

MOUNT LAWLEY SENIOR HIGH SCHOOL

Music Support Committee

Date: 7:00pm, 25 August 2022

Venue: Music Room 3, MLSHS / Teams Meeting

Attendees in person: Kieran Looby (Chair and Treasurer), Michelle DeRozario, Amanda Humphreys, Catherine Tabi, Shelley Tudor, Sandra Gyles, Melinda Boss, Bec Johnson, Justin Cvitan, Helen Pelusey (Secretary),

Attendees by Teams: Preety Ramdoyal, Bernadette Bradley,

Apologies: Grant Ferstat, Tim Jewell, Dijon Summers, Andrew Lippiatt

1. Welcome and Apologies

Kieran Looby opened the meeting at 7:00pm, noted the apologies and welcomed members.

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

2 Previous Minutes

- Accept the Minutes of the 20 July 2022 meeting as a true and accurate record.

Moved: Kieran Looby Seconded: Bec Johnson Resolution: passed

3 Actions arising from previous minutes

- Update on progress with P&C to purchase new BBQs – the request is currently with Lesley Street and she is aware that the purchase has to be organised before the end of year sundowner.
- Update on Jennifer Barrie Memorial – Tim Jewell is just back from overseas and hoped to start on the plate towards the end of August.
- Update on payment of overdue invoices – All overdue invoices have now been paid. The issue with Amanda Humphrey's payment for photography has been resolved. It was paid to the school instead of to Amanda..
- Update on closure of old motions – To be discussed at the Item 5 - Treasurer's Report.

4 Music Department Report

It has been busy term with concerts on weeknight evenings and festivals on the weekends as well as assembly performances.

A number of purchases for the department were requested:

Motion 265: To allocate up to \$500 for the purchase of a 6 drawer tool trolley (Bunnings quote is \$449 and delivery may be required). This will be used to store percussion equipment.

Moved: Michelle De Rozario Seconded: Sandra Gyles Resolution: passed

- **Motion 266:** To allocate up to \$2000 for a Ludwig Breakbeats Drumkit. This is a compact kit which is easy to transport and use on small stages. The department doesn't currently have a transportable kit and breakages on the bigger kits during transportation are high. The kit itself is \$1099 which includes a bass drum, tom and floor tom. With hardware and cymbals the total quote from Mega Music is \$1994.

Moved: Michelle De Rozario Seconded: Kieran Looby Resolution: passed
- **Motion 267:** To allocate up to \$150 for folding trolley (Bunnings quote is \$129) to move cables, tuners and other equipment for events.

Moved: Michelle De Rozario Seconded: Amanda Humphreys Resolution: passed
- **Motion 268:** To allocate up to \$100 for 100kg folding hand trolley (Bunnings quote is \$80). Folds to fit in a car but can carry heavier boxes. Useful for transporting things eg to the festival at Churchlands.

Moved: Michelle De Rozario Seconded: Amanda Humphreys Resolution: passed
- **Motion 269:** To allocate up to \$200 for 2 peg boards and hooks (Bunnings quote is \$43 per board and packs of hooks from \$4.90 - \$18.90) for cable management to be installed in Music Room 3.

Moved: Michelle De Rozario Seconded: Kieran Looby Resolution: passed
- **Motion 270:** To allocate up to \$500 for a Sony Speaker (JB HI-FI Quote \$475). Sometimes have issues with speakers needing Bluetooth connectivity as there can be interference from other equipment and the bigger wired speakers are heavy to transport, so a light wired speaker is needed.

Moved: Michelle De Rozario Seconded: Helen Pelusey Resolution: passed
- **Motion 271:** To allocate up to \$150 for 300kg flatbed trolley. The Department need one that can be folded and lifted in a car by one person. There are 2 options one may be better quality but is heavier at \$125 and the other is lighter but may break sooner at \$99. Michelle will have a look at them and decide which is best.

