

MOUNT LAWLEY SENIOR HIGH SCHOOL

Music Support Group

Date: 6:00pm, 8 February 2024

Venue: Music Room 3, MLSHS

In Person Attendees: Kieran Looby* (Chair/ Treasurer), Michelle deRozario* (Arts Program Coordinator), Dijon Summers* (Teacher Representative), Helen Pelusey* (Secretary), Andrew Lippiatt*, Tim Jewell*, Preeti Ramdoyal*, Grant Ferstat*, Shelley Tudor*, Melinda Boss*, Amanda Humphreys*, Daniela Andrei*, Andrea Akiyoshi, Matthew Chatley, Suzanne McLay, Puanna Kapi, Julie Eglin, Rowena Smith, Kevin Keary, Anna Desiré-Tesar, Tatiana Da Silva Rangel, Ailing Chen, Alicia Ferrer, Audy Campbell, Dragana Scekcic, Eva Pellegrini, Grant Bedford, Jacqui Rong, Katie Mahon, Kev Keary, Tracey Keary, Lauren Peake, Lynn Smith, Melanie Pryde, Mikayla Jay McGinley, Monique Herbst, Oliva Boulud, Richard Delplau, Regan McClure, Sharon Callow, Syeda Fatima, Tara Zirakbash, Tommy Glackin, Trinh Tran, Venkata Sunil, Widya Ong

*2023 Committee Members

Apologies: Rebecca Thomson, Michelle Wilkins, Rebekah Ledingham, Catherine Tabi, Trace Luk

1. Welcome and Apologies

- Kieran Looby opened the meeting at 6:00pm, noted the apologies and welcomed everyone. A quorum of was met. No conflicts of interest were recorded.
- Michelle deRozario introduced herself as the Program Coordinator – Performing Arts. This new role includes oversight of drama and music but will also focus on the strategic move into the WAAPA facilities. She will continue to attend Music Support Committee meetings. Dijon Summers has been appointed Teacher in Charge of Music looking after the day-to-day business of the Music Department.
- Dijon outlined the main events for the year including Arts Day in Week 8 of Term 1, the SVAPA tour to London, the Lawley Art Auction in Term 2, the Term 3 concert series and festivals and the Term 4 End of Year Sundowner Concert.
- Kieran provided an overview of the Committee and its activities which include fundraising, reviewing and approving funding requests from the Music Department and recruiting and coordinating volunteers for Music Department activities.
- The Committee meets twice a term (Week 2 and Week 6). All music parents can attend the meetings and contribute to discussions. If parents wish to join as a voting committee member, they can complete the membership form and pay the \$1 P&C membership fee. These members should aim to attend all meetings, if possible, to ensure there is a quorum.
- Attendees introduced themselves.
- Kieran spoke about the Lawley Art Auction. Half the funds raised by this event go to the Music Program and half to the SVAPA program. The event is fully run by parents. There is a big requirement for volunteers on the weekend of the event, and more importantly for the planning and organisation in the months before. Many key LAA Committee Members left at the end of last year, so there is a huge need for new volunteers.

Roles, procedures and timelines are well documented from previous years and these will serve as a template for LAA 2024. Interested parents can get in touch via the MSC Facebook page or email address or the LAA pages. Helen will circulate those details.

2. Previous Minutes

- Accept the Minutes of the 9 November 2023 meeting as a true and accurate record.

Moved: Kieran Looby Seconded: Shelley Tudor Resolution: passed

3. AGM

All Office Bearer positions were declared vacant.

Kieran Looby nominated again for Convenor and Treasurer

Helen Pelusey nominated again for Secretary.

No other nominations were received.

