

4.0 CURATING TEAM REPORT - Regina

1. Regina, Sarina & Rentia spent a few hours at school measuring up the space, mapping out the use of black boards exactly. They have made a suggestion that the Silent Auction go upstairs and the Irving Gallery be brought back downstairs. The team will send committee the new layout with reasons why these changes would be beneficial. Could everyone please consider the proposal so that we can make a decision about layout at next Tuesday's meeting?

5.0 PUBLICITY COORDINATOR'S REPORT – Amanda H

Crustworthy

- Students and artists ready for action

Schedule

3.15 – 4.00 pm: 5-6 students make pizza dough art,

5.30- 5.45pm: team arrive to set up

6pm: participants arrive

6.15pm: music starts

6.30: pizzas come out

6.45: formal welcome/announce winners/ hand out prizes/film it on phone (Carolyn)

7pm : music recommences: Rosie Dagless keyboard and vocals 25 mins

7.30 clean up and clear out

Publicity

- Lasted Insta post reached 550 hits
- Emails for feeder schools sent
- Piece about importance of Irving Gallery published.
- Amanda will follow up with MLSHS re publicity via their channels i.e. Connect; newsletter etc
- Amanda will create an event of Facebook and do another sponsored post

Music

- Music will begin at 4.50pm and finish at 6.40pm.
- Michelle is organising a few different performance groups this year – flute, girl group
- Committee discussed and decided to have music from upstairs piped down to main hall. We will monitor the volume to ensure it does not become too loud.

6.0 WEBSITE CO-ORDINATOR'S REPORT - Andy D

1. All up to date and ready for 1st June catalogue release.
2. There are 2 powerpoint shows: The first is sponsors and photos of students. (Annaliese will send information for first power point slideshow which has sponsor information and photos of students). The second power point is the images of artwork in bidding order. These photos come from website. Best to have both on USB for Michael Camillieri.

7.0 CATALOGUE COORDINATOR EDITOR – Amanda R

1. Flyers and posters ready for committee to take.
2. Catalogue editing on track – Amanda will liaise with Alex in regard to final edits.

8.0 CATALOGUE COORDINATOR DESIGN - Hayley

- On holiday!
- See below (9.3) for more design tasks.

9.0 SPONSORSHIP COORDINATOR'S REPORT – Annaliese

1. Edited prize value of first prize in Raffle. Amanda R notified to make change in catalogue.
2. IGA voucher collected and given to Darren to purchase drinks for bar. Need to confirm if other supplies are needed as voucher must be spent on one occasion. ((Freshboot will supply tea so this not needed)
3. Suggestion made that one of the kids helping out displaying artwork during auction bring in a sign 15 mins before each section of the Silent Auction closes. Annaliese to liaise with Hayley for signs. Also – need a poster in auction room which clearly shows closing time for each section of silent auction.
4. Annaliese will add a note to bidding sheets that the art work pieces set at 40% donation may be passed in if they do not meet the reserve value.

10.0 EVENT CO-ORDINATORS'S REPORT - Carolyn

1. Amanda R. to organise car park light. Rachelle will check who we used last year.

Motion 19.013

Pay up to \$200 for car park lighting.

\$200

Moved: Felicity Mason

Seconded: Andrew Lippiatt **Carried**

2. Carolyn will contact Tegan Patrucco from City of Vincent to get permission for hanging vinyl banners. Possibly Woodville Reserve Pavillion (between Namur & Famer Streets)
3. Regina will find core flute banners, white paint, star pickets in cleaner's room in Senior school building. She will change date on banners next Tuesday night.
4. ECU Gardener: Brain Trump 0408 096 725. Andrew & Darren to contact and erect 2 core flute banners once they have been edited.

5. As coffee van is now inside foyer, we will not need offer of tables and chairs. Thanks to Deborah for organising.
6. Natalie Diggins is the teacher contact for Cert II students who can help out – Carolyn will contact
7. Felicity will contact Jane Packham in regard to getting easels from ECU and permission to use tables from art room.
8. Amanda H will create Parent Sign up genius.
9. Regina will organise 8 table decorations/flowers.
10. Amanda R to purchase following items:

Motion 19.014

Pay up to \$30 for ringfast clips **\$30**
 Moved: Felicity Mason Seconded: Kerri Bland **Carried**

Motion 19.015

Pay up to \$50 for 2 shrink wrap tape mechanisms **\$50**
 Moved: Amanda Rintoul Seconded: Carolyn Monaghan **Carried**

11. Carolyn to buy more bubble wrap for auction night.

Motion 19.016

Pay up to \$200 for bubble wrap **\$200**
 Moved: Carolyn Monaghan Seconded: Annaleise Grubisich **Carried**

11.0 DATABASE COORDINATOR’S REPORT – Kerri

1. Everything correct and raring to go.

12.0 TREASURER REPORT

Item 1 Balance at Bank is \$8,691.96 as at 28 May 2019

Payments sent for processing:	
All Fence	\$1,023
Perth Expo Hire	\$850
Andrew alcohol	\$289.06
Amanda framing	\$200
Amanda white gloves	\$18
Carolyn banners	<u>\$255.18</u>
	\$2,635.24
Expected bank balance	\$6,056.72
Receipts since last meeting	
None (\$15 cheque banked today)	

Item 2	Funds committed:	
	2019.005 Aust Culinary Foundation	\$2,000
	2019.006 Alcohol (\$600 - \$289.06)	\$310.94
	2019.012 white gloves	<u>\$100</u>
		\$2,410.94

Item 3 Still looking at EFTPOS machine options

Item 4 Noting that I have not organised any insurance as have been advised this is covered by the P&C's WACSSO policy.

13.0 ANY OTHER BUSINESS

1. Find bell!

CLOSE MEETING 9.10 pm

NEXT MEETING Tuesday 4th June - 7PM

Website: www.lawleyevents.com

Don't forget to follow us on:

Instagram: lawley_art_auction

Facebook: Lawley Art Auction