

MINUTES OF MEETING 4 - 16 April 2024

7:00PM Meeting Opened

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

Apologies: Kieran Looby, Alicia Ferrer, Tracey Keary, Katie Mahon,

Absent:

Motion to accept the minutes of the previous meeting:

Moved: Louise Aston

Seconded: Julie Elgin

Passed - All in favour

1.0 CONVENOR'S REPORT

1.1 Financial Motions

1.1.1 (2024 - 003) Refund of \$15 to Pam Gleisinger for overpayment

Moved: Louise Aston

Seconded: Sarah Gazia

Passed – All

1.1.2 (2024 - 007) Refund of \$15 to Chloe Hadfield. MLSHS Student is not able to be accepted.

Moved: Louise Aston

Seconded: Kevin Keary

Passed – All

- Contact Chloe to advise that we are unable to accept her entry [ACTION - Convenors]

1.2 Raffle overview for vote by committee

- Wanneroo Mazda have offered the LAA Committee the opportunity to raffle a Mazda2 car. The car is worth \$30 000, but can be purchased by the school for \$25,000, with a further \$5,000 cashback on purchase. Suggestion put forward to committee was to sell ~ 600 tickets at \$100 per ticket. Gift vouchers/passes/prizes donated through sponsorship could be included to increase the odds of winning a prize to approximately 1 in 7.

1.2.1 (2024 - 004) Financial motion: cost of online raffle ticket management fee per annum \$125

Moved: Louise Aston

Seconded: Suzanne McLay

Passed – All

1.2.2 (2024 - 005) Financial motion: cost of raffle permit \$128

Moved: Louise Aston **Seconded:** Kate Vaserman Passed – 17/1 against

1.2.3 (2024 - 006) Financial motion: cost of vehicle of raffle type approved by P&C Committee \$25,000

Moved: Louise Aston **Seconded:** Karina Seng Passed – 16/2 against

- Contact Principal for approval [ACTION - Convenors]
- Contact MLSHS P&C Committee and request approval of financial motions relating to raffle [ACTION - Convenors]
- Apply for raffle licences, pending P&C approval [ACTION - Convenors]

1.3 Artwork Drop off Day plans

- Artist drop off day is Sunday 28th April. Committee members requested to attend from 12pm – 5pm if available. Artist drop-off window is 1-4pm. Volunteers (parents, students and refreshments) have been requested through Sign-Up Genius
- Further roles will be assigned next week [ACTION - Events/Convenors].

2.0 PUBLICITY COORDINATORS REPORT

2.1 Marketing strategy overview

- Sarah to be responsible for event promotion, which will start following ADO on the 28th April [ACTION - Sarah]
- Events and Convenors will take over sponsor promotion on social media [ACTION – Events and Convenors]
- New Lawley events pages created on Facebook and Instagram. Please like, share and follow [ACTION – Committee]
- Still working on video interview with Waneroo Mazda, reusing 2023 video posts, publicity with RTR Fm and investigating how to run social media competitions [ACTION- Sarah]

3.0 ARTIST COORDINATORS REPORT

3.1 Final Submission Numbers

- 140 entries received through website
- Great feedback from artists about opportunity to enter second artwork
- A few entry requests have been received post cut-off. Monique to email Michelle email template to send to artists [ACTION- Monique]
- Some artists have queried alternatives to ADO on 28th. Will ask artists if they can ask someone else to drop off on their behalf [ACTION- Michelle]
- Check with Kieran regarding alternative drop off availability [ACTION- Convenors]

- Amanda Humphries will attend ADO to take marketing photos. Query to whether Amanda is prepared to assist in taking photos of artwork [ACTION- Sponsorship]
- Please forward to Gary/Kieran any additional photos that come through [ACTION- Michelle]
- Pippin Drysdale was contacted but was unable to commit to this year's auction at the time. Follow-up call to confirm availability [ACTION- Michelle]
- Tracey updated artists to confirm that ADO Activity will not go ahead this year.

4.0 DATABASE COORDINATORS REPORT

- Busy uploading data from entry forms
- Advised that we have enough square readers for auction night.

