

# MOUNT LAWLEY SENIOR HIGH SCHOOL

## Music Support Group

**Date:** 6:00pm, 24 August 2023  
**Venue:** Music Room 3, MLSHS / Teams Meeting  
**In Person Attendees:** Kieran Looby (Chair/ Treasurer), Helen Pelusey (Secretary), Dijon Summers (Teacher Representative), Grant Ferstat, Rebecca Thomson (arrived 6:20pm), Shelley Tudor, Melinda Boss, Rebekah Ledingham, Catherine Tabi, Michelle T  
**Virtual Attendees:** Preety Ramdayal and Andrew Lippiatt  
**Apologies:** Bernadette Bradley, Tien Bee Luk (Trace) and Amanda Humphreys

### 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 27 July 2023 meeting as a true and accurate record.

Moved: Kieran Looby    Seconded: Grant Ferstat    Resolution: passed

### 3 Actions arising from previous minutes

- Update on the Jennifer Barrie Memorial Plaque – In progress.
- Update on quotes for black and white canvases - Amanda Humphreys recommended a company to print the canvases at a reasonable price. The motion for \$1500 raised at the last meeting will cover the purchase of 5 canvases. As soon as this year's concert photos are available, Dijon will select some and organise the printing.

### 4 Music Department Report

#### *Term 3 Concert Series*

- The series is going well so far and ticket sales have raised \$7500 with 2 concerts still to go. There have also been festivals every weekend.
- There have been no complaints about the increased ticket price and generally feedback has been positive, but there were some issues. Dijon encouraged committee members to send any feedback through, so he can make improvements for next year. The following were noted:
  - There were complaints about concerts being sold out as the Trike Theatre can't accommodate all family members wanting to attend for the big ensembles, bands and the choir. Next year, will look at holding 2 concerts in an evening eg for the choir to enable everyone to attend.
  - Some complaints about communication and parents confused about the timings of the concerts etc. Need to find a balance between too much and not enough information going out.

### *Communication with parents*

- A member noted that information about the concerts, the uniforms, the Music Parents Facebook page and the Music Support Committee are all discussed at the information night prior to commencing Year 7. However, if people miss out on that night, they may miss crucial information, and it perhaps need to be repeated at the commencement of Year 7.

The Music Parents Facebook page is currently under-utilised. There aren't many members and it is not regularly used for communications. The Mailchimp Mailout list relies on parents signing up to be included, as the school is not allowed to share that information, so it also doesn't capture everyone. This issue may be solved, as Dijon's new sign-up sheet collects parent names and emails and obtains permission to share these with the MSC as part of the audition process.

Rebekah Ledingham volunteered to take on the role of social media coordinator and work on how to promote the use of the Facebook page. Rebekah also suggested a parent pack could be put together with all the relevant information for the year and this could be distributed through Connect by the Music Department as this should reach all parents.

### *2024 Auditions*

- Auditions for the 2024 Music Program have just finished and there is a great cohort of talented students. The new sign-up sheet for parents was implemented. Parents are asked to tick which committees (eg LAA, Music and SVAPA) they would like to join. There were lots of sign ups and we will have a comprehensive mailing list for next year to follow up on for volunteers.

## **5 Treasurer's Report**

- Kieran tabled the Treasurer's Report of the MSC accounts to August 2023 (See Attachment 1).
- Total committed funds are about \$47,000. This currently leaves about \$35,800 available funds.
- Parent's contributions and the LAA funds have been received.
- A motion will be raised for the 2024 admin assistant, which will use up the unused 2022 funds.

## **6. Funding Requests**

**Motion 298:** Allocate up to \$500 for 4 microphone stands.

**Motion 299:** Allocate up to \$2500 for 2 wireless microphones.

(The Concerts highlighted the need for these. At the Jazz Concert the new PA system was used, and was great, but the tangle of wires on the stage was noted by the Executive as an OHS issue, so some wireless microphones are needed. It was suggested Troy the sound engineer that works at school music events could advise on the best brands in his experience from a sound quality and feedback perspective).

**Motion 300:** Allocate up to \$1500 for concert festival photos for the school's use.

**Motion 301:** Allocate up to \$250 for additional frames for the festival photos. May need around 20 @ approximately \$10 each.

