### **MOUNT LAWLEY SENIOR HIGH SCHOOL**

## **Music Support Committee**

Date: 7pm, 1 June 2017

Venue: Penny Scott Music Room

**Attendees**: Cam Brook, Michael Forster, Emma Ellis, Michelle deRozario, Ali Westera, Sonia Dorrant-Russ, Cheree Skewes, Stephen Molloy, Jason van Straalen, David Rose, Amanda Humphreys, Joe Miller, Andrew Lippiatt, Alan Kop, Nick Mortimer.

Apologies: Michelle Fornasier, Serene Chong

1. W	elcome			
Ca	am opened the meeting and n	oted apologies.		
2. P	revious Minutes			
	e Minutes of the meeting hele conded: Andrew Lippiatt	d 4 May 2017 were accepted subject to an ame	endment to the first music concert date. <b>Moved:</b> Am	anda Humphreys
3. A	ctions Arising from Previ	ous meetings		
Ref	ITEM	DISCUSSION	ACTION / DECISION / PROGRESS	By Whom & When
3.1	Art Auction Committee Update (Amanda)	<ul> <li>Preparation is tracking well.</li> <li>Lots of spots still need to be filled with volunteers to help the night run smoothly.</li> <li>Student volunteers are also needed</li> <li>Amanda brought along some Auction leaflets for members to take and distribute in their local area.</li> <li>The auction has achieved excellent publicity including a mention in the West Australian and radio interviews.</li> <li>8 different music student groups/ensembles will be performing at the auction.</li> </ul>	<ul> <li>Michelle and Moya to send out an urgent email to parents requesting their help at the Auction.</li> <li>Sign up to one of the volunteer roles with following link: http://www.signupgenius.com/go/5080F4CAAAD2 8A3FF2-artauction</li> <li>Please complete a form (handed out already) or email Amanda if your child is able to volunteer to help at the Auction. amandahumphreys0@gmail.com</li> </ul>	MICHELLE

Ref	ITEM	DISCUSSION	ACTION / DECISION / PROGRESS	By Whom & When	
3.2	Motion 117: Pictures / Canvases for Music room (Michelle)	<ul> <li>4 large black and white canvases have been produced.</li> <li>They will be displayed at the Art Auction to promote the music program and then hung in the music room</li> <li>Special thanks to Amanda and Serene for helping with this project.</li> </ul>	<b>COMPLETED</b> pending submission of the invoice (Michelle to submit invoice).		
3.3	2017 Music Camp update (includes Motion 118)	<ul> <li>Music camp is from Wednesday to Friday next week (7-9 June) at Advent Park.</li> <li>105 children are attending.</li> <li>It's still not known if contingency funds will be required (Motion 118).</li> </ul>	Please return permission slips and make payment ASAP if your child is attending the camp.		
3.4	2017 Music Concerts update (includes Motion 119) Concert Helper roles	<ul> <li>The first concerts are Tuesday night of week 10 (27 June) – middle school concert first then senior school.</li> <li>The concert program will be compiled after music camp.</li> <li>A range of helper roles will be needed (see next column for those filled already).</li> <li>Stephen has started setting the Sign Up Genius for helper roles but requires a list of jobs and time to complete it.</li> <li>Denise to set up Try Booking for ticketing</li> <li>Andrew has a ute with a towbar to assist with transporting equipment.</li> <li>Motion 125: Expenditure up to \$400 is approved for a Sound Technician.</li> <li>Moved: Michael Forster Seconded: Michelle deRozario</li> </ul>	Helper roles :         Backstage / Stagehands:         • Cam Brook, Steve Molloy and Andrew Lippiatt         Front of House / Door         • Alan Kop, Sonia Dorrant-Russ and Michael Forster.         Supper kit:         • Sonia to check the supper kit for supply levels and pick it up on the Monday afternoon prior to the Concerts.         Sign-up Genius for further volunteers:         • Michelle to send Steve a list of jobs and times as well and contacting specific parents.         Photography:         • Amanda Humphreys         MSC Badges:         • Michelle to liaise with Sue to organise some badges to help identify helpers at the concert.	MICHELLE STEVE SONIA PLEASE SIGN UP FOR A HELPER ROLE ONCE THE LINK TO THE SIGN UP GENIUS IS CIRCULATED.	

