



Lawley
Art
Auction
www.lawleyevents.com

MINUTES OF MEETING held at MLSHS on 6 June 2017

OPENED & ATTENDANCE

Meeting Opened at 7:38pm

Patricia Kritas (Convenor), Kerri Bland, Michelle Prince, Amanda Humphreys, Vanessa Lombardo, Alan Lawson, Sue Faranda, Andrew Lippiatt, Felicity Moldrich, Regina Eccleston-Wirth, Rebecca Haluszkiewicz, Michelle Fornasier, Daniel Gannon, Sharon Cockroft.

APOLOGIES

Darren Moldrich, Carolyn Monaghan, Julie Williams, Paula Hart.

MINUTES

Motion to accept previous minutes' 30 May 2017.

Moved: Felicity Moldrich

Seconded: Patricia Kritas

Carried

GENERAL BUSINESS

1.0 EVENT COORDINATORS' REPORT

- 1.1 Lisa will bring black tablecloths.
- 1.2 Email bar volunteers – must have RSA certificate with them for the event. Volunteers so far are Alex Jensen, Suzie Barnes, Darren Moldrich, Andrew Lippiatt, Alan Lawson's son. Volunteers can handle the money if they don't have RSA to serve alcohol. Daniel and Sue are also Approved Managers so can assist if needed. Felicity will ask for more volunteers with RSA at tomorrow evening's SVAPA meeting.
- 1.3 Rebecca picked up lighting stands. Decided not to select props as nothing suitable for the event.
- 1.4 Met with Sue and the caterer, Peter to look at catering area. Cafe booked and nets will be taken down for the weekend.
- 1.5 Rebecca will bring bell – used to signal start of auction. Start ringing downstairs and then move upstairs.
- 1.6 Silent auction winners to pay and collect on the night. Announce after lot 75.
- 1.7 City of Vincent Mayor, Emma Cole will announce people's choice winner and people's choice voter winner. Sharon coordinating. Announce winner at 6:55pm.
- 1.8 Raffle draws – winners must be present.
- 1.9 MC introduction for Matt Donnolly – use bio from catalogue.
- 1.10 Staff name list for special mention.
- 1.11 Regina will assist Moya with supervising the students handling the art in the auction room.
- 1.12 Lisa and Daniel will greet the VIPs and give a guided tour through the galleries. 23 VIPs expected plus artists.

2.0 CATALOGUE COORDINATOR'S REPORT

- 2.1 Final proof complete.
- 2.2 Catalogues will be back from the printers on Thursday.

2.3 Catalogues are on-line.

3.0 DATABASE COORDINATOR'S REPORT

- 3.1 Database close to completion – final tweaks.
- 3.2 When unwrapping art please remove labels and tape as bubble wrap/paper is reused to wrap art. This saves confusion between ID numbers and lot numbers.
- 3.3 Be careful when removing art from storeroom. Some items extremely fragile.
- 3.4 ID information label shows display location, i.e. Irving Gallery, Upstairs Gallery, Downstairs Gallery.

4.0 PUBLICITY/PROMOTION COORINDATOR'S REPORT

- 4.1 Emailed press release to Donnollys' Auctions.
- 4.2 Article in Post but no other local newspapers.
- 4.3 This week will be a social media blitz.
- 4.4 Promoted gold sponsors moving on to other sponsors.
- 4.5 Radio interview last Friday. Jenny Seaton was fantastic. Lasted 10 minutes.
- 4.6 MLA Simon Millman posted/shared LAA on facebook.
- 4.7 Music program finalised. Students may be tired from music camp. Performance will be from 4:45 to 6:45. Students arriving an hour before and warming up in the music room.
- 4.8 Amanda emailing student volunteers. Compiling list of student volunteers for each area's supervisor. Student volunteers and adult volunteers to meet at the wrapping room.
- 4.9 Vanessa making volunteer badges.
- 4.10 Pizza will be served to student volunteers in 2 shifts, 6:00pm and 8:30pm. Collect pizzas 30 minutes prior.