**Motion 302:** Allocate up to \$20,000 for Admin assistant 2024 I

Moved: Bek Ledingham    Seconded: Melinda Boss    Resolutions: passed

## 7 Fundraising Events and Activities

### *Crust Pizza Sponsorship:*

- The committee was asked to nominate a relationship manager to look after Crust Pizza at the 2024 Sundowner. This person will liaise with Angie Draca from LAA, who made the initial negotiation with Crust. Rebekah Ledingham volunteered as it ties in with the social media role.
- This year's sundowner will be held on Friday 1<sup>st</sup> December.

### *Vacant LAA Committee Roles*

- Music receives approximately \$7500 in funding from concert tickets, \$5000 from parent contributions and \$16,500 to \$18,500 from LAA each year. There are 350-400 music students compared to 90 SVAPA students but most volunteers for the LAA come from the SVAPA parent cohort. The Music Committee needs to make the effort to engage music parents and try to find more volunteers.
- The P&C has asked the MSC to engage in the process of filling the 5 key vacant positions on the LAA Committee (convenor, curator, negotiator, secretary, and event coordinator). No-one shadowed those positions in 2023. However, the roles are well documented and a workflow has been established so it very organised.
- The following were suggested to try and engage suitable volunteers:
  - Put out the positions this year to start preparing early for next year.
  - As well as articulating what the art auction represents funding-wise, also make clear that roles can be job shared or done in teams. This will also help with continuity.
  - May need to look at how it's currently run and where things can perhaps change to lighten the load on the committee, acknowledging that the current way it operates works well but does involve a huge commitment from those involved.
  - It was noted finding the right person to head it up will be the key to its success, as need to ensure people are working together well in a happy team.
  - The possibility of an honorarium being offered to a convenor was raised as there is a lot of responsibility and time required so it may be appropriate. It was felt this could bring about a good result and attract the right person, but also has the potential to be problematic. An alternative suggestion was offering a painting from the Irving Gallery as a thank you. The idea of seeking out a university student studying events management or similar was also raised though the potential level of their commitment especially over periods where they are busy with studies etc was questioned.
- Next steps:
  1. Find out who we have – get our parent lists for communications up-to-date eg for new Year 7 parents from Dijon's database
  2. Determine the best way to communicate – Connect, Facebook, MailChimp
  3. Get the information out about what roles are required to be filled and how to get involved.

<b>8 Other Business</b>			
<ul style="list-style-type: none"> <li>• Nil.</li> </ul>			
Meeting closed: 7:20pm			
<b>NEXT MEETING</b>			
<b>Date:</b> 19 October 2023 Week 2 Term 4 2023	<b>Time:</b> 6pm	<b>Venue:</b> 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  
21.08.2023**

**BANK RECONCILIATION**

<b>Opening balance</b>	27.07.2023		<u>\$ 59,498.84</u>
<b>Add: Deposits</b>			
Credit Interest (Aug 2023)		\$ 0.51	
Membership		\$ 1.00	
Parent Contribution (Part 1)		\$ 4,714.00	
LAA Fundraiser 2023		\$ 18,500.00	
Concert Payment		\$ 25.00	
<b>Total Deposits</b>			<u>\$ 23,240.51</u>
<b>Less: Payments Made</b>			
<b>Total Payments</b>			<u>\$ -</u>
<b>Cash book Closing balance as at</b>	21.08.2023		<u>\$ 82,739.35</u>
<b>Bank balance as at</b>	21.08.2023		<u>\$ 82,739.35</u>
<b>Deduct: Payments in Progress</b>			
<b>Total Payments in Progress</b>			<u>\$ -</u>
<b>Cash book Closing balance as at</b>	21.08.2023		<u>\$ 82,739.35</u>
<b>Less: Committed funds</b>			
ATAR student accompaniment		258	\$ 840.00
Admin Assistant for Semesters 1 & 2 2023		287	\$18,500.00
Sound Tech Arts Day 2023		288	\$ 500.00
Admin Assistant for Semesters 1 & 2 2023		289	\$20,000.00
Trumpet/Trombone Mutes		291	\$ 300.00
Sheet Music		292	\$ 2,260.00
Piano Tuning 2023		295	\$ 2,000.00
Amp maintenance/repair 2023		296	\$ 1,000.00
B&W Canvasses 2023		297	\$ 1,500.00
<b>Total Committed funds</b>	21.08.2023		<u>\$46,900.00</u>
<b>Available Funds</b>	21.08.2023		<b>\$ 35,839.35</b>