Moved: Michelle De Rozario Seconded: Catherine Tabi Resolution: passed
- **Motion 272:** To allocate up to \$300 for two 'pilot bags' on wheels to carry music files and other sundries for orchestras and bands. Often more than one group is attending an event, so it is easiest to allocate one bag to each group.

Moved: Michelle De Rozario Seconded: Sandra Gyles Resolution: passed
- **Motion 273:** To allocate up to \$1000 to buy photos from the festivals. These are taken at the end of the festival by professional photographers and are displayed in the school office. This is important for promoting what the Music Department does. They also take a funny one which is for the Music Department to keep.

Moved: Michelle De Rozario Seconded: Amanda Humphreys Resolution: passed
- **Motion 274:** To allocate up to \$150 for a class set of USB connectors. Now students have the latest laptops all the previous cords for connecting mini keyboards don't work. It has been found that the \$5 Kmart ones works better than the \$100 JB HI-FI ones.

Moved: Michelle De Rozario Seconded: Shelley Tudor Resolution: passed

- **Cancel Motion 253:** \$500 for sound engineer for Arts Day as this event didn't go ahead as planned.

Moved: Michelle De Rozario Seconded: Kieran Looby Resolution: passed

- **Motion 275:** To allocate up to \$500 for the sound engineer for the contemporary concert.

Moved: Michelle De Rozario Seconded: Kieran Looby Resolution: passed

5 Treasurer's Report

- Kieran tabled the Treasurer's Report of the MSC accounts to 23 August 2022. (See Attachment 1).
- There is \$70,000 in the bank and around \$35,000 committed funds.
- After going through the list of motions and making some corrections to final funds spent, there were some additions and subtractions but the overall difference was only \$100. Kieran plans to go back through recent motions, and check what has been paid to ensure nothing was missed during the handover period from Nirit. Michelle and Kieran will also go through the list of old motions to see if any invoices have been paid and the motions can be closed, so the excess funds can be released.
- The money from the Lawley Art Auction fundraiser has been received and totalled \$17,500, which is the most ever received from this event. The extra mainly came from greater sponsorship this year.
- There are new requirements from the P&C regarding proposed motions – all motions need to be traceable back to the minutes and the minutes need to be sent through to the P&C as one PDF with all attachments included.
- There is still a hold up in having Paul in the main P&C set up as an approver for payments, but Justin confirmed he can approve payments so there should be no delays in payment of invoices.
- Kieran is still waiting for Xero training.
- Michelle has provided a list of outstanding payments the MSC owe the school. This totals a few thousand dollars. Kieran will track those down and send them off for payment.
- Money is coming in from concert tickets sales. Michelle will pass on the cash sales to Kieran and Denise Cleasby should be able to advise on accessing funds in the TryBooking account. The department makes approximately \$900 on each concert and there are no outgoings, though it is a lot of work for the music staff. In total, approximately \$5000 should be raised from the concerts and further funds will be raised through the sale of food and drinks at the end of year sundowner.
- Michelle noted she will raise a motion at a later meeting for the purchase of some tubular bells. These are very expensive eg \$8-9000 and Michelle investigating the possibility of a second hand set eg from another school that's upgrading. Every concert band uses tubular bells and when they play at festivals in Churchlands for example, students have to use them without prior practice as MLSHS doesn't have any.

6 Fundraising Events and Activities

Amanda Humphreys provided a report on the Lawley Art Auction.

- The sponsorship model needs to be improved for next year as trying to deliver on promises to gold sponsors put the publicity volunteers under a lot of pressure and some sponsors may not have got all that was promised. It was suggested the LAA committee could look for a publicity company willing to help with the publicity for future auctions as a sponsorship donation.
- The Crustworthy sponsorship is ready for the end of year sundowner. The Crust Pizza manager should be contacted to check on her expectations around publicity to ensure they are met and to check if the pizza can be sold or only given away. Another option might be to ask for a gold coin donation. It is important the pizza doesn't take away from sausage sizzle sales. Last year the food, drinks and ice cream sales raised \$3000.

