



MINUTES OF MEETING LAA held at MLSHS on 30th April 2019

OPENED & ATTENDANCE

Meeting opened at 7:05 pm

ATTENDANCE: Carolyn Monaghan, Hayley Emmett, Annaleise Grubisich, Felicity Mason, Amanda Rintoul, Peta Kalaitzis, Andrew Lippiatt, Amanda Humphreys, Regina Eccleston-Wirth, Deborah Chinnery, Kerri Bland

APOLOGIES: Andy Druyan, Rachelle Rose

PREVIOUS MINUTES

Moved: Carolyn Monaghan Seconded: Hayley Emmett **Carried**

GENERAL BUSINESS

1.0 CONVENOR - Carolyn

1. Carolyn will liaise with Rachelle re payment for fencing.
2. Art drop off day
 - Most volunteer sign up slots have now been filled
 - Storage room will be available as per previous years & there will also be a bit of extra space
 - Caroline getting keys and codes on Friday
 - Amanda R to liaise with Anne (school) to check supplies for drop off day – plastic crates held in cleaner's room near English storeroom in Senior School building. Check that we have: white gloves/scissors/tape (masking)/measuring tapes/laminated signs directing people from car park
 - Annaleise has bubble wrap
 - Felicity to organise tea & coffee area (Annaleise supplying coffee cups)
 - Amanda will be taking photos between 2.00 – 2.45 pm - need students ready and willing.
 - Students who are coming to help need to wear SVAPA t-shirts or black shirts
 - Annaleise to organise coloured stickers (5) to categorise art works (e.g. YES for Auction /Gallery/Raffle/ No thanks/Maybe)
 - Committee members please arrive at **12 noon** to help set up spaces

3.0 ARTIST COORDINATOR UPDATE- Peta

1. Sent reminder letters to artists about drop off day, information about the Irving Gallery and info. about selection/notification process.
2. Will send out email asking artists to advise us if art work might not be dry.
3. A few artists are dropping off during the week to the school – Peta has liaised with Sue’s replacement (Leanne) who will wrap art work and store in Leslie’s office
4. Will ask artists for additional information about their careers so that this can be used in publicity and for the auctioneer.
5. Committee agreed to sending out emails to new bidders (additional buyers list from Peta’s contacts). Peta to draft a letter for Leslie to sign.
6. Will double check which artists have requested to have their work sold at the beginning of the auction.
7. Request from Kerri who is currently looking after art work from Fleur Schell: Please advise Fleur that her work will be going into storage and thus the plant will not survive. Can she please advise what she would like to happen? i.e. Shall we replace with a similar plant?

4.0 CURATING TEAM REPORT

Update on extra meeting held on 23rd April with Annaleise Grubisich, Amanda Humphreys, Kerri Bland, Regina Eccleston-Wirth, Rentia Ouzman, Sarina Cary

1. Decision was made to try out using new style of display boards in the Irving Gallery and possibly upstairs galleries.
2. Temporary fencing will be used in other areas – 130 m ordered
3. Please note that we will have to use fencing in the auction room (different to previous years) – teachers will need to be advised so that student art work can be displayed. We may be able to access display boards from Moya Thomas. Amanda to check with Moya.
4. Team has suggested that we try to finalise art work selection towards end of Art work drop off day (@ 4pm). Those involved will be the Curating team/Peta/Carolyn/Kerri & Annaleise. If everyone is too tired, we are leaving open the possibility to meet in the week following the drop off day.

5.0 PUBLICITY COORDINATOR'S REPORT – Amanda H

1. Seesaw and Scoop will be advertising the LAA.
2. Crustworthy 29th May – Amanda has been working with Michelle to discuss format. This year the sponsor has requested a different approach;
 - Crust would like 6 students (max. number that can fit in kitchen) to create art work from pizza dough. They will start after school around 3.30pm and work until event opens at 5.30pm.
 - Dough art work will be critiqued by our guest artists and prizes awarded (pizza party/pizza vouchers).
 - Students will register for event via Sign up genius as per previous years.
 - Those students who would like the opportunity to enter the dough art comp. will need to submit a couple of paragraphs explaining what they 'd like to create.
 - Program co-ordinators and Lesley will be invited.
 - Students will provide music
 - Andrew will organise wine
 - Details to be finalised at next meeting (e.g. volunteers/ tables/t. cloths (Annalesie)/eskies/glasses etc.)

6.0 WEBSITE CO-ORDINATOR'S REPORT - Andy D

1. Sponsor logos have been added with links to their websites.
2. New sponsors plus information about their offerings have been added to the News section.
3. Alex removed the Bidder pre-registration form and will reactivate it when we give her the go-ahead to do so.

7.0 CATALOGUE COORDINATOR EDITOR – Amanda R

1. Editing on track – Felicity has almost finished second edit. A couple of artists haven't submitted bios.

8.0 CATALOGUE COORDINATOR DESIGN - Hayley

1. Will start setting up for new flyers/posters/catalogue cover.
2. Discussion around where to add social media links in catalogue- undecided yet – will have to see what it looks like.

9.0 SPONSORSHIP COORDINATOR'S REPORT – Annaleise

1. Matt Donnelly (auctioneer)- confirmed:
2. We are doing well with the sponsorship, with the unconfirmed sponsors we have around 49 sponsors.
3. Confirm that iprint is a Gold Sponsor
4. This week we have IGA, Inglewood Hotel and Essenza Coffee back on board.

5. Additional new or returning sponsors include Bunnings, Unleashed Art and Midnite Youth Theatre Company.
6. Commenced looking at the split of raffle and silent auction items and we have enough items with the unconfirmed sponsors.- this will be tabled next meeting once any artwork is selected for the silent auction and raffle prizes.
7. Regina is to approach an additional artist for a raffle prize piece and to confirm the piece and value of the work to be donated by Paula Hart.
8. This year we have several items in Creative Kids.
9. Performance is a little light on.
10. Added a new category - Culinary Corner with Stonebarn Truffles, Crust, Fresh Provisions, Nakumara Chocolates and Essenza Coffee
11. We have some artful packages and half a dozen art items in the silent auction.
12. Gold Sponsors are all locked in now.
13. Last date to lock in sponsors is May 14th. - Carolyn to follow up Gage Roads by this date.
14. Requesting that Freshboost who have quoted their sponsorship at \$970 be elevated to Gold given that they are allowing us to keep the proceeds from the coffee sales on top of this sponsorship. Committee has agreed.
15. Really just need to work with the art items now.

10.0 EVENT CO-ORDINATORS'S REPORT

1. See Convenor's report.

11.0 DATABASE COORDINATOR's REPORT – Kerri

1. Mach form details being tidied up ready for Art drop off day.

12.0 BAR COORDINATOR 'S REPORT – Andrew

1. Nothing to update at this stage.

13.0 ANY OTHER BUSINESS

1. Deborah to make enquiries about coffee tables and chairs from LACE for the pop up café from Freshboost.
2. Confirmed that we have access to 15 AMP power for coffee machine. Suggested that this be set up outside of SS building as it could be noisy.
3. Carolyn to follow up with Lesley about Hyatt as a sponsor- Annaleise to forward initial email sent to them.
4. Hayley to make up a new slide for cinema and send to Andrew.
5. Felicity to check whereabouts of bollards used to fence off the ceramics display.

CLOSE MEETING 9.05 pm

NEXT MEETING Tuesday 14th May 7PM

Website: www.lawleyevents.com

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Facebook: Lawley Art Auction