Ref	ITEM	DISCUSSION	ACTION / DECISION / PROGRESS	By Whom & When
3.5	Email difficulties	• The specific problems seem to be isolated, including that SEQTA will not allow attachments.	• Identify processes for sending emails and who is authorised to do so once MailChimp is set up.	
		The Music Department will use MailChimp but it needs to be set up.		
		• Andrew noted that he uses MailChimp – email addresses can be imported from an Excel spreadsheet. He also noted that it can be accessed remotely, hence the MSC Secretary could potentially compile and send authorised emails to remove this workload from Denise.		
3.6	Motion 123: AV equipment	Order is pending.		
4. M	usic Department Repo	rt		
		A big Anzac Service was held yesterday at Kings Park.		
4.1		• Very busy with upcoming music camp and concerts.		
5. Ti	reasurers Report			
Ref	ITEM	DISCUSSION	ACTION / DECISION	By Whom & When
5.1	Report	Current motions were reviewed with no amendments required at this time.		
5.2	Current Standing (figures attached)	<ul> <li>Cash book balance \$21,267.67</li> <li>Term Deposit \$30,489.04</li> <li>Committed Funds \$8,200.00</li> <li>Available Funds \$43,556.71</li> </ul>		
6. N	ew Business			

6.1	Hearing Protection	<ul> <li>Cam noted that he had received an email from a music student parent regarding concerns over noise level in music lessons of brass students.</li> <li>He noted that he has significant experience with this issue as it is a key issue in orchestras and he is a member of WASO.</li> <li>Cam noted that evidence shows that the noise level of concern for hearing is well over what would be comfortably tolerated and certainly considerably higher than would be experienced in music lessons.</li> </ul>			
6.2	Future Strategic Issues for the Music Program	<ul> <li>Cam introduced this as a preliminary discussion of any strategic issues for the MLSHS Music Program for which the MSC may need to consider in future funding.</li> <li>The largest current expenditure made by the MSC is for the admin support in the music department.</li> </ul>	<ul> <li>This discussion will be progressed as a standing agenda item in coming meetings.</li> <li>MSC members to contact Michelle / Cam with any specific issues they would like to discuss.</li> </ul>		
7. NEXT MEETING					
Date: Week 2, Term 3Venue7pm, Thursday 27 July 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 - 1/6/17

#### CASH BOOK

Cash book opening balance		4/5/17			22,514.41		
	Add: Deposits			2.50			
	Paper statement fee refund Credit interest			2.50			
				0.76			
	Total Deposits			3.26			
	Less: cheques drawn		Chq #				
	Base guitar and case		281	450.00			
	Junkadelic Arts Day		282	800.00			
	Total Cheques			1,250.00			
Cash book balan	ce as at	1/6/17		· · · · ·	21,267.67		
BANK RECONCILIATION							
Bank balance as	at	1/6/17			21,829.67		
Add: Outstandin	g deposits			0.00			
Total Outstandin	ng deposits			0.00			
Deduct: Unprese	ented cheques						
· · · · · ·	Auction - return Entry Fee		153	10.00			
	Auction - Artist Commission		172, 186	552.00			
	PA and equipment		283	100.00			
Total Unpresent	ed cheques			662.00			
Adjusted balance	e (agrees with cash book)				21,167.67		
AVAILABLE FUNDS							
Cash book balan	ce as at	1/6/17			21,267.67		
Term deposit ba		23/3/17			30,489.04		
•					·		
Less: Committed			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	300.00			
<b>T</b> 1 0 10	AV equipment		123	700.00			
Total Committed			8,200.00				
Available Funds				-	43,556.71		