7 Other Business

- It was queried if videos of the concerts can be sold but this is not possible due to rights issues. In the past, videos were made available free of charge via Vimeo with a link shared to parents but due to concerns around student safety this no longer happens.
- The issue of volunteers was discussed. It was noted that getting volunteers is a lot harder than it used to be and Michelle now looks after a lot of the administration that parents used to help with. All concerts are manned by 3 school staff, who do not get paid or time off in lieu for the extra hours. Some Certificate students have been helping with the doors and lighting, but it was noted it is not always easy to get Year 11s to commit. Those who have volunteered, however, have been great and sometimes worked consecutive nights.
- It was noted that using the Tricycle Theatre, which is a smaller venue than the WAAPA venue, means it is a lot easier to move equipment, which is all done by the teachers, and also the need for parent or student volunteers backstage or front of house is reduced. Another advantage of the current concert format is that younger students get to watch older students perform.
- There have been complaints about ticket sales as some concerts sold out and parents missed out. It was noted there is no real way to cap sales through TryBooking. One transaction can be capped at 2 tickets but there is nothing to stop people going back in and booking another 2 tickets.
- It was acknowledged that as Concert Band 3 and the Choir are both large, they should perhaps have been separated, but due to the timing of the Year 8 camp this wasn't possible.
- It was suggested in future years, splitting groups and running 2 concerts back-to-back in one evening could be an option.

Meeting closed: 8:30pm

NEXT MEETING

Date: 20 October Week 3 Term 4 2022	Time: 7pm	Venue: Music Room 3 or by Teams	Please enter school through rear gate off Learoyd St
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**MLSHS P & C ASSOCIATION
MUSIC SUB-COMMITTEE - CASH BOOK, AVAILABLE FUNDS
23.08.2022**

Update highlighted cells

BANK RECONCILIATION

Opening balance	25.06.22		<u>52,801.39</u>
Add: Deposits			
		Credit Interest	\$ 0.44
		P&C Repayment of Amanda H invoice (correction)	\$ 1,500.00
		Lawley Art Auction Proceeds	\$ 17,500.00
Total Deposits			<u>\$ 19,000.44</u>
Less: Payments Made			
		Motion#257 Amanda Humphrey Photos 2022	\$ 1,500.00
Total Payments			<u>1,500.00</u>
Cash book Closing balance as at	23.08.22		<u>70,301.83</u>

BANK RECONCILIATION

Bank balance as at	23.08.22		70,301.83
Deduct: Payments in Process			
			<u>0.00</u>

AVAILABLE FUNDS

Cash book Closing balance as at	23.08.22		<u>70,301.83</u>
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Less: Committed funds

	Motion #		
Remaining Piano Tuning	213	\$ 950.00	Remaining
Administration Assistant for Semester 1-2021	217	\$ 9,250.00	
Rollover Estimate ATAR spending for 2021	225	\$ 1,667.00	Remaining
Sound Tec 1st semester 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 JBM plaque	251	\$ 1,150.00	
Jankadelic for Art day	252	\$ 1,000.00	
Sound Tech - Art day	253	\$ 500.00	
Piano accompanist for Clarinet Masterclass	254	\$ 120.00	Remaining
Orchestras & Band Music Sheets	255	\$ 993.72	Remaining
Music Sheets Bands & Orchestra	256	\$ 983.50	Remaining
ATAR student accompaniment	258	\$ 1,500.00	
Music camp prizes, artist workshops	259	\$ 500.00	
Movie & Quiz night (Music Camp students)	260	\$ 400.00	
4 Guitar Leads	261	\$ 200.00	
Piano (donated) Transport	262	\$ 300.00	
Piano Service & Tuning	263	\$ 500.00	
Ellington Jazz Club Workshops	264	\$ 400.00	

Total Committed funds 34,222.16

Available Funds 36,079.67