

MINUTES OF MEETING 2 - 5 March 2024

7:03PM Meeting Opened

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

Apologies: Andy Campbell, Maria Daniele, Katie Mahon

Motion to accept the minutes of the previous meeting.

Moved: Louise Aston

Seconded: Suzanne McLay

All in favour

Motion to accept the minutes of the Lessons Learnt Meeting.

Moved: Louise Aston

Seconded: Kieran Looby

All in favour

1.0 Convenor's Report

1.1 Elected Committee - Everyone welcomed onboard.

1.2 New member Background Presentation: Convenors supplied Powerpoint presentation to new committee members to provide some context on the event and how it has been run.

1.3 Timeline Review: Convenors asked all committee members to review the timeline and report on any changes needed.

1.4 Cloud Storage: Everybody has been given access to the Google Drive. Committee members given responsibility for migrating necessary information from the 2023 Google Drive to the current 2024 folder.

1.5 Generic Email Addresses: We have a number of generic email addresses for the following roles. Could relevant committee members please use these email addresses. **Convenors** to organise and distribute passwords if required.

1.6 Lessons Learnt: Lessons learnt document emailed and briefly discussed - can committee members please read, especially sections relevant to their roles.

2.0 Publicity Coordinators Report:

2.1 Publicity campaign started. Sarah has updated page Information for Facebook and Instagram. Save the date posts have been uploaded as well as a video promoting the event. Plans to advertise on various Art pages. Discussed that video posts performed best in 2023 and Sarah will do what she can to continue, but may need help with this.

2.2 To help spread the word, the following suggestions were put forward.

- Committee members to ensure we follow FB and Instagram pages, liked and shared to our networks of friends and contacts.
- Suggestion to reuse video posts from last year, might need permission from featured artists. Sarah to look into contacting artists for permission.
- Julie to ask at next weeks SVAPA meeting if there is a senior student with capacity and maturity to help out with video publicity.
- Emma to design some flyers advertising that entries are open with QR link to website. Flyers can be printed (by school) and displayed at various locations such as Ellis House and Inglewood Arts Hub.
- Emma has advised that the Luna Publicity Slides are ready to go. Need to send to Andrew Lippiat. Kieran to send email address through to Emma, who will then contact Andrew.
- Media releases. Sarah said that they did send around a media release last year, not sure of uptake. Tracey suggested contacting RTR FM.

3.0 Artist Coordinators Report:

3.1 Michelle has had handover with Steph and received Mailchimp Training from Andy. Emails have been sent to artists advising that entries for 2024 are open. We have received submissions from 2 Artists and some further enquiries.

3.2 Committee advised that there is a size limit on received artwork as anything too large tends not to sell as well and poses transport difficulties. Michelle/Kieran to keep an eye on artist entry dimension as they come in and contact artist if problems.

3.3 Discussion around the following points:

- 96 pieces in 2023 Auction. Previous committee members felt that this was possibly too many. It was a long night and many bidders left before the event had concluded. Suggestion that 80-85 might be a better number with additional artwork to go to Irving Gallery.
- It will be useful to add artwork dimensions to catalogue and on website to assist bidders.
- Bidders may appreciate a price guide/range for artwork. Convenors to discuss with Lesley.
- Several members queried whether we could gauge interest for artwork in advance of Auction to help in selecting auction order? Possibly not as this is determined at Curating Meeting in April.

3.4 Drop Off Day Activity

Motion to create new committee position - Artist/Student Engagement Coordinator

Moved: Louise Aston

Seconded: Michelle Wilkins

All in favour

Nomination and Election of Artist/Student Engagement Coordinator: Tracey Keary, unopposed

Discussion around ideas for an event for drop-off day to engage students and artists. Most popular idea involved students creating artwork with an artist that could be auctioned on the night or donated to the school. Suggestions to tie this in with the 20th Year Anniversary celebrations. Two suggestions of artists that might be interested: Linzi (live painting at 2023 Auction) and Robert Williams. **Michelle and Tracey** will reach out to Linzi and Robert to gauge interest. **Convenors** to meet with Lesley to see if she has any ideas for 20th Year Anniversary. **Convenors** to ensure Tracey has access to Artist Drop Off Day Information. **Alison** will contact Paulina (2023 Publicist) to see if she is willing to assist on Artist Drop Off Day to take photographs/videos. Amanda Humphreys (music committee and sponsor) as back-up.

4.0 Database Coordinators Report:

4.1 Kieran Confirmed 2 artist entries and advised that based on previous years, most artist submissions will come towards the deadline, April 14th.

4.2 Andy (2023 Convenor) has advised that Privacy Policy is needed for artists and bidders to allow us to store their details and continue to contact them. Crystal Sant (2023) has created Privacy Policy, which we can use. **Convenors** will send through Privacy Policy to Emma and Kieran. **Kieran** to add tick box and/or update Conditions of Entry on Machform. **Emma** to add Privacy Policy to Website.

