



MINUTES OF MEETING LAA held at MLSHS on 4th June 2019

OPENED & ATTENDANCE

Meeting opened at 7:05 pm

ATTENDANCE: Carolyn Monaghan, Annalise Grubisich, Felicity Mason, Amanda Rintoul, Peta Kalaitzis, Amanda Humphreys, Regina Eccleston-Wirth, Kerri Bland, Sarina Cary, Rachelle Rose, Andrew Lippiatt, Andy Druyan, Helen Davey, Rentia Ouzman

APOLOGIES: Hayley Emmett

PREVIOUS MINUTES

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

GENERAL BUSINESS

1.0 CONVENOR - Carolyn

1. Layout of auction discussed and the committee has agreed with the changes presented by the curating team. (see below item 4.0)

2.0 TREASURER REPORT

Item 1 Balance at Bank is \$6,090.52 as at 3 June 2019

Payments made:

All Fence	\$1,023
Perth Expo Hire	\$830.50
Andrew alcohol	\$289.06
Amanda framing	\$200
Amanda white gloves	\$18
Carolyn banners	\$255.18

Payments requested:

Aust Culinary Foundation	\$2,000
Amanda gloves	\$45

Available funds \$4,045

Item 2 Funds committed:

2019.006 Alcohol (\$600 - \$289.06)	\$310.94
2019.013 Lighting	\$200
2019.014 Ring fasteners	\$30
2019.015 Stretch wrapping	\$50

Item 3 EFTPOS Machine - waiting on CBA email to confirm that it will be free

Motion 19.017

Pay up \$1800 for printing of catalogues and flyers. **\$1800**

Moved: Rachelle Rose Seconded: Kerri Bland **Carried**

3.0 ARTIST COORDINATOR UPDATE- Peta

1. Peta will write out negotiation process: **On auction night** the maximum % below reserve we are willing to allow the Negotiator to offer is 10%. **After** auction night the negotiator will approach buyers who were between 10- 20% of reserve. **Please note** that legally the Negotiator must first approach the final bidder to confirm that they are not interested in the sale before other buyers are negotiated with.
2. Discussion around communication between sales office and auction lots held by auctioneer: confirmed that every lot (piece of paper with artist details etc.) must first come to the sales office whether it has been sold or passed in – this information needs to be inputted by Kerri. Jason (negotiator) has his own file with the same information and it will be the job of the **2 scrutineers** to record sales and provide info. to Jason if/as necessary. Next year we may consider how to do this process electronically.
3. Committee agreed to accept a pre- bid on Fleur Schell's work – Peta will communicate with bidder as to how high he is willing to go. We also need credit card details and a deposit prior to auction. Auctioneer advised that his auctioneers file / document must be the main document listing bid numbers of prices.
4. Peta sent letters / invitations to all participating artists with info on timing of presentation of the People's Choice award and asking for them to RSVP.
5. Peta will liaise with Hayley to get badges for artists printed for the night, to include the special digital badge.
6. Peta will take extra notes on the artwork and a draft catalogue to the auctioneer.

4.0 CURATING TEAM REPORT - Regina

1. Summary of changes to layout:

A) Irving Gallery downstairs and Silent Auction upstairs:

- Attempt to qualify the assertion that Irving Gallery is an equal location for works to be sold.
- Dual access/flow to the SA room via the main gallery (2) and the bar/music area.
- Easy access to Irving Gallery for bidders who did not win their preferred auction piece and might like to check out other options.
- Irving Gallery purchases easily taken to sales counter from new location at any time without disturbing auction logistics.
- Better use of spare classrooms for storage allows bigger, more fluent gallery and silent auction space.

B) Movement of sculptures from toilet area to main gallery (2)

- Safer, more spacious display area in large gallery, clearing of small spaces downstairs (toilet access way) and better lighting for sculptural pieces.
- Allows for the use of existing shaped tables, aesthetically arranged to accommodate sculptural pieces.

General:

- Better space for music stage because of multiple openings to Gallery 2 and SA space.
- More open space in general, with large spaces used to spread the galleries, and allow viewing distance for larger artworks.
- Larger more open spaces allow for a (roughly) auction-ordered hanging of the works for operational ease on the night, and clearing of the space from the top down (pack-down could potentially begin earlier in the upper gallery).
- Use of black exhibition boards in the IG as a trial to assess desirability for future consideration.
- Better use of spare classrooms for storage allows bigger, more fluent gallery and silent auction space.

2. Possibility of using photocopying room (near sales office) to store bags of volunteers.

3. Is it possible to get permission to set up Irving Gallery on the Friday night? Could be an insurance problem do need to ask school. Carolyn will contact Leslie to discuss.

