



MINUTES OF MEETING LAA held at MLSHS on 26 March 2019

OPENED & ATTENDANCE

Meeting opened at 7:05 pm

ATTENDANCE: Hayley Emmett, Annaleise Grubisich, Kerri Bland, Felicity Mason, Amanda Rintoul, Rachelle Rose, Peta Kalaitzis, Andy Druyan, , Andrew Lippiatt

APOLOGIES Carolyn Monaghan, Rentia Ouzman, , Sarina Cary, Andrea Morava, Amanda Humphreys, Regina Eccleston-Wirth, Deborah Chinnery

PREVIOUS MINUTES

Moved: Felicity Mason Seconded: Hayley Emmett *Carried*

GENERAL BUSINESS

1.0 CONVENOR (Acting) – Felicity

Nothing to report.

2.0 TREASURER’S REPORT – Rachelle

**Treasurers Report 26
March 2019**

Item 1 Balance at Bank is \$5,095.96 as at 26 March

Payments made since last meeting
2019.001 Jumping Jigsaws website \$335.75

Receipts since last meeting
Artist fee x 9 \$135

Item 2 Funds committed:

2019.002 Liquor license \$60.00

Item 3 Funds owed - artists registered but not paid:

Jasna Karajcic	Kshanti Wikramanayake	Lindy Boyle
Pam Bleisinger	Sandy Robertson	Pete Kalaitzis
Vania Lawson		

Jude Scott has paid \$15 but not registered

Item 4 Carried over from last meeting
Potential expenses (from 2018 accounts)

Hardware, supplies and sund	\$150	Carolyn reimb
	\$150	Vanessa reimb
	\$100	Alan reimb
Fencing	\$900	All Fence U Rent
Hire	\$700	Perth Expo Hire
	\$160	Alan – car park lighting
Printing – flyers	\$375	iPrint Plus iPrint
Printing – catalogues	\$990	Plus
Catering	\$2,000	Aust Culinary Federation
	\$350	Fresh Provisions
Graphic design	\$400	Jumping Jigsaws
Bar supplies	\$30	Ice
	\$550	DeVine Cellars
Trophies/framing	\$800	Superstars & Legends

Peta will send email to artists reminding them to pay a week before drop off day.

3.0 ARTIST COORDINATOR UPDATE- Peta

1. The issue with the entry form has been fixed by Amanda R. Peta has notified the artists who had trouble entering.
2. Sent a list of 'issues' such as sizing, number of entries, number of pieces per entry sent to the curator and team for discussion
3. Will liaise with Hayley and Amanda H to have a slide promoting the event to artists at Luna until 15th April (as opposed to slide after the 15th aimed at notifying general public about the auction.
4. Has made some follow up calls to artist organisations trying to get them to promote auction to artists.
5. Asked if deadline can be extended to 15th April: Confirmed
6. Will call Jude Scott (paid but no entry received)
7. Will contact previous Convener Patricia re: access to Mailchimp and access to Sign-up Genius (for list of jobs, though this may already be accessible from Sonia's list that Amanda R has)
8. Will send Hayley's slide to Amanda H for marketing sign-off before sending to Andrew/Luna
9. Told auction money goes to Tiny Works and Resilience workshops - Rachelle and Felicity will find out more.
10. Will look at artists for Crustworthy this coming weekend and send suggestions to Amanda H
11. Will send any images of artworks that are emailed to her to Kerri

4.0 CURATING TEAM REPORT

1. **Table of curatorial feedback to artist enquires** (just for the record, no need for all to read unless interested).

Artist making request	Decision & action	Factors influencing decision
Walter Stahl	Allow oversized photo entry (120x160xm) Captain Burke. Regina and Peta to discuss letting artist know.	Quality, saleability, earnest request with logistic merit.
Miik Green	Allow sculptural set and a 2D work. Regina and Peta to discuss letting artist know.	Established, widening appeal, edgy/modern, diff media.
Louise	Consider multiple works when images are received. Regina and Peta to discuss letting artist know.	Earnest request should be considered. Possibility of relegating one to auction and another to Irving gallery.
Jasna Karajic	Regina to contact Jasna to determine whether the proposed series can be sold as one auction piece.	

2. **General rule for artist requests to submit a number of artworks:** If 2 submissions are requested, and works are of a good quality, we would like to accept one for the auction and one for the Irving Gallery. Requests to submit more than 2 pieces will be considered individually by the curatorial team.

3. **Artwork selection and categorisation** (hanging draft plan) will occur on Friday or Sat 12/13th April – (immediately after the artist submission deadline). Is it possible (Kerry/Peta) for all artwork images submitted by artists to be available in one location/folder in Dropbox by April 10th in anticipation of this?

4. To help shorten the auction time and to set a cracking pace, can we aim for a **shorter pre-auction introduction**/warm-up, getting the auction underway within 5 minutes? Possibly just principal's welcome and straight to the auction?

5. **Query the current artwork size limitations.** Is the the wall-space the only factor?