5.0 Catalogue Editor's Report

5.1 Nothing to report at this stage. Committee confirmed that we have used iPrint to print catalogues in the past.

6.0 Graphic Designers Report

6.1 Emma has created three 20th Anniversary Auction Logos. Committee voted on preferred logo. All members were in favour of Logo 1. **Emma** to upload logos to Google Drive Folder.

7.0 Event Coordinators Report

7.1 Adam and Karina still need handover from Rachel White (2023 Event Coordinator). Convenors to provide Rachel's contact details.

7.2 Adam has a contact with our current Fencing Supplier and will touch base with them. Also planning to contact the school to confirm access for Auction night.

7.3 Adam and Karina have suggested Nadia Mitsopoulos (ABC Journalist and Morning Radio presenter since 2012) for MC Role. She lives next door and is a former MLSHS student. They have spoken to her and she would be keen to take on this role. Has previously been involved with other

events at MLSHS. **Adam** to advise convenors of Nadia's contact details and **Convenors** to present MC Nomination to Lesley.

Motion for MC - Nadia Mitsopoulos

Moved: Adam Pontague

Seconded: Julie Elgin

All in favour

7.4 Committee raised the need to source bubblewrap for Artist Drop Off Day. **Kevin** has contact and will make enquiries. **Sponsorship team** also asked to look into potential sponsors. If not, we will need to purchase - expect to cost approximately \$200.

7.5 Noted from Lessons Learnt that we may need to replace some of the black fabric covers for 2024 Auction Night. Kevin's father is an upholsterer and may be able to assist in sewing if we can source material. Will need a sample cover. Annette Stivaletta (SVAPA Parent and 2023 artist) could be a contact if need. **Convenors** to organise access to covers for sample.

8.0 Catering Coordinators Report

No report. **Convenors** to chase up Kate and Jill to confirm they have been receiving LAA emails.

9.0 Curators Report

Nothing to report. Sharon is arranging a handover with Michelle Beresford (2023 Curator).

10.0 Sponsorship Coordinators Report

10.1 Sponsorship team has sent a mailout to 187 previous sponsors with six positive responses. **Sponsorship team** to provide Kieran with contact details for Simon Walters Solicitors so that he can create invoice to send for donation.

10.2 Sponsorship letter for 2024 is in the Shared Drive and team is happy for committee members to send directly if they have any contacts. Please let the sponsorship team know so they can follow up.

10.3 Email has been sent to Lesley to request a Sponsorship Letter. Plan is to cold-call business on Beaufort Street. If anyone is willing to help, please contact Julie as soon as possible with availability and Drivers License Details (which are needed for letter).

10.4 Sponsorship team proposing addition of new MAJOR sponsorship category for sponsors looking to donate between \$3000 - \$5000. Currently have two interested sponsors; Wanneroo Mazda and Integro Private Wealth. Discussions ongoing with sponsors in regards to what the school can offer. **Convenors** to discuss this further with Lesley.

10.5 Alicia has suggested looking for Accommodation Sponsors through Air BnB and hotels. Aiming for 12 sponsorships. Would like to approach parents in the community to see if any might be willing to donate. **Sarah** has offered to design a Social Media Tile asking if any parents in the community might have something they would like to offer. **Convenors** to meet with Lesley and confirm advertising through schools Facebook pages or Newsletter?

10.6 Louise suggested raffle/lottery tickets for some bigger ticket items as a way to reach the wider community. Could possibly raise additional funds as people may prefer to pay a smaller amount of money, rather than a larger bid in the silent auction. Lotteries license may be needed. To consider at later meeting.

10.7 It has been noted that we may need additional square readers for Auction night as fewer people are carrying cash.

11.0 Treasurer's Report

Nothing to report at this stage.

12.0 Website Coordinators Report

Nothing to report at this stage.

13.0 Budget Coordinators Report

Kevin is organising the necessary accreditations and licenses.

14.0 Volunteer Coordinators Report

14.1 Tatiana has looked into SignUp Genius. Alison to provide contact details from Adja Lavrick (2023 VC) for handover of password and log in details.

14.2 Julie will check with Moya at the next SVAPA meeting regarding student volunteers for Artist Drop Off Day. Do we need Consent2Go forms?

14.3 Tatiana has DJ contact for event night. Will discuss at next meeting.

15.0 Any Other Business

15.1 20th Anniversary Celebrations

- Alison has suggested that all bidders/purchasers on the night go into a raffle.
- Maria Daniele has suggested organising Calico bags with 20th Year Logo to sell on auction night. Vouchers/Advertising could be added to the bags.
- Suggestions for students to create 20th Year art auction piece to be presented to school on Auction night. Could tie in with Artist Drop Off Day Activity. Convenors to discuss with Lesley.

15.2 Auctioneer/Negotiator. No reply from Jason Van Straalen. Convenors to follow up. Kevin has a contact who may be available as back-up.

15.3 Venue Access. Convenors to arrange access to Senior School Buildings on Saturday 23rd March, 3PM. Any interested committee members are welcome to come and look at the space and check on supplies. Andy (2023 Convenor) will join.

CLOSE MEETING: 8:56

NEXT MEETING: TUESDAY 19th MARCH 2024