



MINUTES FOR MEETING HELD 29 MAY 2018 AT MLSHS

Meeting opened at 7:04pm

ATTENDANCE

Felicity Moldrich (Acting Convenor), Vanessa Lombardo, Sonia Davidson, Amanda Rintoul, Annaleise Grubisich, Michelle Fornasier, Alan Lawson, Kerri Bland, Katherine Licciardello, Amanda Humphreys, Andrew Lippiatt, Peta Kalaitzis, Sharon Cockroft.

APOLOGIES

Lesley Street, Rebecca Haluszkiewicz, Regina Eccleston-Wirth, Darren Moldrich.

PREVIOUS MINUTES

Motion to accept previous minutes 15 May 2018.

Moved: Amanda Humphreys Seconded: Annaleise Grubisich

GENERAL BUSINESS

1.0 CONVENOR'S REPORT

- 1.1 As Patricia has stepped down from role Felicity will convene meetings.
- 1.2 Time line was discussed and planning for auction is on track.
- 1.3 Patricia will continue to do mailchimp. Patricia is sending VIP list to Felicity.
- 1.4 Sonia will review running list for auction night and update from last year, remove intermission, update Principal to Lesley Street.
- 1.5 Annaleise has completed Sponsors power point slide show. Will access drop box for student photos to add to slide show. Annaleise will email slide show to Sonia.
- 1.6 Sonia will complete live auction art works power point slide show and operate on auction night.
- 1.7 Felicity emailed Natalie Diggins regarding a coordinator for the Cert 4 kids for bump-in and bump-out. Will report back at next meeting.
- 1.8 Felicity emailed Moya regarding using SVAPA lights. Will report back at next meeting.
- 1.9 Felicity will use IGA voucher to purchase soft drinks, tea, milk, sponges, dishwashing liquid.

2.0 BAR COORDINATOR'S REPORT

- 2.1 Banners are up
- 2.2 Ordering wine from DeVine Cellars this week (24 champagne, 12 bottles of red). There is quite a bit of wine over from soiree and donation from Luna.
- 2.3 Happy with bar location upstairs and small pop-up bar downstairs as per event map.

3.0 TREASURER'S REPORT

- 3.1

Cash at bank	\$5254.02
Bills being processed	\$2000.00
Further Commitments	\$1089.00
Cash available	\$2165.02
- 3.2 Four (4) EFTPOS terminals scheduled to arrive on Monday 11 June. We will have the terminals for 3 weeks, just in case we need to process a few late payments. Alan is in the process of getting the application signed by two authorized signatories, which should be completed by Thursday 31 May.

- 3.3 Alan received a quote from Kennards Hire for the hire of lighting for the car park on art auction night. The cost for one 4000W lighting unit would be \$190. Alan will collect, set-up and return.

Motion 18AA6 to approve expenditure of up to \$200 to Kennards Hire for car park lighting on Art Auction night.

Moved: Alan Lawson Seconded: Michelle Fornasier

4.0 EVENT COORDINATOR'S REPORT

- 4.1 Second email for sign-up genius promotion went out today to SVAPA, Music and P&C. Andrew to follow up music sign-up genius mailout.
- 4.2 Have 13 volunteers to date. Michelle will print out list of volunteers closer to auction date and arrange access for Katherine or Sharon to log on to sign-up genius.
- 4.3 Katherine and Sharon to keep a list of volunteers for Sue Faranda.
- 4.4 Layout for event has been agreed. Silent Auction will be placed in space where Irving Gallery was last year. Irving Gallery will move upstairs to SS14.
- 4.5 Lights are being organized through Moya.
- 4.6 Café confirmed approval to use space for catering.
- 4.7 Signage – Regina has confirmed she has completed. Felicity emailed Regina asking her to send signage through in jpeg format for Michelle to proof. Signage to be sent to Sue Faranda for printing.
- 4.8 Decided on tall tables and stools for upstairs central space (viewing entertainment). Katherine has a barrel and 9 stools. Suggestion to use 44 gallon drums available from scrap metal yards. Andrew will research and report back at next meeting.

5.0 CATALOGUE GRAPHIC DESIGN COORDINATOR'S REPORT

- 5.1 Final draft 99% ready. Should be finalised tomorrow.

