

MINUTES OF MEETING 5 - 23 April 2024

6:30PM Meeting Opened

Present: Louise Aston, Monique Herbst, Kevin Keary, Sharon Callow, Julie Eglin, Suzanne McLay, Sarah Gazia, Gary Corbett, Alison Jobson, Michelle Wilkins, Adam Pontague, Karina Seng, Andrea Akiyoshi

Apologies: Tracey Keary, Katie Mahon, Andy Campbell, Luke Taylor, Emma Eggleton, Tatiana Rangel

Absent: Kate Vaaserman

Motion to accept the minutes of the previous meeting:

Moved: Louise Aston

Seconded: Adam Pontague

Passed - All in favour

1.0 CONVENOR'S REPORT

1.1 Artwork Drop Off Day Plan Finalisation (Led by Adam and Karina)

- Committee to arrive at 12:00 pm. Monique and Louise will arrive at 11:30am to open up.
- Artist drop off window is 1-4pm, but committee should expect to finish around 5:30/6
- Adam and Karina have provided Overview and Information Pack for Artist Drop Off Day.
- Some student volunteers have already signed up with Sign-Up Genius and some parents have signed up to supply baked goods.
- Sign-Up Genius to be updated with additional volunteer time slots. Messages with link to be posted to SVAPA chat groups for additional parent volunteers. Students need to wear SVAPA shirt or black t-shirt [ACTION- Committee]
- Committee has decided not to supply tea/coffee this year.
- \$100 Bunnings voucher secured
- Committee to park in ECU parking behind Tricycle Theatre (access via Learoyd St, off Stancliffe St End)
- Artist parking in Staff Parking and/or overflow parking in front of school (access of Woodsome Street).

1.1.1 (2024 - 008) Financial Motion for ADO Incidentals- \$200

Moved: Monique

Seconded: Kieran

Passed – All

Role	Responsibilities	LAA Committee (12:30pm start)	Volunteers shift 1 (12:30pm start)	Volunteers shift 2 (4pm end)
Event Managers	Coordinate overall running the day to ensure smooth op. Provide guidance/assistance as required.	Adam / Karina Louise / Monique	N/A	N/A
Registration	Meet and greet, check artist personal details on ppw, take payment if outstanding.	Kieran Gary	Lesley	N/A
Artwork check (Quality Control)	Check artwork details, confirm measurements, check & note imperfections	Alison Emma Michelle Sharon	N/A	N/A
Photography assistant	Provide assistance to artwork photographers (at direction of the lead photographer)	Andrea Alicia	N/A	N/A
Wrapping station	Wrapping artwork to protect during storage	Suzanne - Lead Tracey Andy D	Parent Volunteers	Parent Volunteers
Storeroom	Packing away artwork	Luke Andy		
Volunteer Coordinator	Supervise and direct students	Tatiana Julie (til 3pm)		
Artwork handlers	Moving the artwork from station to station	N/A	Parent Volunteers	Parent Volunteers
Usher coordinator (outside)	Adult to supervise students who are ushering artists from car park to ADO area at Senior School (note we have 8 high vis vests total)	Kevin		
Ushers (Students)	Provide directions/assistance to find ADO area (note we have 8 high vis vests in total)	N/A	Students	Students
Content capture	Work with event photographer and oversee media students to capture content for the day to be used in future marketing and promotion	Sarah	N/A	N/A
Video capture (students)	Capture shortform video content to be used on social media to promote the event.	N/A	Students	Students

1.2 Raffle Update

- Main P&C has convened meeting for Wednesday 24th May at 6pm. Convenors and Events will pitch raffle and ask for approval of financial motion.

2.0 PUBLICITY COORDINATORS REPORT

- Sponsor promotion has started and we have had some positive acknowledgement from sponsors.

3.0 ARTIST COORDINATORS REPORT

3.1 Final Submission Numbers

- Some late entries have been accepted.
- Pippin Drysdale unable to commit to this year's auction.
- ADO reminder email has been sent to artists
- Some artists may drop artwork off during the week to main office.

4.0 DATABASE COORDINATORS REPORT

- No report
- Reminder to please make a note of any ideas or improvements for future years so they can be discussed at Lessons Learnt Meeting.

5.0 CATALOGUE EDITOR'S REPORT

- No Report

6.0 GRAPHIC DESIGNERS REPORT

- No Report

7.0 EVENT COORDINATORS REPORT

- Proposal to reduce number of artworks in auction to 80 which will increase the number of artworks in the Irving Gallery (approximately 60).
- If raffle goes ahead, we have the opportunity to turn the silent auction into an extra gallery space. Committee to consider whether this becomes an additional part of the Irving Gallery or a second gallery with a new name at next meeting [ACTION- Committee]
- Fencing panel and fabric panel sock numbers to be revised following ADO [ACTION- Events]
- Financial motion for fencing panels will be needed for next meeting [ACTION- Events]

Actions carried forward:

- Organise media wall for event night [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

- No report

9.0 CURATORS REPORT

- Request for cardboard boxes from committee members for ADO Day [ACTION- Committee].

10.0 SPONSORSHIP COORDINATORS REPORT

- Some additional sponsors have come on board
- Emails for accommodation sponsorship sent and will be followed up [ACTION- Andrea]
- Have not heard back from Amanda Humphreys (photographer) or Moya in regards to finding student for video publicity on ADO. Will ask students present on the day to assist.
- Have not had confirmation from Amanda Humphreys regarding assisting with photography on ADO Day. Emma to look over images currently supplied by artists and confirm which artwork needs to be photographed [ACTION- Andrea]

11.0 TREASURER'S REPORT

- No report
- Kieran to bring square readers and cash box for ADO Day

12.0 WEBSITE COORDINATORS REPORT

- No 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]
- No further news on Funk Cider.

14.0 VOLUNTEER COORDINATORS REPORT

- 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: 8:00 pm

NEXT MEETING: TUESDAY 7th May 2024 @ 6:30pm