



Lawley
Art Auction
www.lawleyevents.com

MINUTES OF MEETING held at MLSHS on 30 May 2017

OPENED & ATTENDANCE

Meeting Opened at 7:40pm

Patricia Kritas (Convenor), Kerri Bland, Michelle Prince, Amanda Humphreys, Vanessa Lombardo, Julie Williams, Paula Hart, Felicity Moldrich, Rebecca Haluszkiewicz, Michelle Fornasier, Regina Eccleston-Wirth, Sharon Cockroft.

APOLOGIES

Sue Faranda, Darren Moldrich, Andrew Lippiatt, Alan Lawson, Carolyn Monaghan.

MINUTES

Motion to accept previous minutes' 23 May 2017.

Moved: Patricia Kritas

Seconded: Vanessa Lombardo

Carried

GENERAL BUSINESS

1.0 CATALOGUE COORDINATORS' REPORT

- 1.1 Catalogue complete bar one page.
- 1.2 1st proof edit sent out.
- 1.3 Bios do not align with pictures – Alex working on this.
- 1.4 Print deadline is Friday. 2nd proof edits to Regina and Paula midday tomorrow.
- 1.5 Printed catalogues should be ready Thursday of next week.
- 1.6 There is a blank page – suggestion to fill with pictures of artists dropping off artworks and space for bidder's notes – agreed.
- 1.7 Proceedings running schedule to include 10minute intermission after lot number 56.
- 1.8 Artist bios have been reduced to less than 90 words each.
- 1.9 Artist and their art work edit done by Vanessa today.

2.0 EVENT COORDINATOR'S REPORT

- 2.1 Running sheet finalised.
- 2.2 Empty places on sign-up genius. Patricia will email flyer for sign-up genius volunteers to Moya (SVAPA) and Michelle (Music) to send out to their mailing lists.
- 2.3 MC Tony will need a running sheet.
- 2.4 Darren suggested reusing some canvas banners and have students to paint signs and display on Fitzgerald Street. Needs to look professional. Not enough time this year. Next year look at printing more banners by printing business eg Vista.
- 2.5 Rebecca's mother has trees for the 3 gel lamps (approx. 20cm in size). She also has props which may be used on the night.
- 2.6 Confirm booking with display company and temp fencing – Patricia will do.
- 2.7 Crust happy to have 20 pizzas ready for intermission.

- 2.8 People's Choice award to be tallied by Sharon and winning artist and winning voter name to be handed to MC Tony by Sharon. Sharon to check with Sue if she can bring along post box.

3.0 PUBLICITY/PROMOTION COORDINATOR'S REPORT

- 3.1 Crustworthy – very successful event and great team effort.
3.2 Received thanks from artists on social media. Will ask artists for formal feedback.
3.3 Sent media release to the Guardian.
3.4 LAA plug in today's West in 'What's Happening' section.
3.5 Notified feeder primary schools.
3.6 Radio interview with Jenny Seaton this Friday.
3.7 Amanda to send Donnolly's Auction something for their social media and web page.
3.8 Will mention reminder for volunteers at this week's music meeting. Will also hand out flyers at meeting.
3.9 Confirmed with Michelle music location upstairs. Music program confirmed.
3.10 Received some more completed student volunteer sheets today.

4.0 SPONSORSHIP COORINDATOR'S REPORT

- 4.1 Most sponsor items have been delivered/collected.
4.2 Will purchase raffle ticket books.
4.3 Will have raffle detail sheets and silent auction bidder sheets.
4.4 Kerry mentioned the silent auction winners board is in the storeroom. Sign-up genius volunteer to text winners. Check with Kerry before texting winners to give Kerry time to enter data first.
4.5 Silent Auction catalogue not required this year.
4.6 Fresh Provisions have also donated \$150 worth of bite size treats for tea/coffee area. Will use the donated \$100 voucher for the raffle.
4.7 Felicity has organised the tea-towels and will collect the coffee the day before the auction. Felicity will also organise coffee plungers.

5.0 TREASURER'S REPORT

- 5.1 Treasurer's Report presented.
5.2 \$1,386.56 cash book total. After committed funds, \$1,136.56 available.
5.3 *Motion AA21 to reimburse Alan Lawson \$99.50 for purchase of artwork lighting from IKEA.
Moved: Patricia Kritas Seconded: Julie Williams Carried*
5.4 *Motion AA22 to reimburse Alan Lawson \$19.80 for purchase of water sprayers from Bunnings.
Moved: Patricia Kritas Seconded: Kerri Bland Carried*
5.5 *Motion AA2 to reimburse Andrew Lippiatt \$53.00 for the Liquor License.
Moved: Patricia Kritas Seconded: Sharon Cockcroft Carried*

6.0 ARTIST COORDINATOR'S REPORT

- 6.1 Vanessa will create signs to indicate separate galleries this week.
6.2 Curators are meeting next week for a run through.
6.3 Thank you Alan for purchasing lights.
6.4 Putting together tool kit for hanging work. Will visit Bunnings to get industrial staple gun and staples, also gaffer tape.
6.5 Will discuss with Kerry about adding 'Live Auction' and 'Irving Gallery' to art labels to stop confusion.

- 6.6 Vanessa will finish signs this weekend and give to Sue for laminating by Wednesday.
- 6.7 Vanessa and Julie will finalise floor plan (minor tweaks).

7.0 DATABASE COORDINATOR'S REPORT

- 7.1 Putting together labels for the 2 galleries.
- 7.2 Auctioneer's catalogue complete.
- 7.3 Negotiator's catalogue complete.
- 7.4 Irving Gallery Sales Sheet – Buyer completes sheet. Proceeds to finance room to pay. Red dot placed on sold art work. Works can be collected once live auction begins.
- 7.5 Julie will check if Elena can man Irving Gallery for sales.
- 7.6 Bio sheets are completed.

8.0 WEBSITE COORIDNATOR'S REPORT

- 8.1 Carolyn has added Auction catalogue and Irving Gallery catalogue to the website.

9.0 CONVENOR'SREPORT

- 9.1 Write up duties for Trike crew for bump in and bump out.
- 9.2 Wrap up meeting will be held on Thursday 15 June at 7:30pm.

10.0 CLOSE & NEXT MEETING

Meeting closed at 8:50pm. Next meeting will be held at 7:30pm on Tuesday 6 June.