

MINUTES OF MEETING 1

Mount Lawley Senior School, Admin Building Boardroom

7pm, Tuesday, 27 February 2024

7:01PM Meeting Opened

Present: Louise Aston, Monique Herbst, Luke Taylor, Kevin Keary, Sharon Callow, Katie Mahon, Tracey Keary, Andy Campbell, Emma Eggleton, Adam Pontague, Julie Eglin, Suzanne McLay, Sarah Gazia, Kieran Looby, Gary Corbett, Tatiana Rangel, Alicia Ferrer, Alison Jobson, Andrea Akiyoshi, Michelle Wilkins

Apologies: NA

No motion to accept previous minutes - lessons learnt 2023 - moved to next meeting (meeting 2 of 2024) due to large number of new members to be elected on the committee for 2024.

1.0 Nomination and Election of Committee members for 2024

- Artist Coordinator: Michelle Wilkins, unopposed
- Artist Coordinator Assistant: Sharon Callow, unopposed
- Bar Manager: Keavin Keary, unopposed. Assistants TBC at a later date.
- Catalogue Coordinator – Design: Emma Eggleton, unopposed. Assistant TBC at a later date if needed.
- Catalogue Coordinator – Editor: Emma Eggleton, unopposed.
- Catalogue Coordinator Assistant: Alison Jobson, unopposed.
- Catering Coordinator - Kate Vaserman, unopposed.
- Catering Coordinator Assistant - Jill Barnet, unopposed.
- Convenor (shared role) - Louise Aston and Monique Herbst, unopposed.
- Curator - Sharon Callow, unopposed.
- Curator Assistant -TBC at a later date. Sharon has stated that Paulina from last year will be available to assist.
- Database Manager (shared role) - Kieran Looby and Gary Corbett, unopposed.
- Event Coordinator (shared role) - Adam Pontague and Karina Seng, unopposed.
- Event Coordinator Assistant - Andrea Akiyoshi, unopposed.
- Negotiator: No nominations. Jason Van Straalen who assisted in 2023 has been contacted to confirm interest and availability. Assistant needed.
- Publicist - Sarah Gazia, unopposed.
- Publicist Assistant - TBC at a later date if needed.
- Secretary - No nominations. Monique Herbst and Louise Aston to take role temporarily.

- Sponsorship Coordinator (Shared Role) - Julie Eglin and Suzanne Mclay, unopposed.
- Sponsorship Assistants - Kevin Keary, Alicia Ferrer and Katie Mahon, unopposed.
- Treasurer (Shared role) - Kieran Looby and Gary Corbett, unopposed.
- Volunteer Coordinator - Tatiana Rangel, unopposed.
- Volunteer Coordinator Assistant - Tracey Keary, unopposed;
- Website Coordinator - Emma Eggleton, unopposed.
- General Assistants/Helpers - Alison Jobson.

1.1 P&C membership requirements

All committee members reminded to ensure that Membership forms for P&C are completed and \$1 paid to treasurer.

ACTION: To be followed up at Meeting 2.

2.0 Election of Music Liaison: Kieran Looby, unopposed.

3.0 Election of SVAPA Liaison: Julie Eglin, unopposed.

4.0 2024 Venue:

All were in favour of the venue remaining in the Senior School building.

5.0 Timeline check:

5.1 LAA High Level Timeline

Louise circulated hard copy of high level timeline. Important 2024 meeting and event dates confirmed.

5.2 Position Specific Timeline

Excel spreadsheet on Google Drive for committee to review with specific needs of roles in mind.

ACTION: **Committee members** asked to take responsibility for specific roles and to provide briefing to Convenors if not able to attend meetings.

6.0 Artist communication regarding entries:

Website has been updated and artist entries are now open. Committee briefed to begin publicity campaign.

ACTION: **Louise and Monique** to ensure Michelle has access to LAA Google Drive 23 & 24 to access database of past artists and previous emails sent.

ACTION: **Louise and Monique** to approve email advising artists that entries are open.

ACTION: **Sarah** to update LAA Facebook Page. Suggestions from committee members to advertise on the following facebook pages: Mount Lawley Community, North Perth Community and Perth Artists. Ellis House could also be contacted.

ACTION: **Committee members** asked to spread the word and to email Michelle and Sharon if they have any artist contacts.

7.0 Auctioneer booking:

Previous committee members agreed that Jason Van Straalen and Prash did a great job last year. Email has been sent to Jason Van Straalen to see if he is interested in co-auctioneering this years event with Prash.

