

# MOUNT LAWLEY SENIOR HIGH SCHOOL

## Music Support Committee

**Date:** 7pm, 19 October 2017

**Venue:** Penny Scott Music Room

**Attendees:** Cam Brook, Emma Ellis, Michelle deRozario, Jason van Straalen, Amanda Humphreys, Andrew Lippiatt, Alan Kop, Serene Chong, Cheree Skewes, Stephen Molloy

**Apologies:** Michael Forster

### 1. Welcome

Cam opened the meeting and noted Michael's apology.

### 2. Previous Minutes

The Minutes of the meeting held 24 August 2017 were accepted      **Moved:** Michelle deRozario      **Seconded:** Andrew Lippiatt

### 3. Actions Arising from Previous meetings

Ref	ITEM	DISCUSSION	ACTION / DECISION / PROGRESS	By Whom & When
3.1	<b>Music Concert(s) Report 5 September 2017</b>	<ul style="list-style-type: none"><li>• Capping each ensemble at 2 pieces worked well, as did the running order of performances, which helped to streamline stage changes.</li><li>• Although it was promoted that no door sales would be available, additional seating became available just prior to the concert which allowed this to occur, increasing ticket revenue.</li></ul>		
3.2	<b>Additional Canvases for Music room (Michelle)</b>	<ul style="list-style-type: none"><li>• In progress</li></ul>	ONGOING	<b>Michelle Amanda</b>

Ref	ITEM	DISCUSSION	ACTION/DECISION	By Whom and When
3.3	<b>Proposal for evening performance / sundowner</b>	<ul style="list-style-type: none"> <li>Outdoor concert scheduled for 1 December 2017</li> <li>5-8pm (needs lighting)</li> <li>Acts with a small number of performers are encouraged, not large ensembles. The aim is to create a relaxed, casual atmosphere. Performers to be responsible for their own set up.</li> <li>Proposal for attending parents to BYO picnic food and drinks (including alcohol). Permission must be given by the Principal to allow BYO alcohol</li> </ul>	<p>Michelle will organise a running order of performances and allocate times accordingly.</p> <p>Michelle to contact Principal to obtain written permission to allow BYO alcohol for parents at the event.</p> <p>Amanda to promote on the Facebook page and an email will be distributed on MailChimp.</p> <p>Michelle to liaise with Moya regarding lighting.</p> <p>Michelle to discuss with Troy his availability to provide Tech / sound support.</p>	<b>Michelle Amanda</b>
3.4	<b>Update School website</b>	<ul style="list-style-type: none"> <li>Amanda suggested that a first step in updating could be to add more recent photos to the website.</li> <li>Cam suggested building a Music @ Lawley webpage could be considered at some stage that is easy to maintain and hosted by the school / P&amp;C.</li> </ul>	A staged approach to updating information was proposed, starting with the photos.	<b>Amanda to provide more recent photographs</b>
3.5	<b>Music Handbook</b>	<ul style="list-style-type: none"> <li>No change since last meeting where the updates to date were discussed.</li> </ul>		
3.6	<b>Scholarships for ATAR Year 12 students 2017</b>	<ul style="list-style-type: none"> <li>Michelle spoke with the Principal who suggested making this into a scholarship would avoid any conflict.</li> <li>Michelle noted she was unsure how to process invoices received from the current year 12 students.</li> <li>There was discussion about ways in which the scholarship monies could be used, e.g. supporting a mock exam with a WACE examiner to support exam preparation.</li> </ul>	<p>The Committee agreed with this proposal:</p> <ul style="list-style-type: none"> <li>Bring suggestions for the scholarship name to the next meeting.</li> </ul> <p>Michelle to contact Michael to discuss how to pay the invoices.</p>	<b>ALL Michelle</b>

**4. Music Department Report**

Ref		ITEM	DISCUSSION	By Whom and When
4.1	<b>Immediate Expenditure</b>	<ul style="list-style-type: none"> <li>• Michelle noted 2 areas for expenditure:               <ul style="list-style-type: none"> <li>○ Admin Assistant salary for Terms 1&amp;2 in 2018</li> <li>○ Expanding the music library in line with greater number and ensembles types</li> </ul> </li> <li>• Michelle noted that she needed assistance in reconfiguring the rehearsal room, which requires moving heavy pieces of equipment (e.g. grand piano)</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Motion 133:</b> Expenditure up to \$5250 as a donation to the school to support the Admin Assistant 3 mornings a week in Terms 1 and 2 in 2018. <b>Moved:</b> Andrew Lippiatt <b>Seconded:</b> Stephen Molloy</li> <li>• <b>Motion 134:</b> Expenditure up to \$5000 for new music for the music library. <b>Moved:</b> Alan Kop <b>Seconded:</b> Cheree Skewes</li> </ul> <p><b>Anyone available to assist with moving equipment to come at 6pm 23 November (before next meeting).</b></p>	<p><b>Michelle</b></p> <p><b>Anyone available to assist with moving equipment to come at 6pm 23 November (before next meeting).</b></p>

**5. Treasurers Report**

5.1	<b>Report</b>	<ul style="list-style-type: none"> <li>• Available funds are very healthy at \$61,337.81.</li> <li>• For the music concerts on 5 September, \$7,140.52 was received from Trybooking and \$490 from door sales. With expected expenses of \$3,900, there should be a profit of \$3,730.52. Please note that previous concert ticket sales have been around \$4,100.</li> <li>• With regard to the old cheques, Mark Westera has passed on details and confirmed that they are stale and can be disregarded. However, he has suggested that the payees are contacted first.</li> </ul>	<p>Michael is contacting the payees of the old cheques.</p>	<p><b>Michael</b></p>
-----	---------------	--	---	-----------------------

