

# MOUNT LAWLEY SENIOR HIGH SCHOOL

## Music Support Group

**Date:** 6:00pm, 9 March 2023

**Venue:** Music Room 3, MLSHS / Teams Meeting

**In Person Attendees:** Michelle DeRozario\*, Dijon Summers\*, Kieran Looby\* (Chair), Helen Pelusey\* (Secretary), Tim Jewell\*, Shelley Tudor\*  
Andrew Lippiatt\*, Melinda Boss\*, Daniela Andrei\* Trace Luk\* (arrived 6:30pm)

**Virtual Attendees:** Sandra Gyles\*, Bernadette Bradley\*, Catherine Tabi\* (left 6:45pm), Bec Thomson\* (arrived 6:42pm Left 7:05pm)

**Apologies:** Grant Ferstat\*, Rebekah Ledingham\*,

*\* Denotes signed up as voting member for 2023*

### 1. Welcome and Apologies

Kieran Looby opened the meeting, noted the apologies and welcomed members. A quorum was met. No conflicts of interest were recorded.

### 2 Previous Minutes

- Accept the Minutes of the 9 February 2023 meeting as a true and accurate record.

Moved: Daniela Andrei      Seconded: Kieran Looby      Resolution: passed

### 3 Actions arising from previous minutes

- Update on the Jennifer Barrie Memorial Plaque – The plaque is now complete. Tim will polish it and mount it on a piece of jarrah.
- Update on closure of motions – Kieran and Michelle are still working on this. Many have now been closed but there are further motions that can be closed, as the invoice has been paid but the full amount wasn't used so those funds can be released. See Treasurer's Report.
- Update on finding cheaper mutes for trombones and trumpets – Tim brought in 4 of each type of mute to show the group. Music Department are happy with these. Tim will engrave them as property of the school and buy another 4 trumpet mutes. Tim will work with Kieran on the best way to be reimbursed for these. The original motion for this purchase was #278 for \$1300. This will be cancelled, and a new motion raised so surplus funds can be released. See Treasurer's Report.
- The committee was reminded that a Lessons Learned document has been circulated to committee members to provide any feedback on the 2023 Sundowner event. Helen will recirculate this. It was noted the profit from the Sundowner was less than \$1000 but it is also an important event from the community aspect and allows students to perform before a live audience.

### 4 Music Department Report

- It has been a busy start to the term. All bands and ensembles have commenced and all Year 7s have been allocated their ensembles. A number of staff have been absent due to illness.

- Upcoming events include Arts Day on 31 March, which involves a workshop run by Junkadelic for Year 7s and performances by many of the jazz and contemporary ensembles. There is also the ANZAC service early in Term 2.
- It was noted that Arts Day is a student event so parents don't attend. However, if committee members would like to attend as a volunteer, they can contact Michelle. It was also noted that the SVAPA committee are running a fairy floss stand, so if anyone would like to volunteer on this, please let Helen know and she will forward the Sign Up Genius information.

## **5 Treasurer's Report**

- Kieran tabled the Treasurer's Report of the MSC accounts to 6 March 2023 (See Attachment 1). Total committed funds are about \$54,510. This leaves about \$10,000 available funds
- Michelle will organise access for Kieran to the TryBooking account to double check the \$6000 from 2022 concert tickets has been transferred across.
- Kieran explained that while it looks like the MSC has a large bank balance, this is due to invoices coming through slowly from the school and delays in P&C approvals of payments. While the current cash in the bank is \$73,000, the actual available funds are only \$10,000. Payment processing has been better this year and there have been changes in the school administration area, but they are still behind. Michelle thinks there are two invoices from 2021 that haven't been processed but these may have gone through today. Kieran thinks he's still waiting for a number of invoices to come through.
- Michelle noted once she has given the invoice to Suzanne in the office she has no oversight on which are activated, which have gone to Kieran and which have been paid. She suggested a better system may be for everything to go between Kieran and Suzanne. Michelle advised she only gives invoices to Suzanne once everything has been received. Kieran will speak further with Michelle and Suzanne to work out a better system.
- It was noted as a point of procedure that when invoices are paid and the motions closed, this should be advised at the next MSC meeting in the Treasurer's report, so it is recorded in the minutes. This will also indicate everything has been received in full and no further invoices are due.
- Michelle proposed all motions are closed at the end of the year and funds released, and new motions can be raised in the new year for anything still required. This will provide a more accurate account balance at the end of the year and make it clearer how much the Music Department has available to spend the following year. Committee members were supportive of this approach.
- It was noted that sheet music is one purchase that can get out of control and having two separate motions for sheet music for the year when the invoice amounts may equal the sum of both motions, makes the paper trail complicated. Michelle has advised the band teachers there will be one order for the year and when this will be actioned. It was suggested that Motion 239 and Motion 256 for sheet music now be closed, any remaining funds released, and a new motion raised for 2023 sheet music (see below).