5.0 CATALOGUE EDITOR'S REPORT

- Will begin editing Artist Bio's for catalogue [ACTION- Emma]

6.0 GRAPHIC DESIGNERS REPORT

- Catalogue to be finalised by 21st May 2024
- Prepare Luna Slides advertising LAA Event Date, to incorporate Wanneroo Mazda Logo [ACTION- Emma].

7.0 EVENT COORDINATORS REPORT

- Comprehensive stocktake of supplies has been undertaken and spreadsheet has been created which will be stored in Google drive for future committees
- Touch base with Suzanne's husband as he may have tape for wrapping artwork [ACTION- Events]
- Kevin has supplied additional 2 rolls of bubblewrap
- Organise media wall for event night [ACTION- Events]
- Follow-up with Bunnings re sponsorship request [ACTION- Events]
- Finalise fencing panel numbers based on 140 artworks and confirm if further black panel covers needed for Irving Gallery [ACTION- Events]
- Transfer Access Maps from 2023 to 2024 Google drive [ACTION- Events]
- Confirm if Mount Lawley Bowling Club and WAAPA have functions scheduled for 15th June 2024. [ACTION- Events]
- Organise street signage/banners for event promotion [ACTION- Events].

8.0 CATERING COORDINATORS REPORT

- \$500 worth of crust pizza (20 pizzas) donated
- Hermanas De Cantina – mini tacos \$700 donated
- Adam has advised that Riverton Bar and Grill is able to provide food for event night.

9.0 CURATORS REPORT

- Artwork entries scheduled to be curated on 30th April at Meeting 6. Artist entries identified for auction, Irving Gallery, or return to artist and then sorted into auction order
- Confirmation from school that termite treatment was carried out. Area has now been cleaned and appears free from termites
- Donation of artwork for Silent Auction collected
- Request for cardboard boxes from committee members for ADO Day [ACTION- Committee].

10.0 SPONSORSHIP COORDINATORS REPORT

- Continuing to chase up potential sponsors and collect donations from sponsors
- Emails for accommodation sponsorship sent and will be followed up [ACTION- Andrea]
- Jackson has declined to return to gold sponsorship
- Logos continuing to be collected and added to google drive
- Amanda Humphreys (photographer) confirmed as returning sponsor. Will take photos on Friday 14/6 during set-up as well as pre-auction on Saturday 15/6. Unable to commit to the entire auction evening but knows a student who might be keen for photography on the night. Amanda will contact student
- Sponsors to liaise with Amanda regarding her availability for assisting with photographing artwork on ADO [ACTION- Sponsors]
- Confirmation from Moya that Year 7 SVAPA students are creating artwork for event night, which will be displayed in Tricycle Theatre.
- Julie (as SVAPA representative) to liaise with Moya Thomas regarding availability of media studies student that might be keen to assist with some video publicity on ADO day [ACTION- Julie]

11.0 TREASURER'S REPORT

- \$9,000 in bank account including \$5,000 from cash donations
- Non-payment of artist entry fees will start being followed up from 22nd April [ACTION- Treasurer].
- Follow-up artist refunds with P&C [ACTION- Treasurer].

12.0 WEBSITE COORDINATORS REPORT

- Mach Form to be amended to allow for bidders registration [ACTION-Emma].

13.0 BAR COORDINATORS REPORT

- LAA Account application still pending [ACTION - Kevin]
- Struggling to get any beer donations. Still following up with Funk Cider [ACTION - Kevin]
- Quote from DeVine Cellars for beer and wine sourced. Quote is currently \$1,780 based upon last year's alcohol requirements. This includes an \$800 discount.

14.0 VOLUNTEER COORDINATORS REPORT

- SignUp Genius free account has been created to organise volunteers for ADO and request posted to SVAPA facebook page, however Tatiana to sign up for paid account for more functionality. Committee has approved the monthly cost in principle with a motion to pay to be raised after receipt of invoice [ACTION - Tatiana]
- Media consent forms are required for students and to be made available on drop off day [ACTION Tatiana].

15.0 ANY OTHER BUSINESS

- None

CLOSE MEETING: 9:08 pm

NEXT MEETING: TUESDAY 23rd APRIL 2024 @ 6:30pm