



## **MINUTES OF MEETING LAA held at MLSHS on 21<sup>st</sup> May 2019**

### **OPENED & ATTENDANCE**

Meeting opened at 7:05 pm

**ATTENDANCE:** Carolyn Monaghan, Andy Druyan, Hayley Emmett, Annaleise Grubisich, Felicity Mason, Amanda Rintoul, Peta Kalaitzis, Amanda Humphreys, Regina Eccleston-Wirth, Kerri Bland, Jason Van Straalen, Helen Davey, Rachelle Rose, Andrew Lippiatt, John Pryor

**APOLOGIES:** Deborah Chinnery, Sarina Cary, Darren Moldrich, Regina Eccleston-Wirth

### **PREVIOUS MINUTES**

Moved: Carolyn Monaghan      Seconded: Amanda Rintoul      ***Carried***

### **GENERAL BUSINESS**

#### **1.0 CONVENOR - Carolyn**

1. Suggestion to bring forward some deadlines by one week. In particular, artist submission deadline needs to be around 2<sup>nd</sup> April as any later makes editing work a lot more frantic.

## 2.0 TREASURER REPORT

**Item 1** Balance at Bank is \$8,691.96 as at 20 May

Payments made since last meeting

None

Receipts since last meeting

Artist fee x 86 \$1,290

Pamela Herron sponsor \$1,000

**Item 2** Funds committed:

All Fence You Rent M2019.003 \$1,000

Invoice is \$1,023

Amanda Rintoul reimbursements \$218

### Motion 19.010

Amend Motion 19.003 to pay All Fence U Rent **\$1023.00**

Moved: Rochelle Rose

Seconded: Annaleise Grubisich **Carried**

**Item 3** EFTPOS machine potential costs – Rachelle will determine the best payment plan. Committee decided that we will have 1 EFTPOS machine and trial using a square reader in the cash office on auction night. Two additional square readers will be needed for bar and Coffee van. It may be possible to use readers owned by SVAPA & Annaleise. Rachelle will investigate if account connected to each reader can be changed.

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

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

**3.0 BAR COORDINATOR 'S REPORT – Andrew**

1. Darren has purchased sparkling from Aldi. (Motion already passed for this purchase)
2. Andrew to email reimbursement form to Darren. Rachelle has receipt.
3. Committee agreed to keep alcohol prices the same as last year:
  - Beer/Wine \$5
  - Sparling \$6
4. Committee supported idea to purchase red wine from DeVine to acknowledge their sponsorship loyalty.

**4.0 STUDENT VOLUNTEER CO-ORDINATOR – Helen**

1. Amanda H will liaise with Helen in regard to student volunteer requirements/sign up etc.
2. Felicity will send notes/feedback from previous years in regard to different jobs.

**5.0 NEGOTIATOR– Jason**

1. Jason has requested copy of Negotiator's File before auction night to prep. Kerri will email material.

**6.0 ARTIST COORDINATOR UPDATE- Peta**

1. Peta has now confirmed all sale prices for Irving Gallery. Suggestion that we amend Artist Submission form to include a price artists would be happy to sell at should we choose their piece for the IG. Needs to be worded carefully so it is clear the LAA committee has the final say.
2. Will send subscribed buyers (interest in buying) 'Save the Date' via Mailchimp. This list is different to the previous buyers list held by Sue Faranda (those who have actually bought a work in the past).
3. Peta will send digital badges to artists once the catalogue goes live on June 1<sup>st</sup>.

