

MOUNT LAWLEY SENIOR HIGH SCHOOL

Music Support Committee

Date: 7:00pm, 2 June 2022

Venue: Music Room 3, MLSHS / Teams Meeting

Attendees in person: Kieran Looby (Chair), Helen Pelusey (Secretary), Michelle DeRozario, Dijon Summers, Bernadette Bradley, Andrew Lippiatt, Tim Jewell, Melinda Boss, Amanda Humphreys

Attendees by Teams: Nirit Marom (Treasurer) (Left 7.16pm), Catherine Tabi, Shelley Tudor, Desmond Smith, Bec Johnson, Preety Ramdoyal

Apologies: Grant Ferstat

1. Welcome and Apologies

Kieran Looby opened the meeting at 7.06pm, noted the apologies and welcomed members.

A quorum was met. No conflicts of interest were recorded.

Nirit Marom introduced herself to new members and explained that due to her current work, study and family commitments, she has to resign as Treasurer. Nirit asked members to consider volunteering for the role and is happy to provide a handover, which she could do this weekend.

Kieran and the Committee thanked Nirit for her contributions over the last 6 years. Nirit also noted that the outstanding invoices in the system have still not been paid. Kieran is following up. Nirit will prepare the latest Treasurer's Report this weekend.

2 Previous Minutes

- Accept the Minutes of the 5 May 2022 meeting as a true and accurate record.

Moved: Bernadette Bradley Seconded: Kieran Looby Resolution: passed

3 Actions arising from previous minutes

- Update on Jennifer Barrie Memorial – Tim Jewell clarified that he will be making one engraved plaque. The previous minutes mentioned he would also attempt a plaque with raised wording, but this is just for his own practice and not to provide 2 options to the Committee.
- Update on progress with P&C to purchase new BBQs – Bernadette has sent through a quote to Kieran for the BBQs and gas bottles. Kieran will ensure this is added to the agenda of the next P&C meeting to be held on 13 June.

At a previous MSC meeting the purchase of chest freezers was also discussed. This has not been quoted yet. It was noted that if it is only a Music Department resource, the MSC would purchase it, but if it is for use by the whole school, it could be raised as an item at a future P&C meeting. It was agreed the Music Department will consider if a chest freezer would be useful and where it could be located. If they would like to request the purchase, Michelle will let the Committee know.

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Music Support Committee

4 Music Department Report

- Activities are continuing as normal with ATAR exams and performance exams in class this week, students have also had their NAPLAN testing, and all rehearsals are back to normal.
- There has been some impact from COVID, so teachers are ensuring there is access to content online for students who are absent.
- The request for funding for the Ellington Club Jazz Workshops was deferred until the next meeting once the details are clearer.

5 Treasurer's Report

- Kieran provided an interim update on the MSC accounts to 2 June (See attachment). Funds on hand \$15,607.
- It is time to request the first half of the funds from P&C parent contributions. The second half is requested in October. Normally the Treasurer would make that request. Kieran will check if Nirit has already done this or will do during a handover with the new Treasurer.
- Kieran has offered to take on the role of Treasurer as well as Chair. It was queried if this could be a conflict of interest, but it was agreed it would not be, as there are checks and balances in place and all payments must be authorized by the main P&C. It was thought people have held both roles before. It was agreed that a call will be sent out to committee members and the wider music parent audience to seek volunteers for the role. If no-one comes forward, Kieran will take on the role, and this was supported by the committee members.
- Several motions can be closed out, including the Jennifer Barrie Memorial Plaque, which Tim is now donating. Michelle felt most of the older motions would have been paid by the school and billed to the Committee, so will follow up with school administration and advise Kieran.
- Several outstanding invoices are waiting in Xero for payment by the P&C. There has been a hold up due to the new Treasurer and other signatories having difficulty accessing the bank account. It was thought this may have been sorted this week, but Kieran will check. It was suggested that Kieran ask Nirit to provide a snapshot of the outstanding bills in Xero to ensure they are all followed up.

6 Fundraising Events and Activities

Lawley Art Auction Representative Report by Amanda Humphreys

- There are 2 weeks until the auction.
- The LAA Committee are working on a contingency plan for COVID impact on the event. They have identified key roles that need a back-up eg photographer, MC and auctioneer. The student that regularly helps Anne Tumak at events could be an option for photography.
- The sponsorship team has had huge success securing 80+ sponsors, many of whom are gold sponsors, and about \$20K in cash donations. Some of this will be used to buy food for the evening. Every sponsor is acknowledged on social media.
- One sponsor donated an acoustic guitar. The LAA Committee offered this as a donation to the Music Department, but it was decided it could be included in the silent auction.