ACTION: **Monique and Louise** to follow up.

8.0 Online document Storage:

Google drive storage set up last year. This has worked very well. Access will be granted to all committee members. Please look at documents from last year to guide you and transfer over to 2024 drive as needed. Please be mindful not to change documents that don't belong to you and ensure that any documents you are working on are uploaded to the drive.

ACTION: **Louise and Monique** to ensure committee members have access to 2023 and 2024 folders.

9.0 Any other business:

9.1 Use of Logos

Please ensure correct use of logos and signatures on all emails/printed correspondence. Emma has updated email signatures. These can be found in the Design folder in 2024 Drive. Louise advised that the red P&C logo must appear as a minimum on all forms of communication from LAA to both internal and external stakeholders.

ACTION: Louise and Monique to load the P&C graphics file into the shared LAA drive for all to access.

9.2 20 Year Anniversary

Louise noted that 2024 will be the 20th Anniversary of the Art Auction. Lesley Street (Principal) was keen for us to celebrate this. Suggestions put forward include:

- Updating Logo.
- Promotion in Media Statements.
- Random selection/lottery for prize. Enticement for pre-registered bidders.

ACTION: Tabled for discussion at Meeting 2.

9.3 MC Nominations

Natalie Locke, MLSHS Alumni and Radio Presenter, has taken MC role for several years. Last year, there was a scheduling conflict and she was unable to stay for entire event. Natalie Hoyle from Red Fox Realty stepped in. Previous committee members confirmed she did a great job. Suggestions from committee members to consider somebody new for 2024. Names put forward include:

- Matt (?)
- Mark McGowan
- Michael Genovese

ACTION: Tabled for discussion at Meeting 2.

9.4 Crustworthy Event/Activity

Discussion took place regarding Crustworthy Event/Activity which takes place on Artwork Drop Off Day (28/4/24). The idea behind this event is to engage students and artists. Past members suggested that several ideas have been trialled, with varying levels of success including pizza box art sculptures, lego building and Student-Artist interviews. In past years, Crust Pizza Mount Lawley have sponsored this event, providing \$500 worth of pizza on the day.

Crust Pizza has been a gold sponsor for several years providing \$1000 worth of pizza over two separate events. It was noted that Crust Pizza have been difficult sponsors to work with.

ACTION: **Sponsorship Team** to make contact with Crust Pizza to confirm if they are interested in sponsorship this year.

ACTION: **Committee members** to consider event ideas and possible alternative sponsors. Tabled for discussion at Meeting 2.

9.5 Financial Motion - Website Hosting from Jumping Jigsaws

MOTION: 2024- 001. To approve payment to Jumping Jigsaws for website hosting for \$275 for 1 year.

Moved: Louise Aston.

Seconded: Sarah Gazia

All in Favour

9.6 Any other business

Sponsorship Team

- Clarification that they were not responsible for securing food sponsorship to be used by Catering Team.
- Request to change logo on sponsorship form to show 2024.
- Suggestion to look at sponsorship categories and consideration to adding a MAJOR sponsorship category. To be looked at next meeting
- Sponsorship team to focus on attracting some bigger business sponsors. Agreed small business may find it difficult to sponsor in current financial climate.
- Sponsorship Grant may be available from City of Stirling.
- Louise noted there are sponsorship grants that the committee could apply for. These mostly close by the end of February. To be considered for the 2025 LAA.
- Louise noted that there is currently limited cross-marketing. This could be an opportunity to explore.

ACTION: **Sponsorship team** asked to brief committee on sponsorship options at Meeting 2.

ACTION: **Sponsorship team** to investigate grant from City of Stirling.

ACTION: **Committee members** to consider potential sponsorship opportunities/contacts they may have.

ACTION: **Louise and Monique** to confirm which team is responsible for food sponsorship.

Venue/Site Visit

- Sharon would like to view current supplies to see what is available.
- Kevin has been advised there is leftover alcohol from 2023 event currently stored in Tricycle Theatre.
- Other new committee members may like to view space.

ACTION: Louise and Monique to investigate if/when site access may be possible.

Event Ticketing

- Query raised as to whether event is currently ticketed. Some discussion about whether this was necessary. Suggestion of looking into TRY booking registration system. No decision made.

CLOSE MEETING: 8:15

NEXT MEETING: TUESDAY 5th MARCH 2024