2024 Office Bearer roles were appointed as follows:

Convenor: Kieran Looby

Treasurer: Kieran Looby

Secretary: Helen Pelusey

4. Music Department Report

Update on activities and upcoming events:

- Busy start to the year. The new Year 7s are settling in well.
- Renae Hill is now the Associate Principle for the Arts.
- The move to WAAPA is well-supported by the school and is moving forward.
- This week Concert Band 1 had a masterclass with Minoru Otaki, an international conductor from Japan – congratulations to Lee Stanley for arranging this.
- A new initiative, the Year 5 and 6 feeder school bands, involving students from Highgate, Mt Lawley, Yokine and Inglewood Primary Schools, commenced today. Further events are planned including a strings orchestra which will involve Coolbinia Primary School in the first instance.
- There are new contemporary bands for all year groups.
- Jen Wilkins is coming to do percussion workshops with students.
- The Darlington String Quartet are coming in to work with some strings students.

MOUNT LAWLEY SENIOR HIGH SCHOOL

Music Support Group

5. Treasurer's Report

- Kieran thanked the 2023 End of Year Sundowner volunteers. The event ran very smoothly. There are a few more invoices to come in but it looks like it ran at a small profit, though it is more a community event than a fundraising event.
- Kieran tabled the Treasurer's Report to 7 February 2023 (See Attachment 1). There is currently \$92,000 in the bank with total committed funds of about \$52,000 (a large portion of this is for music administrative support for 2023, that is yet to be invoiced, and for 2024.) This leaves about \$40,000 in available funds.
- It was agreed last year to close all open motions with money remaining at the end of the year and reopen new ones for 2024. Kieran now feels this is not the best approach as it can take 6 months for the invoice to reach us via the school, so at the end of the year there are still a lot with invoices outstanding. Closing those may not serve any useful purpose. It was agreed to leave the motions open until they have been invoiced. It was queried why invoices take so long to be paid and explained that vendors are paid by the school promptly but there can be a delay in invoices then coming through from the school office to the Committee.
- Invoices have been received for the following motions and the Committee agreed these can be closed:
 - Motion 293 for Photography Services for 2023
 - Motion 303 for 2023 Sundowner Catering
 - Motion 304 for 2023 Sundowner Choc Bombs (Ice-cream, cones, dipping chocolate and bags).
- Update on following motions:
 - Motion 291 - Invoice for Trombone mutes - Kieran confirmed Tim Jewell should send the invoice for these directly to the school but cc Kieran so he can chase it up.
 - Motion 295 - Piano Tuning has been completed – Dijon will chase up the invoices.
 - Motion 296 - Amplifier repairs are still to be completed – leave the motion open.
 - Motion 297 - Dijon will progress the order for the black and white canvases in the next few weeks. These are black and white photos from music events to be put up around the Department. The current photos are a few years old so will be updated with more recent students.
 - Motion 299 – Wireless Microphones - there was some confusion over the invoicing and delivery. Dijon has now received 2 microphones, so will sort out the invoicing with Kieran.
 - Motion 292 - Closed Motion for 2023 sheet music and released remaining funds.
- Funding Requests

Motion 308: Allocate up to \$4000 for 2024 sheet music

Moved: Kieran Looby Seconded: Pretty Ramdoyal Resolution: Passed

Motion 309: Allocate up to \$500 for Troy, Sound Engineer for 2024 Arts Day

Moved: Grant Ferstadt Seconded: Kieran Looby Resolution: Passed

Motion 310: Allocate up to \$150 for USB C – USB A adaptors for use with keyboards and student laptops

Moved: Grant Ferstadt Seconded: Kieran Looby Resolution: Passed

Dijon noted the department has a lot of keyboards which are great for all students to work on but can't be used as most computers now have USB C connections and the keyboards have USB A. He would like to order 25 adaptors @ \$5 each. It was noted they are on the Year 7 student booklist but it is likely that students would not always bring them to school.

- Future Funding Requests to be voted on at next meeting:
 - Motion for Photography Services for 2024
 - Motion for 2024 ATAR accompaniment

6. Social Media / Communications Report

- We are trying to increase the use of the [Music @ MLSHS](#) Facebook page for MSC communications to help reach more parents.

7. Fundraising Events and Activities

- End of Year Sundowner – volunteers from the 2023 Sundowner were reminded to add any feedback/ suggestions / comments about the event to the Lessons Learnt document ready for planning this year.
- Amanda has provided the photos from the Sundowner for Crust Pizza, which was part of the sponsorship agreement. Kieran will check if Bek has sent those through to Michelle at Crust.
- LAA Committee – update as covered above at 1.

