

## MINUTES OF MEETING 3 - 19 March 2024

### 7:03PM Meeting Opened

**Present:** Louise Aston, Monique Herbst, Luke Taylor, Kevin Keary, Sharon Callow, Tracey Keary, Andy Campbell, Emma Eggleton, Julie Eglin, Suzanne McLay, Sarah Gazia, Kieran Looby, Gary Corbett, Alicia Ferrer, Alison Jobson, Michelle Wilkins

**Apologies:** Adam Pontague, Karina Seng, Tatiana Rangel, Katie Mahon

**Absent:** Kate Vaserman, Jill Barnet, Andrea Akiyoshi

**Motion to accept the minutes of the previous meeting:**

**Moved:** Louise Aston

**Seconded:** Julie Elgin

All in favour

### 1.0 CONVENOR'S REPORT

#### 1.1 Nomination and Election of Secretary

- Monique Herbst (Joint Convenor) was unopposed.

#### 1.2 Update

- Auctioneer Confirmed: Jason Van Straalen (Milestone Realty). Jason will be considered a Gold Sponsor in lieu of services provided. [ACTION-Sponsorship].
- Negotiator Confirmed: Prash
- Site visit confirmed for Saturday 23rd March at 2pm.

#### 1.3 School Meeting - Convenors/Principal and Associate Principal

##### 1.3.1 *New Platinum Sponsorship Funding Category*

- Inclusion of a Platinum Sponsorship category agreed. Potential sponsors to be considered in discussion with the school Principal. Committee to draft platinum sponsorship guidelines in time for LAA 2025 [ACTION-Committee Final Meeting].

##### 1.3.2 *New Platinum Sponsorship Agreement - Wanneroo Mazda (WM)*

- Approval given to WM as Platinum Sponsor for 2024 LAA.
- WM to be added to Luna slides (post Artist submission deadline) and given half-page in LAA Catalogue [ACTION - Emma]
- WM to be promoted by video interview for social media [ACTION- Kevin/Sarah]
- Plaque to be purchased by school [ACTION - Principal]
- Principal and Associate Principal to consider logistics of two sponsor cars being

parked outside of LAA Entrance [ACTION- Principal]

### 1.3.3 *Art catalogue*

- Artwork dimensions to be included in LAA catalogue and website [ACTION Meeting 7- Emma]
- Price guide for artwork to be included in LAA catalogue and on website. Format to be discussed at the next meeting [ACTION - Committee].

### 1.3.4 *Event day*

- Access arrangements for Artist Drop Off (ADO) and Event Day to remain the same as 2023.

### 1.3.5 *20 Year anniversary Celebration*

- School happy with promotion on Luna Ads and catalogue.
- Suggestion for collaboration between Artist and Student Volunteers on ADO Day, with artwork to be auctioned or donated. Principal not keen.

### 1.3.6 *Artist drop off day*

- School Principal, Lesley Street, will attend.

### 1.3.7 *MC nomination*

- Two nominations put forward; Ms Natalie Locke (Nova 93.7 Presented, Former MLSHS student and has taken on MC role for many years) and Ms Nadia Mitsoupolousi (ABC Journalist and Morning Radio Presenter, Former MLSHS student). Principal has advised committee to make final decision. Committee has voted for Nadia to take up the position for MC Role. Committee to advise the Principal of the change [ACTION- Convenors].

### 1.3.8 *School contributions to event*

- AV equipment and set up - Michael Camilleri
- Set-up of auction room- Michael Camilleri
- Facilities Manager (Gerson) available on Saturday 15th 2024 - Lesley Street
- Liaise with Art teachers regarding student art showcase. Art teachers will organise display and supply of Easels - Lesley Street
- Liaise with Catering regarding use of the canteen on Event Night and provision of food by students- Lesley Street.

### 1.3.9 *Visual arts support request*

- Request from School for the Committee to consider diverting some profits to the Visual Arts Department. The Committee supported this idea, in principle, to provide some funding
- Committee to consider if some funding might be directed to visual arts from this year's event [ACTION- Committee Meeting 7]
- Committee to consider funding proposal for Visual Arts from proceeds of LAA Auction for 2025 Event. [ACTION- Final Meeting]

#### **1.4 New Platinum Sponsorship Proposal by Adam Pontague and Karina Seng**

- A contra-deal from committee members Adam Pontague and Karina Seng for the value of approximately \$2,500 for printing of personalised volunteer t-shirts has been proposed
- Convenors to liaise further with parties [ACTION- Convenors].