### ***Funding requests***

- **Motion 290** to amend Motion 269 for Bunnings Peg Board to \$300 to cover the invoice.

Moved: Andrew Lippiatt

Seconded: Daniela Andrei

Resolution: passed

- The committee agreed to cancel Motion 278 (\$1300) for Trumpet and Trombone Mutes and raise a new motion for the cheaper option sourced by Tim Jewell:

**Motion 291:** Allocate up to \$300 for trombone and trumpet mutes as sourced by Tim Jewell.

Moved: Tim Jewell      Seconded: Melinda Boss      Resolution: passed

- The committee agreed to close motions 239 and 256 for 2022 sheet music and release the remaining funds. A new motion for 2023 sheet music was raised:

**Motion 292:** Allocate up to \$2500 for sheet music for 7 ensembles.

Moved: Kieran Looby      Seconded: Daniela Andrei      Resolution: passed

### ***Closure of motions***

- The committee were advised that the following motions will be closed:

Motion 213 - Piano tuning - close and release remaining funds over the invoice amount

Motion 251 - Jennifer Barrie Plaque - cancel as Tim Jewell is making this as a donation

Motion 264 - Ellington Jazz Club Workshops – cancel as no longer needed.

Motion 267 - Folding cart – cancel as no longer available at Bunnings.

Motion 272 - Pilot bag for music files - close and release remaining funds over the invoice amount

Motion 274 - USB connectors – close and release remaining funds over the invoice amount

Motion 282 - Outdoor lighting for Sundowner – close and release remaining funds over the invoice amount

Motion 284 – Travel case for new drumkit - close and release remaining funds over the invoice amount

- It was noted Motion 266 for the drum kit can probably be closed and remaining funds released but Michelle will double check this and confirm at next meeting.

- The following motions are still to be reviewed. It was noted some do not appear on the Treasurer's Report under committed funds as Kieran took the starting date for the committed funds report from the list provided by the previous treasurer. Many of these are probably old accounts that have been invoiced, paid and closed but the motions spreadsheet needs to be updated. Andrew Lippiatt volunteered to go back through old minutes to check if they have been minuted as closed:

Motion 212 – ATAR Scholarship Program 2020

Motion 213 – Piano Tuning

Motion 224 – Junkadelic 2021

Motion 225 - ATAR spending for 2021

Motion 229 - Sound technician for Semester 1 2021 concert. This is one of the 2021 invoices Michelle noted is about to be processed.

Motion 230 - Richard Gill Stage Manager. This is one of the 2021 invoices Michelle noted is about to be processed

Motion 235 – videographer Contemporary Concert 2021

Motion 237 – videographer 2<sup>nd</sup> Semester 2021 Concert

Motion 238 – Piano Accompaniment (2021)

Motion 241 - Richard Gill Stage Manager 2<sup>nd</sup> concert 2021 This is one of the 2021 invoices Michelle noted is about to be processed

Motion 244 - Sundowner 2021 Sound technician

Motion 247 - Updating the school song

Motion 276 - percussion instruments and tubular bells. Michelle wants to confirm the mallets have been received and invoiced before closing.

## 6 Fundraising Events and Activities

### Lawley Art Auction Representative Report

- It was noted many members who have been on the committee for the last 5-6 years will not continue next year as their children are leaving the school. There will be a problem if enough volunteers don't step up this year in terms of passing on knowledge. Almost all roles have been filled this year, but shadows/ assistants are needed for this year to learn each role, so the committee is putting out a call for people keen to get involved. This is an important event as it is a major contributor to the Music Support Committee funds.
- It was suggested the newer year groups eg Years 7-9 should be targeted so the volunteers will be around for a few years. It was thought Lesley Street and the LAA Committee plan to send out some communications to this group.
- It was also suggested that it be highlighted these are shadow positions this year, so it is not so intimidating. It was observed that a lot of year 7 parents may still be feeling out what is required as they are worried to overly commit before knowing what they will be required to do.