- A call has gone out for volunteers using Signup Genius through the Facebook pages and Michelle has also emailed music parents. Student and parent volunteers are required. For each student role there is a parent supervisor. Some roles are harder to fill eg parking and helping with the bump out on Sunday. On Friday night some strong people are needed to help move the fencing upstairs. Previously the fencing company has done this to help, but they've been clear they won't do that this time.
- A new idea for the display is being used this year and involves some simple calico covers for the fencing to be sewn, so the Committee are looking for any volunteers with a sewing machine. Contact Rachel White.
- Amanda noted the food often runs out early, so they are calling for donations for the cake stall to ensure there is still a supply later in the evening, so people don't leave early and miss the later items in the auction.
- Music for the evening has been organised by Dijon and Michelle. There will be 4 acts: 2 jazz bands, 1 small contemporary set and a guitar soloist. Amanda requested that the music concludes by 6:45pm so they can get people into the auction room by 7pm.

7 Other Business

- Kieran noted we have trialed a hybrid meeting format tonight with a face to face and Teams option. Feedback from those that participated via Teams was requested and members said they could hear and participate adequately. It was agreed that particularly with COVID, but generally for people who find it hard to attend face to face meetings, the hybrid format allows some flexibility and is more likely to guarantee a quorum.
- Amanda asked if the new plan B concerts are still going ahead in Term 3. Michelle confirmed the first one will be in Term 3 Week 3. Michelle will send Amanda the dates so she can book them in to provide the photography.

The concerts will mostly be on Tuesdays with an occasional Monday. They are spread out over several weeks with just a few ensembles performing at each. This will make the set up on stage and transition from ensemble to ensemble easier, so no stage management will be required, and it will be in the Trike Theatre, so this will all reduce costs. There are lots of positives about the new format including giving more ensembles and students the chance to show their skills. It will require more frequent but different work for staff than the previous format.

Tickets will be sold through TryBooking and at the door. The MSC can decide ticket prices as the money comes to this Committee. Previously tickets were \$20 for adults and \$10 for children. These concerts will be at the Trike Theatre, so there are no venue costs, and they will be shorter, but it was thought people may still pay the same ticket price. After discussion, it was agreed that \$10 per ticket for everyone may be the simplest. The Trike Theatre has a 100 person capacity.

Meeting closed: 8:00 pm

NEXT MEETING

Date: 28 July Week 2 Term 3 2022

Time: 7pm

Venue: Music Room 3
Or by Teams

Please enter school through rear gate off Learoyd St

MLSHS Music Support Committee
Financial Estimates 2 June 2022

| | | | | |
|---|--|------------------|------------------------|-------------------------------------|
| Opening Balance 01/05/2022 | | \$ | 51,986.83 | |
| Credit Interest | | | 0.45 | <i>Estimate</i> |
| Total Deposits | | | 0.45 | <i>Estimate</i> |
| Less: Payments Made | | | | |
| Total Payments | | | 0 | |
| Closing Balance | | \$ | 51,987.28 | <i>Estimate</i> |
| Bank Balance as at 02/06/2022 | | | ? | |
| Deduct Payments in Progress | 7/04/2022 MLSHS Inv 40217 | Motion 254 & 255 | \$ 735.00 | |
| | 7/04/2022 MLSHS Inv 40218 | Motion 255 | \$ 1,471.28 | 3,706.28 |
| | 7/04/2022 Amanda Humphreys | Motion 257 | \$ 1,500.00 | |
| | | | \$ 48,281.00 | <i>Estimate</i> |
| Cashbook Closing Balance at 02/06/2022 | | | | |
| Less Committed funds | Remaining Piano Tuning | 213 | \$ 675.00 | Remaining |
| | Administration Assistant for Semester 1 - 2021 | 217 | \$ 9,250.00 | |
| | Junkadelic 26/03/2021 | 224 | \$ 1,000.00 | CLOSED & Deleted |
| | Rollover Estimate ATAR spending for 2021 | 225 | \$ 1,677.00 | Remaining |
| | Sound Tec Semester - 1 Concert | 229 | \$ 500.00 | |
| | Richard Gill Stage Manager | 230 | \$ 1,000.00 | |
| | Administration Assistant for Semester 2 - 2021 | 233 | \$ 9,250.00 | |
| | Music for Music Library from M134 to | 239 | \$ 1,057.94 | Remaining |
| | Richard Gill Stage Manager - 2nd Concert | 241 | \$ 1,300.00 | |
| | Sundowner 2021 Sound Tec | 244 | \$ 500.00 | |
| | Updating School Song | 247 | \$ 200.00 | |
| | Production & Installation JMB Plaque | 251 | \$ 1,150.00 | |
| | Junkadelic 2022 | 252 | \$ 1,000.00 | |
| | Tec for Art Day | 253 | \$ 500.00 | |
| | Piano accompaniment for Clarinet Masterclass | 254 | \$ 120.00 | Remaining |
| | Orchestra & Band Music Sheets | 255 | \$ 993.72 | Remaining |
| | Music Sheets | 256 | \$ 1,500.00 | |
| | ATAR Accompaniment | 258 | \$ 1,500.00 | |
| | Music Camp (Prizes, sundries) | 259 | \$ 500.00 | |
| | | | \$ 32,673.66 | |
| | | | | \$ 15,607.34 <i>Estimate</i> |