#### **2.0 PUBLICITY COORDINATORS REPORT**

- Publicity campaign is ongoing. Social media tile completed and sent through to Andrea. Video has been shared with various facebook pages. The event is online on Facebook. Please continue to like and share [ACTION - Committee]
- Design of flyers advertising for call for entries has been completed, printed and distributed to various locations. Thank you Emma and committee members who distributed flyers. Flyers handed out for distribution [ACTION - Committee]
- Continue to establish permission from 2023 Featured Artists to reuse video posts for 2024 Event [ACTION- Sarah]
- Has had difficulties with accessing Instagram through LAA Account. Will continue to troubleshoot as wanting to message artists through instagram accounts [ACTION- Sarah]
- Liaison regarding potential contact at RTR Fm. [ACTION - Tracey and Sarah]
- Meeting 2 request for senior student with capacity and maturity to help out with video publicity to be discussed at next meeting [ACTION- Julie].

#### **3.0 ARTIST COORDINATORS REPORT**

- Nine confirmed entry submissions so far received with further expressions of interest received.
- "Call for Entries" flyers are being distributed
- Artist Pippin Drysdale to be contacted. Kirrily (Artist Coordinator 2022) may be of assistance [ACTION- Michelle]
- Further Mailchimp emails to be sent to Artists on contact list to remind them of entry deadline [ACTION- Michelle]
- Jacksons People's Choice Award - Please see Agenda Item 10.

##### **3.1 *Artist drop-off day***

- Kieran provided the following overview of ADO Day 2023 to committee.
  - Student Ushers to guide and greet students and help carry art pieces to main desk.
  - Artwork submission recorded and receipted, payment checked, dimensions confirmed, description and condition of artwork recorded and signed by artist.
  - Artwork photographed if required. Paulina has been confirmed as available to assist.
  - Labels affixed to artwork
  - Artwork wrapped and placed in storeroom

- Approximately 120 pieces of artwork expected.
- Suggestions made to streamline and improve process for ADO 2024
  - Students to remain with Artist and assist in carrying artwork from main desk to final drop off point [ACTION- Tatiana]
  - 4 volunteers needed for wrapping room [ACTION- Tatiana]
  - All artwork to be rephotographed on day [ACTION- Convenors to liaise with Andy regarding Amanda Humphries sponsorship package and whether services provided might include assisting with photography of artwork on ADO Day] [ACTION- Committee to determine photography process for ADO depending on final artwork number]
  - Provision of boxes to store 3D Artwork. [ACTION- Committee asked to supply]
  - Stocktake of Cotton gloves. These will be checked at site visit and additional gloves purchased if required. [ACTION- Sharon/Michelle].
- Committee members available to assist with ADO Day: Louise, Monique, Tracey, Kevin, Sarah, Gary, Kieran, Alison, Michelle, Sharon, Emma, Andy and Luke.

#### **4.0 DATABASE COORDINATORS REPORT**

- Handover with Crystal Sant (2023 Database) last Saturday
- Privacy Policy has been created and uploaded to Machform
- The database is being prepared for drop-off day
- Looking at software needed for Auction night and troubleshooting any problems
- Have sent off invoices for donations so far
- Agreement given for sponsorship team to send out LAA bank details to confirmed sponsors. Please CC Treasurer into emails.

#### **5.0 CATALOGUE EDITOR'S REPORT**

- No report.

#### **6.0 GRAPHIC DESIGNERS REPORT**

- Luna slides prepared and sent
- Catalogue to be finalised by 21st May 2024
- Quote for banner to be considered following site meeting [ACTION- Committee]
- Add Wanneroo Mazda corporate logo to Luna Slides advertising LAA [ACTION- Emma].

#### **7.0 EVENT COORDINATORS REPORT**

- Thanks to Adam and Karina for sending report
- See also Convenors report items 1.3.4, 1.3.7, 1.3.8
- Fencing supplier and materials confirmed
- Officeworks and Bunnings to be contacted for sponsorship [ACTION- Events]

- Stocktake of bubblewrap, tape/cling-wrap, velcro dots) at site visit [ACTION- Events]
- Check black fencing covers at site visit. How many need replacing. Kevin to take one cover as sample. Kevin's Dad is an upholsterer and may be able to assist in making new covers [ACTION- Kevin]
- Access Maps from 2023 to be transferred to 2024 Google Drive [ACTION- Events]
- Suggestion to confirm if Mount Lawley bowling club and WAAPA have functions scheduled for 15th June 2024. [ACTION- Event Coordinators]
- Organise street signage/banners for Event Promotion [ACTION- Events/Emma]
- Contact Council regarding Event Day Street Signage [ACTION- Events].

## **8.0 CATERING COORDINATORS REPORT**

- No report. Confirmation needed to confirm Kate and Jill have been receiving LAA emails. [ACTION- Convenors]
- Crust Pizza and Hermanos En Cantina are sponsors and will provide some catering for 2024 event.