## 7 Other Business

- Nil

Meeting closed 7:20pm

### NEXT MEETING

**Date:** 4th May  
Week 2 Term 2 2023

**Time:** 6pm

**Venue:** Music Room 3 or by Teams

Please enter school through rear gate off Learoyd St

MLSHS P & C ASSOCIATION  
MUSIC SUB-COMMITTEE - CASH BOOK, AVAILABLE FUNDS  
06.03.2023

**BANK RECONCILIATION**

<b>Opening balance</b>		05.02.2023		<u>\$ 78,778.87</u>
<b>Add: Deposits</b>				
	Credit Interest (Mar)		\$ 0.56	
<b>Total Deposits</b>			<u>\$ 0.56</u>	
<b>Less: Payments Made</b>				
Inv 40312	Mtn# 263		\$ 550.00	
Inv 40319	Mtn# 273		\$ 113.64	
Inv 40320	Mtn# 273		\$ 409.00	
Inv 40313	Mtn# 270		\$ 427.27	
Inv 40314	Mtn# 259		\$ 500.00	
Inv 40309	Mtn# 213		\$ 330.00	
Inv 40310	Mtn# 261		\$ 181.82	
Inv 40311	Mtn# 266		\$ 1,761.82	
Inv 40308	Mtn# 275		\$ 300.00	
Inv 40306	Mtn# 260 & 262		\$ 376.43	
Inv 40316	Mtn# 265; 268; 269 & 271		\$ 749.61	
Inv 40315	Mtn# 256		\$ 11.25	
<b>Total Payments</b>			<u>\$ 5,710.84</u>	
<b>Cash book Closing balance as at</b>		06.03.2023		<u>\$ 73,068.59</u>

**Bank balance as at** 06.03.2023 \$ 73,068.59

<b>Deduct: Payments in Progress</b>	Inv 40620	Mtn# 280	\$ 160.36
		Mtn# 269	\$ 50.55
		Mtn# 284	\$ 259.09
	Inv 40581	Mtn# 280	\$ 84.00
		Mtn# 256	\$ 6.04
		Mtn# 276	\$ 50.91
		Mtn# 282	\$ 294.77
	Inv 40651	Mtn# 276	\$ 7,234.53
			<u>\$ 8,140.25</u>

**AVAILABLE FUNDS**

**Cash book Closing balance as at** 06.03.2023 \$ 64,928.34

<b>Less: Committed funds</b>					
	Remaining Piano Tuning	Motion # 213	\$ 620.00	Remaining	To be Adised MDeR
	Administration Assistant for Semester 1-2021	217	\$ 9,250.00		See #286 below
	Rollover Estimate ATAR spending for 2021	225	\$ 1,667.00	Remaining	To be Adised MDeR
	Sound Tech 1st Semester concert	229	\$ 500.00		To be Adised MDeR
	Richard Gill Stage manager	230	\$ 1,000.00		To be Adised MDeR
	Administration Assistant for Semester 2-2021	233	\$ 9,250.00		See #286 below
	Music for Music Library from M134 to	239	\$ 1,057.94	Remaining	To be Adised MDeR
	Production & installation JBM plaque	251	\$ 1,150.00		
	Music Sheets Bands & Orchestra	256	\$ 966.21	Remaining	
	ATAR student accompaniment	258	\$ 1,500.00		To be Adised MDeR
	Ellington Jazz Club Workshops	264	\$ 400.00		
	Drumkit and associated hardware	266	\$ 238.18	Remaining	
	Folding Cart	267	\$ 150.00		
	Pilot bag (music files)	272	\$ 300.00		
	USB Connectors 30No	274	\$ 150.00		
	Percussion equipment (incl tubular bells)	276	\$ 2,714.56	Remaining	
	Brass Instrument Mutes (3No. Sets of 4)	278	\$ 1,300.00		
	Junkadelic - Arts Day 2023	279	\$ 850.00		
	Outdoor lighting - Sundowner Concert 2022	282	\$ 405.23	Remaining	
	Sound Engineer - Sundowner Concert 2022	283	\$ 500.00		
	Travel case for (new) drumset equipment	284	\$ 40.91	Remaining	
	Reverse Motions #217 and #233	286	\$ (18,500.00)		
	Admin Assistant for Semesters 1 & 2 2022	287	\$ 18,500.00		
	Sound technician - Arts Day 2023	288	\$ 500.00		
	Admin Assistant for Semesters 1 & 2 2023	289	\$ 20,000.00		
<b>Total Committed funds</b>		06.03.2023	<u>\$ 54,510.03</u>		

**Available Funds** 06.03.2023 \$ 10,418.31