

MOUNT LAWLEY SENIOR HIGH SCHOOL

Music Support Committee

Date: 7pm, 4 May 2017

Venue: Penny Scott Music Room

Attendees: Alan Kop, Stephen Molloy, David Rose, Cheree Skewes, Andrew Lippiatt, Amanda Humphreys, Jason van Straalen, Michael Forster, Emma Ellis, Michelle deRozario

Apologies: Cam Brook, Ali Westera, Sonia Dorrant-Russ, Stuart Haluszkiewicz, Rebecca Haluszkiewicz

1. Welcome				
Michael opened the meeting and noted apologies, including Cam as Chairperson.				
2. Previous Minutes				
The Minutes of the meeting held 9 March 2017 were accepted. Moved: Amanda Humphreys Seconded: Cheree Skewes				
3. Actions Arising from Previous meetings				
Ref	ITEM	DISCUSSION	ACTION / DECISION / PROGRESS	By Whom & When
3.1	Art Aucton Committee Update (Amanda)	<ul style="list-style-type: none"> A summary page identifying where funds raised go has been added to the Auction catalogue. A Lawley Art Auction Facebook page and Instagram and Twitter feeds are up and running. Sudents can go in a ballot to attend a "Crustworthy" event at Crust Pizza prior to the Auction where students meet some of the Artists who have contributed works. Parents and students can participate in voluntary roles. Parents can join using the links (next column); students need to complete a form (these have been sent home with the children). 	<p>The Auction needs parent help to make it a success.</p> <p>If you run a business or have great community connections, and can help with donations / sponsorship: https://www.surveymonkey.com/r/LawleyArtAuction2017_29H8DL2</p> <p>To help out with one of the many volunteer roles with the SignUp Genius (below) you can choose the job and time that suits you: http://www.signupgenius.com/go/5080F4CAAAD28A3FF2-artauction</p> <p>Finally, if anyone would like posters to put up at work or any other highly visible spots, or can help distribute flyers to promote the Auction please contact Amanda - amandahumphreys0@gmail.com</p>	<p>ALL PARENTS ASAP</p> <p>Please sign up to help with the Auction.</p> <p>Contact Amanda if you can help distribute Art Auction flyers or are able to display posters.</p> <p>Anyone with media contacts, please get in touch with Amanda.</p>

Ref	ITEM	DISCUSSION	ACTION / DECISION / PROGRESS	By Whom & When
3.2	Orientation Handbook for MLSHS Music Program (Michelle)	<ul style="list-style-type: none"> This work is still in draft. Need to investigate whether it can be made available on the MLSHS website. 	Aim to complete by end of Term 3 to be ready for the Music Information night for new students in 2018.	Any parents with copy / graphic skills willing to help with the Handbook please contact Michelle.
3.3	Motion 117: Pictures / Canvases for Music room (Michelle)	<ul style="list-style-type: none"> Four images have been selected: String, Wind, Contemporary Ensemble and Choir. 	Serene Chong has been assisting with obtaining quotes.	
3.4	2017 Music Camp update (includes Motion 118)	<ul style="list-style-type: none"> Students attending are part of : Symphony, Choir, Senior Classical Guitar and Senior Rock Band. Venue – Advent Park – and cost (\$190) remain the same as previous years. Information should be distributed around week 4 (of Term 2). 	The Music Department now has a drop off box for forms in the Foyer of the Music Building. Additional copies of forms are also available here.	
3.5	2017 Music Concerts update (includes Motion 119) Concert Helper roles	<ul style="list-style-type: none"> Venue is available from 11am on Tuesday 27 June. Students will help with moving chairs and helping move equipment during the concert. Parent helper roles include: <ul style="list-style-type: none"> Moving larger equipment (percussion, amps and sound) Supper set up (mostly for kids) Clean-up (parents of kids in the Junior concert while Senior concert in progress) 	<p>Any parents available (approx. 11am to 1.30pm) on Tuesday 27 June to help move the larger equipment</p> <p>Michelle to create a list of jobs and times</p> <p>Steve Molloy to set up the Sign-up Genius.</p>	All parents Michelle Steve
3.6	Motion 120: Bass Guitar purchase		Purchase has been made	COMPLETED

