent out via mailchimp on 30 March. Another reminder will go out 8 April. Closing date is 16 April.
- 4.9 Alex has confirmed dates for catalogue coordination:
 - 12 May – bios/spreadsheet/photographs to be completed and sent to Alex
 - 24 May – FINAL DEADLINE for final, proof read, catalogue material to Alex
 - 29 May – Catalogue to printer and Alex will have catalogue on-line
 - 5 June – Catalogues back from printer
- 4.10 Need Catalogue coordinator. Vanessa happy to assist. Regina Eccleston-Wirth will consider. Paula Hart happy to assist.
- 4.11 Need catering coordinator. Volunteers will assist on the day/night with food prep. Student volunteers serve food. Michelle Prince handles food sponsorship.
- 4.12 Amanda Humphreys volunteered to coordinate student volunteers on the night. Volunteer tasks include food serving, parking, art carrying, raffle ticket sales.

5.0 TREASURER'S REPORT

5.1 Cash book balance \$3,166.33 less committed funds. Received 2 entry payments.

Motion to pay Alex Castle \$150 annual web hosting fee.

Moved: Alan Lawson Seconded: Patricia Kritas

Motion to reimburse Alan Lawson \$104.88 for postage and stationery.

Moved: Sharon Cockroft Seconded: Patricia Kritas

6.0 SPONSORSHIP COORINDATOR

6.1 Following up with Daniel Gannon re catering sponsorship.

6.2 Have updated one of the sponsorship letters and sent it to Marie Molloy so she can use for event display sponsorship.

7.0 ARTISIT COORDINATOR (Report presented by Vanessa as Julie is in Wales)

7.1 On-line form/FAQ was updated and letter approved by MLSHS before being sent out.

7.2 Auctioneer Frank Hayes unavailable this year – will be away on holiday. Vanessa has contacted 2 auctioneers.

- Ian Flannagan from GFL Fine Art. He is willing to waive his fee. Needs to check if available. Meeting with Vanessa on Wednesday.

- Peter McKenzie from McKenzie Auctioneers. Would normally charge \$1,600 but has discounted to \$1,000 + GST. Has amazing art knowledge and a very good auctioneer. Would keep audience fresh and thinks he could auction 95 pieces in about 2 hours. Meeting with Vanessa on Thursday.

Vanessa will give feedback from both meetings via email. Vanessa will also ask Frank for recommendations.

7.3 Auto reply to artist on-line submission working. Vanessa also sends personal email to artist.

7.4 Vanessa will follow up Deborah Bonnar and Carla Freitag with individual emails.

7.5 Vanessa asks if anyone is attending exhibitions over next few weeks to inform artists with any unsold work to consider entering it in the LAA.

8.0 DATABASE COORDINATOR

Nothing to report as yet.

9.0 SCHOOL LIAISON

Patricia to follow up with Sue Faranda.

10.0 PUBLICITY/PROMOTION COORDINATOR

10.1 Amanda has restarted LAA facebook and Instagram and will start twitter soon.

10.2 Provided 2016 photos to Alex for website.

10.3 Arranged publicity in Little Aussie Directory which is free.

10.4 In 2015 ran an on-line survey monkey for the school community on the LAA with the aim of raising the auction profile in the broader school community. Rebrand the survey for 2017. Send out in early April via school newsletter, P&C email list, facebook. This may lead to sponsorship, donation of goods, contacts.

10.5 Amanda attended music parent support group meeting last week. She will continue to liaise with the music committee and attend meetings. Music parents expressed an interest to become involved with the LAA.

11.0 BAR COORDINATOR

Darren Moldrich was to organise liquor licence. Patricia to follow up.

12.0 NEW BUSINESS

12.1 LAA members message facebook friends for donation of goods request.

12.2 Michelle Fornasier and Rebecca Haluszkiewicz run a talent agency that may have some MLSHS alumni that may be able to assist with entertainment if needed.

12.0 CLOSE & NEXT MEETING

Meeting closed at 8:54pm. Next meeting will be held at 7:30pm on Tuesday 4 April.