8. Other Business

- Noted that the MSC has ceased offering a Teams option for hybrid meetings this year as the sound quality wasn't good enough to fully participate remotely.

9. Actions arising from previous minutes

- Update on black and white canvases – in progress (see update in Treasurers Report)
- Update on recruitment of new LAA Committee members – in progress (see update in Welcome)
- Crust Sundowner Sponsorship – appears to have gone smoothly. (See update in Fundraising)
- Update on plans to improve parent communication/ social media – (See Social Media/ Comms Report)

- Update on grand piano business case (it has been suggested the Committee considers setting aside tranches of money over a few years to build up enough funds to buy a good grand piano for the move to WAAPA) – business case development in progress.

10. Any Other Business

- A parent queried if there were spare guitars or the possibility of funding a spare guitar to stay at school for any student that may not be able to carry their instrument to school due to a medical condition. Kieran advised this was not a matter for the MSC and should be taken up directly with the Music Department. Dijon noted the main issue is storage space but if a parent wanted to purchase an additional instrument to leave at school, it could be left in the storeroom noting though that this does fill up with student instruments.
- It was queried when the move to WAAPA is anticipated to happen. While the Music Department is expecting the move to be 'as early as the end of 2026 / early 2027' they can't confirm at this stage.

Meeting closed: 7:10pm

NEXT MEETING

Date:

7 March 2024

Week 6 Term 1 2024

Time: 6pm

Venue: Music Room 3

Please enter school through rear gate off Learoyd St

**MLSHS P & C ASSOCIATION
MUSIC SUB-COMMITTEE - CASH BOOK, AVAILABLE FUNDS
07-February-2024**

BANK RECONCILIATION

Opening balance	17.11.2023		<u>\$ 90,792.86</u>
Add: Deposits			
	Credit Interest		2.30
	Parent Contributions (Part 2)	\$	987.00
	Sundowner Food/Drink (Square)	\$	2,204.30
	Sundowner Food/Drink (Cash)	\$	1,120.00
Total Deposits			<u>\$ 4,313.60</u>
Less: Payments Made			
	#303	Sundowner Food/Driink	207.00
	#303	Sundowner Food/Driink	410.40
	#303	Sundowner Food/Driink	430.00
	#303	Sundowner Food/Driink	378.92
	#299	Wireless Mic	1,104.55
Total Payments		0	<u>\$ 2,530.87</u>
Cash book Closing balance as at	07.02.2024		<u>\$ 92,575.59</u>
Bank balance as at	07.02.2024		<u>\$ 92,575.59</u>
Deduct: Payments in Progress			
			\$ -
Total Payments in Progress			<u>\$ -</u>
Cash book Closing balance as at	07.02.2024		<u>\$ 92,575.59</u>
Less: Committed funds			
	# 289	Admin Assistant for Semesters 1 & 2 2024	\$20,000.00
	# 291	Trumpet/Trombone Mutes	\$ 300.00
	# 292	Sheet Music	\$ 2,086.00
	# 295	Piano Tuning 2023	\$ 2,000.00
	# 296	Amp maintenance/repair 2023	\$ 1,000.00
	# 297	B&W Canvasses 2023	\$ 1,500.00
	# 299	Wireless Mics	\$ 1,395.45 Bal. remaining
	# 300	Concert festival photos	\$463.54 Bal. remaining
	# 302	Admin Assistant S1 & S2 2024	\$20,000.00
	# 303	Sundowner 2023 Catering	\$573.68
	# 304	Sundowner 2023 Ice-cream bombs	\$304.24
	# 305	Sundowner 2023 Sound Engineer	\$600.00
	# 306	Sundowner 2023 Lighting	\$1,000.00
	# 307	Arts Day 2024 - Junkadelic	\$1,100.00
Total Committed funds	07.02.2024		<u>\$52,322.91</u>
Available Funds	07.02.2024		\$40,252.68