

MINUTES OF MEETING 11 -4th June 2024

6:34PM Meeting Opened

Present: Louise Aston, Monique Herbst, Julie Elgin, Gary Corbett, Alison Jobson, Michelle Wilkins, Andrea Akiyoshi, Luke Taylor, Emma Eggleton, Kate Vaaserman, Alicia Ferrer, Kevin Keary, Sharon Callow, Suzanne McLay, Sarah Gazia, Andy Campbell,

Apologies: Tracey Keary, Katie Mahon, Adam Pontague, Karina Seng, Tatiana Rangel

Absent:

Motion to accept the minutes of the previous meeting:

Moved: Julie Elgin **Seconded:** Andy Campbell Passed - All in favour

1.0 CONVENOR'S REPORT

1.1 Financial Motions

1.1.1 (2024 - 021) Financial Motion for payment of artists as per artist entry terms and conditions. Estimated at 60% of final auction and gallery sales.

Moved: Louise Aston **Seconded:** Julie Elgin Passed – All

1.1.2 (2024 - 022) Financial motion for payment of envelopes and stamps for postage of LAA raffle items - \$90

Moved: Louise Aston **Seconded:** Emma Eggleton Passed – All

1.3.1 (2024 - 023) Financial Motion to pay IGA Maylands LAA Account \$250, upon receipt of donation from IGA Community Chest

Moved: Monique Herbst **Seconded:** Kieran Looby Passed – All

1.2 Updates

- Square Gallery Store. Some roadblocks with regards to P&C square account and admin access due to account being opened in names of parents no longer active in the school community. Investigating starting a new square account [ACTION- Louise]

- Raffle Update - 4th June, 295 tickets sold. Approx \$5680.7 in sales revenue. We are hoping to sell another 300 tickets on Auction night. The school will also send out a further email encouraging parents to purchase tickets.
- Mystery Unfolds, a local puzzle card designer, has provided design for a puzzle card for Auction Night. All attendees will be given a card on arrival and submission of the card will be an entry into our door prize draws. The card captures some postcode information about our guests and the option to be notified about future auctions. Kieran (Mystery Unfolds Puzzle Card Creator) will attend on Auction night and will manage this.

2.0 PUBLICITY COORDINATORS REPORT

- Media release to Xpress sent
- Continuing to post on Socials
- Publicity post for MC Nadia Mitsopoulos prepared

3.0 ARTIST COORDINATORS REPORT

- No report.

4.0 DATABASE COORDINATORS REPORT

- Kieran has been in touch with school and completed printing for Auction night
- 1 Auctioneer, 1 Negotiator and 1 scrutineer catalogue prepared. Auctioneer and Negotiator file to be delivered to Jason Van Straalen at Milestone Realty [ACTION- Monique]
- Kieran to get in touch with Andy regarding use of her wifi modem
- Bidders registration live, 8 bidders have registered so far
- Andy has purchased data for wifi modem.

5.0 CATALOGUE EDITOR'S REPORT

- Catalogue is at printers.

6.0 GRAPHIC DESIGNERS REPORT

- No report.

7.0 EVENT COORDINATORS REPORT

- Callouts placed for Event Manager to all Music and SVAPA parents but unfortunately nobody has volunteered for the role

- Convenors have compiled a list of outstanding tasks which need to be allocated. Committee members have put their names against tasks
 - Completed:
 - Liaison with MC and preparation of MC Script
 - Order of Proceedings and Event Night Run Sheet
 - Confirmation of delivery/pick-up with Fencing Contractors
 - Clarification of Event Night Rubbish Disposal (cleaners to leave extra bags. Rubbish to be placed outside of building and relocated to bin area on Sunday)
 - Kieran has confirmed that the music department is on track with music for event night and they do not need help from the committee
 - DeeCaf Waiver Signed and returned
 - Roadside Banner Locations Agreed:
 - 1. St Patrick's Church (Beaufort St/First Avenue)
 - 2. Woodsome Avenue (Kiss and Drive)
 - 3. ECU Grounds (Cnr Bradford Street and Alexander Drive)
 - 4. ECU Grounds (Cnr Stancliffe Street and Central Avenue)
 - In Progress
 - Auctioneer and negotiator file delivery to Jason Van Straalen [ACTION- Monique]
 - Delivery of roadside banners [ACTION- Andrea]
 - Presentation - Auction Order [ACTION- Sarah]
 - Presentation - Sponsor Slideshow [ACTION-Emma]
 - To Do
 - Obtain approval for roadside banners (school, ECU Groundskeeper, Council) [ACTION- Monique]
 - Installation of roadside banners, once delivered and approvals received [ACTION- Andrea and Kieran]
 - Cafe and Classroom Mapping [ACTION- Andrea]
 - Torches for Carpark Ushers [ACTION- Committee Members]