## **7.0 PUBLICITY COORDINATOR'S REPORT – Amanda H**

### **Crustworthy**

- SignUp Genius opened today and already have students signed up. If not enough students to create dough art, we may need to call on committee members' children. Isobel (Andrew)/Will (Felicity)
- Need a volunteer to supervise students creating art from 3.15 – 4.00pm. Amanda R can possibly do this. Andrew also available if Amanda R cannot
- Eli Metcalf performing on piano – confirmed. Rosie Dagless also performing vocals & piano
- Have 5-6 artists confirmed for event: Jill & Peter Ciemitis, Karla Frietag, Peter Campagna, Greg Ash. William Stransky has confirmed cannot attend this year
- Annaleise providing tablecloths/tables/glasses. Andrew bringing esky & wine
- Amanda R purchasing soft drinks with Grilled \$100 funding.
- Committee members definitely able to attend: Annaleise, Andrew, Andy, Amanda H, Carolyn, (Amanda R - first half)

### **Publicity**

- Emails for feeder schools ready
- City of Stirling has been in contact.....
- Piece about importance of Irving Gallery ready to go.
- P & C included LAA in most recent update.

### **Music**

- Michelle and Amanda have had preliminary discussions about music. Set up should be easier has have our own lighting set.
- Note that music will need to finish a bit earlier if people need to be moved into Auction Room at 6.40pm.
- Need to get more black cloth from Vanessa. Velvet black cloth in storage room.

## **6.0 WEBSITE CO-ORDINATOR'S REPORT - Andy D**

1. All up to date and ready for 1<sup>st</sup> June catalogue release.
2. Andy will organise power point slideshow for auction room. Is there example from last year?

## **7.0 CATALOGUE COORDINATOR EDITOR – Amanda R**

1. Flyers can be picked up on Thursday 23<sup>rd</sup> and dropped to school office. Left over flyers can be distributed to committee at next meeting.
2. Catalogue editing on track.
3. Committee agreed to tribute to Julian Fischer being in the catalogue. He has supported LAA since 2006. Peta will ask his wife for a photo.

## **8.0 CATALOGUE COORDINATOR DESIGN - Hayley**

1. Design work completed (AMAZING!) – just a few changes as we fit in sponsors, Julian's tribute etc.
2. Committee decided that we will use the plain text for banners so that we don't need to renew each year.

## 9.0 SPONSORSHIP COORDINATOR'S REPORT – Annaleise

1. Last of the sponsors confirmed: 64 sponsors as at 21/5/2019
2. 100% donation items: What is feeling for opening bids? Committee agreed with suggestions made for Kate Hollingsworth
3. Sue Summers regular attendee of the auction has given us a donation of her mother's quilting craft. Single bed Quilt – can be hung Northern NSW Craft Festival 1st prize winner.
4. Matt Seabrook has introduced Russell Bresland to the auction and has contacted me regarding potential of a three year contract as exclusive insurance sponsor: He will be in attendance this year – so hoping he sees a great event that he wants to invest his money into.
5. Possibly look at creating similar contracts for other sponsors without the exclusivity in 2020.
6. Like to offer Matt the opportunity to present the People's Choice Award as the sponsor doesn't want to do the presentation. Committee agreed.
7. Confirm that Luna Cinemas needs to be added as a sponsor.

## 10.0 EVENT CO-ORDINATORS'S REPORT - Carolyn

1. Carolyn ordering new banners. Including 2 core flute banners for star pickets.

### **Motion 19.011**

Pay up to \$350 on new banners.

Moved: Felicity Mason                      Seconded: Andrew Lippiatt    **Carried**

2. Possibility of car stickers/maybe next year. \$3.74 per sticker.

## 11.0 DATABASE COORDINATOR'S REPORT – Kerri

1. Everything correct and ready to go.

## 13.0 ANY OTHER BUSINESS

1. Amanda R to purchase 2 shrink wrap tape mechanisms and extra clips from Cambos for calico. To be reimbursed.
2. Amanda R will also purchase 30 pairs of gloves.

### **Motion 19.012**

Pay up to \$100 on 30 pairs white gloves.    **\$100**

Moved: Carolyn Monaghan                      Seconded: Rachelle Rose    **Carried**

3. Felicity to get contact details for gardener at ECU to erect banners.

**CLOSE MEETING 8.55 pm**

**NEXT MEETING Tuesday 28th May 7PM**

Website: [www.lawleyevents.com](http://www.lawleyevents.com)

Don't forget to follow us on:

**Instagram:** lawley\_art\_auction

**Facebook:** Lawley Art Auction