## **9.0 CURATORS REPORT**

- Artwork entries scheduled to be curated on 30th April at Meeting 6
- Concerns raised regarding Art Storage Area as there was termite damage and water leakage issues in 2023. Confirmation from Andy Druyan (2023 Convenor) that termite treatment was carried out. Area to be inspected at site visit [ACTION-Sharon]
- Committee contacted with Artwork Donation from deceased estate. Sharon has visited and taken photographs of artwork, which were circulated to the committee. Committee has agreed to take one piece for Silent Auction [ACTION-Sharon/Michelle].

## **10.0 SPONSORSHIP COORDINATORS REPORT**

- Sponsorship team has been busy sourcing sponsors via pavement pouding, follow up calls and emails
- A spreadsheet of sponsor contact details has been started and is available to view on the Google Drive. Details of Jason Van Straalen and Wanneroo Mazda to be added [ACTION - Sponsorship].
- We have already received \$4,000 cash of sponsorship and some items for silent auction
- Louise has also emailed several Swan Valley businesses to request sponsorship
- Committee members asked to reach out to any potential sponsorship contacts
- Costing requested for roll of stickers with LAA logo for envelopes. [ACTION - Emma]
- Bubble wrap sourced by Kevin
- Social media callout for holiday home stay donations [ACTION - Andrea]
- Jacksons Art Supplies were unhappy with the return from previous years investment and have dropped from gold to silver sponsors. Suggestions for improving relationship include:
  - Jackson's Discount code for bidders
  - Video profiles
  - Social media Competition (like this page to enter)

- Further negotiations to be carried out with Jacksons [ACTION - Sponsorship]
- Publicity to investigate how to run a social media competition [ACTION - Sarah]
- Previously Jacksons sponsorship has been put towards a People's Choice Award. Committee to decide whether to continue with this reward, after checking with the Principal. [ACTION - Convenors]
- Funk ciders have come onboard as sponsors. Bar manager to liaise [ACTION - Kevin]
- Raffle/lottery tickets (and licencing) for some bigger ticket items as a way to reach the wider community still under consideration [ACTION - Lousie].

#### **11.0 TREASURER'S REPORT**

- Not currently using the treasurer's email address. Keiran and Gary to clean up to free up space and to potentially archive old emails [ACTION - Treasurers]
- \$6000 currently in bank
- Receipts/invoices have been sent out from Zero with no problems.
- Possibility that additional square readers for Auction night may be required raised in Meeting 2 still needs investigation [ACTION - Treasurer/Events].

#### **12.0 WEBSITE COORDINATORS REPORT**

- Privacy policy added to website.

#### **13.0 BAR COORDINATORS REPORT**

- Liquor and Gaming has advised Kevin that the LAA Committee, rather than him personally, needs to open an account. License can then be reapplied for annually with nomination for approved manager. LAA Account to be applied for [ACTION - Kevin]
- Kevin has advised that each Bar volunteer on event night must be RSA Certified. RSA Certification cost \$95.40 per person. Confirmation of certification must be supplied. Volunteer coordinator needs to ensure volunteers for the bar service area are appropriately certified [ACTION - Tatiana].

#### **14.0 VOLUNTEER COORDINATORS REPORT**

- Thankyou to Tatiana for providing update. SignUp Genius is no longer free and will cost \$12 per month. Can be cancelled at any time. Committee approved the monthly cost in principle with a motion to pay to be raised after receipt of invoice [ACTION - Tatiana]
- Consent2Go forms are not needed for Artist Drop Off day. However, media consent forms are required and to be made available on drop off day [ACTION Tatiana]
- DJ contact for event night raised at Meeting 2. To be considered at the next meeting [ACTION - Tatiana].

## **15.0 ANY OTHER BUSINESS**

### **15.1 Artist Drop Off Day Student Activity**

- Tracey has contacted several artists to organise Art drop off Day Activity to promote engagement between Artists and volunteering students. Most artists contacted were unavailable. One artist (Linzi) was keen but wanted payment for her time. Convenors confirmed this is not possible. Update to Artists [ACTION- Tracey]

- **Motion to leave Art drop off day activity for 2024.**

**Moved:** Tracey Keary

**Seconded:** Louise Aston

All in favour

### **15.2 Site Visit**

- Site Visit confirmed for Saturday 23rd March at 2pm. Interested committee members to meet in front of the main admin building. Andy Druyan (2023 Convenor) to join. Items to be investigated at site visit include:
  - Location of Event and Storage Rooms
  - Stocktake of materials (bubblewrap, tape/clingwrap, cotton gloves)
  - Leftover Alcohol supplies and glassware
  - Event signage and Banners
  - Check Fencing Panel Covers. How many need replacing?
  - Condition of Art Storeroom; water leak and termite treatments[ACTION- Convenors to ensure all items checked]

### **15.3 Insurances**

- Query as to who is responsible for insurance of artwork once school takes possession [ACTION Convenors].

**CLOSE MEETING: 9:19**

**NEXT MEETING: TUESDAY 16 APRIL 2024**