5.0 SPONSORSHIP COORDINATOR'S REPORT

- 5.1 Crust is supplying some vegetarian, gluten free, nut free options with the pizzas selection. Collect pizzas for intermission at 8:15pm.
- 5.2 More items have been donated. Michelle will select some for prizes and some for the silent auction.

6.0 TREASURER'S REPORT

- 6.1 Treasurer's Report presented.
- 6.2 Bank Balance \$4,636.26. Cash book balance \$1,214.26.
- 6.3 *Motion AA23 to approve 5 floats totalling \$1300.*
Moved: Alan Lawson Seconded: Patricia Kritas Carried
- 6.4 *Motion AA24 to approve payment of \$400 for Jumping Jigsaws invoice.*
Moved: Alan Lawson Seconded: Vanessa Lombardo Carried
- 6.5 *Motion AA25 to approve up to \$150 for student pizzas.*
Moved: Alan Lawson Seconded: Sharon Cockcroft Carried
- 6.6 *Motion AA26 to reimburse Vanessa Lombardo \$50 for 2 free standing A frame Rostras.*
Moved: Patricia Kritas Seconded: Alan Lawson Carried

7.0 ARTIST COORDINATOR'S REPORT

- 7.1 Vanessa and Jules meeting with auctioneer on Friday morning. Will give Matt the Auctioneer's Notes, a catalogue and information on the artists.
- 7.2 Floor plan has been finalised.
- 7.3 Sue is photographing all rooms before bump in.

- 7.4 Filing cabinets need to be moved. Numbers to be written on in whiteboard markers to place in correct order when returning them to the class room. Vanessa will bring fridge trolley to help with moving the cabinets.
- 7.5 One classroom of desks will need to be moved from SS14 to SS9.
- 7.6 All gallery areas have a plan. Elena will have student and adult volunteers to assist her with the Irving Gallery.
- 7.7 The school has 6 plinths. These are to be collected from the trike theatre and the art department. They will need to be painted on Friday. Probably 2 coats of white paint. Vanessa will bring paint.
- 7.8 Jane Packham will collect 25 easels on Friday from ECU.
- 7.9 Confirmed 100m of temp fencing. Need to confirm size of panels from Expo for student art and silent auction.
- 7.10 Made up tool kits (blue tac/string/double sided tape/staple gun/etc). Labelled with Vanessa's name – please return to Vanessa at end of event not the storeroom.
- 7.11 4 round café tables and 12 chairs to go upstairs.
- 7.12 Solar lights to light path to the auction.
- 7.13 Labels for art complete – Sue will print.
- 7.14 Printed copy of art to be placed on calico so art work can be left at correct spot for hanging.
- 7.15 Signs printed and laminated.
- 7.16 Vanessa has organised 2 free standing A frame rostra signs for use on the night.
- 7.17 Toilets – place candles and flowers to beautify.
- 7.18 Andrew and Darren to bring bollards to protect 3D work gallery from passing traffic.
- 7.19 Vanessa has a bolt of calico on hold at Textile Traders in Balcatta in case we need more.

8.0 FELICITY'S REPORT

- 8.1 Jenny Nash has tea towels and will drop them off to Sue.
- 8.2 Located the top hats and aprons in the green room.
- 8.3 Need coffee plungers.
- 8.4 Collecting coffee on Thursday afternoon and sweet treats from Fresh Provisions on Saturday morning.
- 8.5 Need tap head for tap to fill water sprayers on Friday evening.
- 8.6 Large table for bar – Andrew has trestles if needed.

9.0 CONVENOR'SREPORT

- 9.1 Cert 2 check list has been given to Patricia by Moya.
- 9.2 Patricia creating art work power point for auction and sponsor slide show.
- 9.3 Patricia to mailchimp VIP invites to artists.
- 9.4 Friday starting at 4pm. Saturday starting at 10am. Sunday starting at 11am.

10.0 CLOSE & NEXT MEETING

Meeting closed at 9:07pm. Next meeting will be held at 7:30pm on Thursday 15 June.