Ref		ITEM	DISCUSSION	By Whom and When
5.2	<b>Current Standing (figures attached)</b>	Cashbook balance \$44,520.65 Term Deposit \$30,667.16 Committed funds \$13,850.00 Available funds \$61,337.81  Committed funds: Photo frames 113 \$100 Admin Assistant addn Term 2115 \$1,000 Junkadelic Arts Day 122 \$300 AV equipment 123 \$700 Music concert sound tech 125 \$400 Admin Assist Term 3&4 126 \$5,250 Canvas prints 128 \$500 Hire Geoff Gibbs Theatre 129 \$3,600 ATAR student scholarships 132 \$2,000		
<b>6. Standing Item</b>				
6.2	<b>Future Strategic Issues for the Music Program</b>	Michelle to prepare a plan outlining possible music program development areas, instrument purchase and replacement, instrument storage requirements / room upgrades and student enrichment opportunities for consideration in guiding future MSC funding allocation.	Plan to be ready for the last meeting of the year	<b>Michelle</b>
6.3	<b>Other business for noting</b> <ul style="list-style-type: none"> <li>• <b>Art event photos</b></li> <li>• <b>Contemporary Concert</b></li> <li>• <b>Ensemble Eligibility</b></li> </ul>	<ul style="list-style-type: none"> <li>• Art Event Photos:               <ul style="list-style-type: none"> <li>○ Amanda is uploading concert photos to a secure photo hosting website with the aim of making them available to parents</li> <li>○ A decision needs to be made about how this is to occur, i.e. whether to pay Amanda a retainer and the photos are accessed free of charge, or for photos to be purchased by parents. Note: SVAPA chose the retainer option.</li> <li>○ Amanda absented herself while the Committee discussed the options.</li> </ul> </li> <li>• Contemporary Concert               <ul style="list-style-type: none"> <li>○ Jason proposed a themed Contemporary</li> </ul> </li> </ul>	<p>The Committee agreed that the retainer option was preferable and should cover both concert series already photographed and the upcoming outdoor concert on 1 December.</p> <ul style="list-style-type: none"> <li>• <b>Motion 135:</b> Expenditure of \$800 as a retainer for photography services to Amanda Humphreys for the 2 concert series and outdoor concert in 2017. <b>Moved:</b> Cheree Skewes <b>Seconded:</b> Stephen Molloy</li> </ul> <p>The Committee requested Jason develop a more detailed proposal in</p>	

		<p>Concert be considered for the end of next year which required kids to audition to be part of and supported by a Musical Director (MD).</p> <ul style="list-style-type: none"> <li>○ Michelle noted she had already raised the idea with the Principal of splitting the current concerts into: a Band at Orchestra concert at Geoff Gibbs Theatre, and a smaller Jazz and Contemporary concert at the Tricycle Theatre.</li> <li>● Ensemble eligibility <ul style="list-style-type: none"> <li>○ Music students are allowed to join more than one ensemble, but non-music students are not allowed to join ensembles. This is related to the funding of IMSS music teaching staff and the school fees related to music students.</li> </ul> </li> </ul>	<p>consultation with Michelle and Jeremy (MD) which scopes a number of factors such as timing, rehearsal requirements and options etc.</p>	
--	--	---	--	--

<b>7. NEXT MEETING</b>		
<b>Date:</b> Week 6, Term 3 <b>7pm, Thurs 23 November 2017</b>	<b>Venue:</b> Penny Scott Music Room	<b>Please note:</b> Please enter school through rear gate off Learoyd St.

# MOUNT LAWLEY SENIOR HIGH SCHOOL

## Music Support Committee

### MLSHS P & C ASSOCIATION - MUSIC SUB-COMMITTEE

### CASH BOOK, BANK RECONCILIATION, AVAILABLE FUNDS 19/10/17

#### CASH BOOK

<b>Cash book opening balance</b>	24/8/17		37,187.31
<b>Add: Deposits</b>			
Credit interest		1.43	
Concert ticket Trybooking sales		7,140.52	
Concert ticket door sales		490.00	
Credit interest		1.39	
<b>Total Deposits</b>		<u>7,633.34</u>	
<b>Less: cheques drawn</b>			
	Chq #		
Music Concert sound technician	286	300.00	
<b>Total Cheques</b>		<u>300.00</u>	

**Cash book balance as at** 19/10/17 44,520.65

#### BANK RECONCILIATION

<b>Bank balance as at</b>	19/10/17		45,082.65
<b>Add: Outstanding deposits</b>		0.00	
<b>Total Outstanding deposits</b>		<u>0.00</u>	
<b>Deduct: Unpresented cheques</b>			
Auction - return Entry Fee	153	10.00	
Auction - Artist Commission	172, 186	552.00	
<b>Total Unpresented cheques</b>		<u>562.00</u>	

**Adjusted balance (agrees with cash book)** 44,520.65

#### AVAILABLE FUNDS

<b>Cash book balance as at</b>	19/10/17	44,520.65
<b>Term deposit balance as at</b>	19/10/17	30,667.16

#### Less: Committed funds

	Motion #	
Photo frames	113	100.00
Admin Assistant additional Term 2 2017	115	1,000.00
Junkadelic Arts Day	122	300.00
AV equipment	123	700.00
Music Concert sound technician	125	400.00
Admin Assistant Terms 3&4 2017	126	5,250.00
Canvas prints	128	500.00
Hire Geoff Gibbs		
Theatre	129	3,600.00
ATAR student scholarships	132	2,000.00
		<u>13,850.0</u>

**Total Committed funds**

0

**Available Funds**

61,337.81