- Event Night Order of Proceedings

	Start	End	Time	Item	Details
VIEWING	5:00 PM	6:45 PM	1:45	Arrival and viewing	
Block 1 45 mins	6:45 PM	7:00 PM	0:15	Welcome & formalities	1. Event Welcome, Welcome to Country, Housekeeping 2. Principal's welcome
	7:00 PM	7:45 PM	0:45	Auction block 1	1. Lot 1 - 30. 30 pieces
				Door Prize Draw 1	
<i>INTERMISSION</i>	7:45 PM	8:00 PM	0:15	Intermission 1 (15 mins)	
Block 2 45 mins	8:00 PM	8:43 PM	20:45	Auction (block 2)	1. Lot 31 - 60. 30 pieces
	8:43PM	8:45PM		Door Prize Draw 2	
<i>INTERMISSION</i>	8:45 PM	9:00 PM	0:15	Intermission 2 (15 mins)	
Block 3 60 mins	9:00 PM	9:10 PM	0:10	Formalities	1. People's choice award
	9:10 PM	9:52 PM	0:45	Auction (block 3)	1. Lot 61 - 88. 28 pieces
	9:52 PM	10:00 PM	0:05	Event formalities	1. MC Wrap-Up 2. Convenor Close (thankyou gifts)
CLOSE	10:00 PM	10:10 PM	0:10	Sales desk	1. Process remaining sale and collection of artwork

- Final vouchers/prizes will be allocated to raffle wheel, which has been made by Andy and Luke. We have spice town vouchers, lap nash vouchers, leftover wine from previous event, bar vouchers and numerous hampers/prizes. Patrons will receive an entry into the door prize draw by completing the puzzle card. There will be a number of spin tokens awarded pre-event by Kieran (Mystery Unfolds Puzzle Card Creator who will be managing this) and then door prize draws prior to each intermission.

8.0 CATERING COORDINATORS REPORT

- \$50 Coles Voucher Secured
- \$100 Woolworths Voucher Secured
- \$250 from Maylands IGA secured
- Honeycake donation

9.0 CURATORS REPORT

- No report

10.SPONSORSHIP COORDINATORS REPORT

- Sponsor invitation mailchimp has been sent
- RSVP received from RedFox
- Amanda Humphreys has confirmed that she is only available until 6:30pm. Amanda's daughter will step in to cover photography for the remainder of the evening
- Crust Pizza needs pizza order by 12th June. They open at 5:30pm
- Committee members to be allocated for food collection next week [ACTION-Committee].

11.0 TREASURER'S REPORT

- Reminder to send in any receipts for reimbursement as advised it can take some time for payments to be made by P&C
- Website showed two weeks to make payment to artists. Financial motion has been made for payment. Convenors to liaise with P&C regarding setting up an executive meeting [ACTION-Convenors].

12.0 WEBSITE COORDINATORS REPORT

- Website is live and looks fabulous. Well done Emma!

13.0 BAR COORDINATORS REPORT

- Drink Prices confirmed. \$8 for beer, wine, bubbles. \$3 for soft drinks. Bottled water to be placed on the tea/coffee table and signage to request gold coin donation.

14.0 VOLUNTEER COORDINATORS REPORT

- No report from VC
- Confirmed that there has been a further FB posts on SVAPA and Music Pages requesting volunteers, with little response
- Further email to be sent to SVAPA and Music Departments and ask to be sent through connect
- Committee roles allocated:
 - Friday Bump In - all committee members available. Several partners also available to help with heavy lifting
 - Saturday Bump In - all hands on deck as needed. Committee members to arrive by 9:30am.
 - Event Roles Allocated:

Area	Lead	Assist	Time	Description
Front of House	Emma	Mon Louise	5-7pm	Welcome patrons, assist with enquiries, hand out puzzle cards. Liaise with VIP, auctioneer, MC, Lesley.
Catering	Kate		4-10pm	Oversee food prep & plating. Receive food donations.
Food Service	Julie		4-10pm	Oversee students distributing food during service periods. Ensure even flow from the kitchen and to all areas of event.
Bar	Kevin	Luke Andy	4-10pm	Oversee bar staff to ensure appropriate flow of sales and service. Direct relocation of bar downstairs once Auction commences
Volunteer Coordinator	Tatiana	Julie	4-10pm	Manage volunteer assignments and change over shifts, convey expectations. Julie to manage student volunteers.
Scrutineer	Louise	Mon	7-10pm	Assist with recording auction bids
Wrapping Room	Suzanne	Andrea	4-10pm	Oversight of the wrapping room and distribution of artwork post wrapping
Irving Gallery	Michelle	Alison	5-10pm	Oversee Irving Gallery & volunteers, assist guests with questions about artwork and sales
Artwork Manager	Sharon	Alicia Emma (7-10)	5-10pm	Oversee artwork distribution and display during bump in and during preview period, assist with guest queries about artwork. Oversee flow of artwork during proceedings (removal for auction, where it needs to go after auction)
Sales Office	Kieran	Gary	5-10pm	Process sales, bidder registrations, cashbook
Marketing/PR	Sarah		5-10pm	Capture content to use on socials

15.0 ANY OTHER BUSINESS

- Bringing List has been circulated. Items include:
 - Ballot box (for People's Choice)
 - Urn
 - Eskies
 - Bell
 - Glass raffle vessel
 - Step stools from home
 - Desk lamps, freestanding lights, portable lights, torches
 - Extension Leads

CLOSE MEETING: 8:42 pm

NEXT MEETING: TUESDAY 11th June 2024 @ 6:30pm