5.0 PUBLICITY COORDINATOR'S REPORT – Amanda H

Crustworthy

Crust was very successful with a lot of fabulous photos– a suggestion made to have more committee members attend if possible and perhaps the curating team.

Publicity

Peta suggested that we ask students to make a short film of Auction Night. Amanda will contact Lynda Kuntjy, Program Co-ordinator - The Arts at MLSHS, to see if any media students at MLSHS would be willing to come and do some brief interviews with people attending the auction.

Music

Michelle has sent out invitations to students to perform.

Volunteers

- Student sign up genius posted today and most positions have already been filled.
- Feedback provided for parent sign up i.e. positions and number of people required. E.g. Bidder registration and catalogue same role/ pizza pick up required/ 2 shifts needed in wrapping room (7-9/9-11)/more people required on Sunday bump out. Amanda will make changes as suggested.
- Suggestion made that a letter go to Parent Volunteers to provide them with a meeting point. Rachelle will be the Parent Volunteer Liaison.

6.0 WEBSITE CO-ORDINATOR'S REPORT - Andy D

1. Andy has completed the second power point (images of artwork in bidding order) – and has volunteered to 'press the button' for slide show. She is now finalising the introductory Power point show.
 - Carolyn to send Andy name of student doing Welcome to Country.
 - Andy please send a copy of this slide show to Carolyn.
2. Website – remove the link to price list for Irving Gallery – not necessary.
3. Andy will send Alex updated images (Publicity Folder in Dropbox) to put on website.

7.0 CATALOGUE COORDINATOR EDITOR – Amanda R

1. A few final tweaks – e.g. change wording of Bronze Supporters to Sponsors/change position of HYATT logo

Other:

- Stretch tape dispensers purchased
- Lighting rig booked. Amanda to check if Kennard can send us an invoice for payment.

8.0 CATALOGUE COORDINATOR DESIGN - Hayley

1. Hayley has been asked to design volunteer badges – including digital badge on artists' name tags.
2. Who will print/prepare?
3. Request made for winner of People's choice award to get a certificate – Hayley may already know this.

9.0 SPONSORSHIP COORDINATOR'S REPORT – Annaleise

1. Dedication to Julian Fischer ready.
2. Core flute signs made for Silent Auction etc.
3. Suggestion made to somehow prevent a double up of letters going out to parents e.g. Annaliese received a few as she in on separate lists as a buyer/bidder/ parent etc.
4. Decision made to set up a raffle desk next to stairs and Irving gallery.
5. Enough calico socks and 15 feet ready to go. Will work on making doubles for night.
6. Bidders sheers and SA list for attendees to collect from catalogue table – will be ready this week.

10.0 EVENT CO-ORDINATORS'S REPORT - Carolyn

1. Carolyn convinced City of Vincent to give permission for hanging vinyl banners at Woodville Reserve Pavillion. Next year we will have to consider eco banners.
2. Andrew has edited signs for ECU and will put up tomorrow.
3. Natalie Diggins will organise Cert II students .
4. Jane Packham will organize easels from ECU and no response to permission to use tables from art room.
5. Confirm that everyone needs a copy of run sheet .
6. Who will supply computer for PPT/audio? Carolyn to check with Mike Camillieri.
7. Need to have access to SVAPA green room for alcohol in cupboard.
8. Still getting RSVPS from VIPs – Carolyn will liaise with Lesley.
9. Possible dates/suggestion for wind up - Inglewood pub 4pm after art work pick up day 23 June
10. Post auction meeting 23/07

11.0 DATABASE COORDINATOR'S REPORT – Kerri

1. Final sheet missing from auctioneer handbook/catalogue – Peta will pass on to auctioneer.
2. Cards describing each art work will be ready next week.
3. Suggestion made to do a post auction survey of buyers to find out where they heard about us.

12.0 BAR COORDINATOR 'S REPORT – Andrew

1. Will contact Devine in this week to place order. (SVAPA has 21 bottles of white)
2. IGA vouchers to be used to buy supplies for the bar.
3. Need to track down all 7 boxes of glasses (2 boxes possibly in cleaners' cupboard)/

13.0 ANY OTHER BUSINESS

1. Find bell!
2. Need to confirm which black cloth is in cleaners' cupboard.
3. Will need a float for cake table and raffle ticket system for coffee van. i.e. purchase cake and coffee voucher at the cake stall (need another sign!)
4. Next meeting discuss position of cake stall and grazing table.

CLOSE MEETING 9.30 pm

NEXT MEETING Tuesday 11th June - 7PM

Website: www.lawleyevents.com

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