6. The team all strongly support the use of better **partition boards**, are actively investigating options, and will report findings to the next meeting. How much did the temp-fencing cost last year, please?

5.0 PUBLICITY COORDINATOR'S REPORT – Amanda H

Publicity

1. Facebook - just reached 500 page likes. Recent post about artist entries, which I 'boosted' (small fee - happy to pay for myself) for the past week (ends next Saturday) which has helped distribution.
2. Instagram - recent post re artist entry, now at 170 followers. Comment from a previous artist thanking us for the reminder to enter for the 3rd year in a row.
3. Twitter - no action yet
4. Website - 2 x news posts. 1 re artist registration closing date and 1 new one using a couple of quotes from previous artists (thanks Peta for the material!). Some hiccups with access to website for Andy, but she and I will work together to get website info working well
5. Suggestion from Peta re registering event with Seesaw - will do, as well as going back to Scoop and others
6. Apology email from Lesley and verbal one from newsletter editor Anne Tumak re absence in first school newsletter (apparently I was too organised and sent it in too early...even though I'd sent a reminder in Jan and Feb as well...). Anne will include in next one and keen to provide whatever support she can to promote :-)
7. Crustworthy suggest Wednesday 22nd or 29th May. I will discuss further at next meeting. Await suggestions of Artists to approach re Crustworthy event from Artist Coordinator (discuss with them at Artwork Drop-Off Day and via email)
8. Artwork Drop Off Day - will again be using opportunity for a photo shoot mid afternoon with artists, students and committee members. Could **Anneliese** please identify any appropriate sponsors for this as per last year?
9. Promo slide approved by Luna again - thank you Andrew! Hayley developing this based on previous one.
10. Further publicity will be developed over the coming weeks

Music Liaison

11. presented re LAA at Music PSG meeting
12. gave a short speech at the Music & Languages Soiree last Thursday evening re LAA

Student Volunteers

13. Will do sign up genius for students on auction night again unless we have another volunteer come on board
14. Role of supervisor of student volunteers for auction night to be included again in the main Sign Up Genius for all weekend volunteers. Important to find the right person for this role - otherwise Lesley said she would do! **(see 13.1)**
15. Discussion re food/room : Postpone to next meeting

Other

16. No new feedback received re timeline. Discussion with Amanda R and Kerri re using this updated version as the generic timeline, and add in specific sheets for particular roles. Needs refinement still.
17. Uploaded Event Coordinator job description to DropBox

6.0 WEBSITE CO-ORDINATOR'S REPORT 0- Andy D

1. Andy still trying to touch base with Alex in regard future notifications button on bidder cards, testimonials on website as well as sponsor logos linking through to their websites. Andy is blocked from website currently.

7.0 CATALOGUE COORDINATOR EDITOR – Amanda R

1. Amanda R will send out old timeline (from Sonja Davidson) to all so we can give more detailed feedback to Amanda H on new timeline/job descriptions.
2. Edited “How to buy art sections”
3. Will send Annaleise sponsorship pages for catalogue for her input.

8.0 CATALOGUE COORDINATOR DESIGN - Hayley

1. Started refreshing layout of catalogue – 2 columns.
2. Produced a number of e- badges for our consideration – we narrowed down choices and Hayley will send frontrunners via email to whole committee to make final decision.
3. Developed slides for Luna Palace – advertising for artist registration and Art Auction evening- Hayley will send to Peta and Amanda H for approval.

9.0 SPONSORSHIP COORDINATOR'S REPORT – Annaleise

1. Confirmation of donation of 200 m of bubble wrap as per last year
2. Pam Herron back on board
3. 2 more sponsors confirmed \$100 each
4. Perth Expo submitted quote for display boards \$815.10 waiting on second quote
5. Still no luck with hotel accommodation.

10.0 EVENT CO-ORDINATORS'S REPORT

1. Deborah can't access Event Co-ordinator's Job description

11.0 DATABASE COORDINATOR'S REPORT – Kerri

1. Kerri will provide access to artist images for Hayley, Peta & Andy.

12.0 BAR COORDINATOR 'S REPORT – Andrew

1. Discussion around gold coin entry as it has to be included in Liquor Licence application; go with decision made last year. i.e. No gold coin entry.
2. Andrew advised the committee that we will need to spend more on alcohol (\$1000) as no donations from Luna Palace this year.
3. Andrew needs bar reconciliation from Daz. (hard copy provided)

13.0 ANY OTHER BUSINESS

1. Helen Davey confirmed that she will co-ordinate students for LAA.
2. Annaliese investigated art auctions at Churchlands and Perth College – points of difference: artists cannot submit two years in a row and there must be a connection to students in school.
3. Felicity to ask Darren to go back to councils to get approval for putting up banners – as per last year.
4. Discussion around banners – do we need more? Last year, Vanessa Lombardo suggested that the new signs were hard to read while driving past.

CLOSE MEETING 8. 20 pm

NEXT MEETING April 9th, 2019 7pm

Website: www.lawleyevents.com

Don't forget to follow us on:

Instagram: lawley_art_auction

Facebook: Lawley Art Auction