6.0 SPONSORSHIP COORDINATOR'S REPORT

- 6.1 Brochure completed ready to be inserted in catalogue.
- 6.2 Annaleise has updated name badges for auction night. She has printed a convenor badge for Patricia as well in case she is able to come on the night.
- 6.3 Annaleise has updated signage on USB and given it to Regina.
- 6.4 Annaleise has completed a flyer to be given to artists of any unsold work to contact Inglewood Hotel for possible art display.

7.0 DATABASE COORDINATOR'S REPORT

- 7.1 Data is up to date and matches data in catalogue.
- 7.2 Kerri will soon be creating labels for artworks (wrapping room) and labels for Irving Gallery stating items are for sale now!
- 7.3 Kerri is working on Auctioneer's catalogue and will include raffle draw times.
- 7.4 Kerri is refreshing bidders card and removing some text which is no longer required.

8.0 ARTIST COORDINATOR'S REPORT

- 8.1 A3 posters done and printed. People took posters to display.
- 8.2 Flyers have been taken to be distributed to Inglewood, Mt Lawley, Coolbinia, St Andrews, Yokine, Mt Hawthorn, Maylands, Leederville and around the school area.
- 8.3 All outstanding art works have been delivered to the school.
- 8.4 Received 7 unframed silk screen posters from Ken Taylor. These will be used in the Silent Auction. Possibly 1 pop-up piece for the live auction. Vanessa will discuss with Mat.
- 8.5 Peta will review artist bios and write up brief notes for Auctioneer Mat on artist and art work. Peta to email notes to Kerri for inclusion in Auctioneer's catalogue.

9.0 PUBLICITY COORDINATOR'S REPORT

- 9.1 Social media ramping up. Splitting between auction and sponsors. Highlighting people behind the auction – students and parents.
- 9.2 Media releases completed and sent to Michelle and Rebecca for Cream magazine. Amanda will also send out to feeder primary schools and her contact list from last year.
- 9.3 Stuart and Ollie are booked in for the Capital Radio interview on 9 June. Amanda will send some information through.
- 9.4 Updated web site with sponsors. Amanda needs assistance with uploading art auction photos. Will discuss with Alex as she may have a short cut. Kerri has reduced size of photos.
- 9.5 Amanda looking into how to include link for on-line bidder's registration. Alex may be able to do this.
- 9.6 Peta has arranged artists for Crustworthy. There are 6 coming along. Around 50 people in total coming along (students, artists and parents). Peta will meet and greet artists.
- 9.7 Entertainment provided by Lauren McDonald and Rosie Dagless and will be between 7:00 and 7:45pm.
- 9.8 Eskies and ice – Katherine, tables – Kerri, art work and blu tac – Peta, drinks for students – Felicity, wine – Andrew.
- 9.10 One concerned parent was enquiring about a chaperone for her son for Crustworthy. Amanda let parent know that she may attend if she wishes. Annaleise has agreed to be the contact person for the parent.
- 9.11 Crust asked if they would be mentioned in the school newsletter. Vanessa will contact Anne Tumak to see when the next newsletter is going out and if we can include an article on Crustworthy/Art Auction.
- 9.12 After Crustworthy, Amanda will send out sign-up genius invitation to students for the auction night. Amanda to print out list of student volunteers for Felicity as she will be the student coordinator.
- 9.13 Michelle deRozario happy for music to remain upstairs at auction. Would like more lighting.
- 9.14 More music photo canvases will be ready to display behind the performers.
- 9.15 Michelle has set list – contemporary western jazz and gentle contemporary. Will finish performance by 6:50pm. Remember to get a list of names of performing students.
- 9.16 Not going ahead with West Australian advertising. Have a free ad in My Little Directory.

10.0 ANY NEW BUSINESS

- 10.1 Annaleise will get quote from Fresh Provisions for rolls for student volunteers. Either chicken, ham or vegetarian. Amanda H to check how many rolls will be required and email Annaleise.
- 10.2 Felicity will get water for the bar and students.
- 10.3 Need to purchase another ring fastener and staples. Amanda R's husband Todd will purchase it from Wesfarmers.
Motion 18AA13 to purchase an Elders Ring Fastener up to \$150.00.
Moved: Felicity Moldrich Secoded: Kerri Bland

Closed meeting 9:00pm – next meeting Tuesday 5 June at 7:00pm.