Ref	ITEM	DISCUSSION	ACTION / DECISION	By Whom & When
3.7	Arts Day report (includes Motion 122)	<ul style="list-style-type: none"> • Highlight was the bands • New equipment was utilised 		
4. Music Department Report				
4.1	Email Difficulties	<ul style="list-style-type: none"> • Emails from the Music Department are increasingly unreliable, particularly where they contain attachments. It was noted that most at the meeting did not receive the email Denise had sent earlier in the week. 	Michelle to investigate with the school the email problems, but noted they are not new and is a source of ongoing frustration. She will contact the Chair as soon as there is a plan to address the emails.	Michelle
4.2	Music Student Events	<p>Upcoming events include:</p> <ul style="list-style-type: none"> • Some Year 7 classes at the Concert Hall tonight • Tomorrow the Choir and Senior Band are performing at an Anzac POW Service at Kings Park • Year 12 lunchtime performances on 12 May • Following week is Recital Night involving Year 11, 12 and Certificate 3 students. • WAAPA Jazz workshop 16 May. 	Together with the music camp and first concert, term 2 is an extremely busy time for the Music Department.	
4.3	AV Equipment	<ul style="list-style-type: none"> • New Av equipment is required to support contemporary bands and replace faulty equipment. • New PA system (motion 108) has cost \$100 over budget (\$4,600). 	<p>Equipment required:</p> <ul style="list-style-type: none"> • Beringher mixer (\$240) • Yamaha mixer (\$150) • 12x long instrument cables (\$240) <p>Motion 123: Expenditure up to \$700 is approved for new AV equipment.</p> <p>Moved: Stephen Molloy Seconded: Jason van Straalen</p> <p>Motion 124: Approval is given for \$100 reimbursement to Jason van Straalen for purchase on the new PA.</p> <p>Moved: Michael Forster Seconded: Alan Kop</p>	

5. Treasurers Report				
Ref	ITEM	DISCUSSION	ACTION / DECISION	By Whom & When
5.1	Report	<ul style="list-style-type: none"> The MSC funds are healthy with very few older motions outstanding (i.e. expenditure is being approved and actioned) 		
5.2	Current Standing (figures attached)	<ul style="list-style-type: none"> Cash book balance \$22,514 Term Deposit \$30,489 Committed Funds \$8,300 Available Funds \$44,703 <p>School fees and Art Auction proceeds are yet to be received.</p>		
6. New Business				
6.1	Rehearsal Time / Space	<ul style="list-style-type: none"> Jason noted it was difficult for bands to find suitable rehearsal space and asked whether there was capacity for this to be accommodated at the school. Michelle noted difficulties with both space (the music department space is fully utilised with ensemble rehearsals and NATAR music student classes) and duty of care responsibilities (need a DOE teacher to supervise). 		
7. NEXT MEETING				
Date: Week 6, Term 2 7pm, Thursday 1 June 2017		Venue: Penny Scott Music Room		Please note: Please enter school through rear gate off Learoyd St as front gates will be closed.

MOUNT LAWLEY SENIOR HIGH SCHOOL

Music Support Committee

MLSHS P & C ASSOCIATION

MUSIC SUB-COMMITTEE - CASH BOOK, BANK RECONCILIATION, AVAILABLE FUNDS

4/5/17

Update highlighted cells

CASH BOOK

Cash book opening balance	9/3/17		33,389.69
Add: Deposits			
Soiree sales		439.05	
Credit interest		1.15	
Credit interest		0.78	
Total Deposits		<u>440.98</u>	
Less: cheques drawn	Chq #		
Digital piano and keyboard	277	2,840.91	
Soiree liquor licence	276	53.00	
Soiree drinks	278	419.85	
PA and equipment	279	4,500.00	
Admin Assistant Term 1 & 2 2017	280	3,500.00	
Paper Statement Fee	-	2.50	
Total Cheques		<u>11,316.26</u>	
Cash book balance as at	4/5/17		<u>22,514.41</u>

BANK RECONCILIATION

Bank balance as at	4/5/17		23,076.41
Add: Outstanding deposits			0.00
Total Outstanding deposits		<u>0.00</u>	
Deduct: Unpresented cheques			
Auction - return Entry Fee	153	10.00	
Auction - Artist Commission	172, 186	552.00	
Total Unpresented cheques		<u>562.00</u>	
Adjusted balance (agrees with cash book)			<u>22,514.41</u>

AVAILABLE FUNDS

Cash book balance as at	4/5/17	22,514.41
Term deposit balance as at	23/3/17	30,489.04

Less: Committed funds	Motion #	
Supper box	105	200.00
Photo frames	113	100.00
Admin Assistant additional Term 2 2017	115	1,000.00
Canvas prints	117	800.00
Music Camp	118	1,500.00
Hire Geoff Gibbs		
Theatre	119	3,600.00
Junkadelic Arts Day	122	1,100.00

Total Committed funds	<u>8,300.00</u>
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Available Funds	<u>44,703.45</u>
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