

MOUNT LAWLEY SENIOR HIGH SCHOOL

Music Support Group

Date: 6:00pm, 7 March 2024

Venue: Music Room 3, MLSHS

Attendees: Dijon Summers (Teacher Representative), Kieran Looby* (Chair/ Treasurer), Helen Pelusey* (Secretary), Grant Ferstat*, Andrew Lippiatt *, Preety Ramdoyal*, Catherine Tabi*, Shelley Tudor*, Suzanne McLay*, Rowena Smith*, Tim Jewell*, Melinda Boss*, Rebekah Ledingham, Widya Ong, Ana Santos, Rebecca Thomson

Apologies: Puanna Kapi*, Julie Eglin*, Amanda Humphreys*, Anna Desiré-Tesar*, Daniela Andrei*, Michelle deRozario (Program Coordinator - Performing Arts), Michelle Wilkins, Trace Luk

1. Welcome and Apologies

- Kieran Looby opened the meeting at 6:09pm, noted the apologies and welcomed everyone. A quorum of was met. No conflicts of interest were recorded.

2. Previous Minutes

- Accept the Minutes of the 8 February 2024 meeting as a true and accurate record.
Moved: Kieran Looby Seconded: Suzanne McLay Resolution: passed

3. Actions arising from previous minutes

- Update on black and white canvases – in progress. A purchase order has been raised with Officeworks.
- Update on grand piano business case – See discussion at 6.

4. Music Department Report

Update on activities and upcoming events:

- Record number of ensembles this year. The new Yr 7 Jazz Band has commenced.
- More potential for future music studies with different pathways for Yr 11 and 12 and maybe Yr 10s.
- Arts Day is on Friday 22 March. This event is for students only.
- The combined primary school concert bands are underway.
- SVAPA tour to London leaves in 3 weeks
- The Music Department has been very busy with administration. Lots of new systems are being implemented for bookings / calendars etc, which will be great for the concert series. There have been some teething problems and parents will be contacted to test out the systems.

- It was noted that a Level 1 school officer (0.29 FTE) has been an approved funded position by the Music Support Group since 2015. As volunteer support dwindled, the need for the provision of clerical assistance to undertake tasks such as library archiving, concert/event organisation and other activities that have enriched the music program became evident. Historically, the school funded the position and recouped oncosts from the MSG each semester. The recent impact of COVID saw the school fund this position entirely, as the Lawley Art Auction was unable to run - a major source of income to the Music Department. A recent audit of this role has concluded a difference in tasks now undertaken to those required of the MSG at its inception. The school has, therefore, agreed to continue to fund this position and reimbursement from the MSG will now cease.

5. Treasurer's Report

- Kieran tabled the Treasurer's Report to 7 March 2024 (See Attachment 1). With the closure of the Administration Assistant motions there is \$80,000 in available funds.
- **An update on the following motions was provided:**
 - **Motion 292** 2023 Sheet Music - \$2086 remaining: closed as a new motion (308) has been raised for 2024.
 - **Motion 299** Wireless microphones - \$290.90 remaining: 2 invoices received and 2 parcels with 2 microphones each have been received. Dijon will double check this matches the order and will let Kieran know if he can close the motion.
 - **Motion 300** Concert photos 2023- \$463.54 remaining: all invoices paid so can be closed.
 - **Motion 303** Sundowner 2023 catering: \$573.68 remaining: all reimbursements paid so can be closed.
 - **Motion 304** Sundowner 2023 Choc Bombs: \$304.24 remaining. Dijon to check with Michelle and advise Kieran if she has been reimbursed.
 - **Motion 289 and 302** Admin Assistant 2023 and 2024: \$20,000 remaining for both: as discussed at 4. above can be closed.
- **Funding Requests**

Motion 311: Allocate up to \$4000 for a Yamaha Tenor Saxophone. (Dijon will source 3 quotes from reliable suppliers to ensure best price)
Moved: Kieran Looby Seconded: Preety Ramdoyal Resolution: Passed

Motion 312: Allocate up to \$2000 for 100 folders for band music.
Moved: Melinda Boss Seconded: Tim Jewell Resolution: Passed

Motion 313: Allocate up to \$2000 for a music stand trolley
Moved: Rowena Smith Seconded: Grant Ferstat Resolution: Passed

Note: Currently have enough stands but with several ensembles on at the same time need to be able to move them around the school. First quote was for \$1500 but will obtain further quotes to ensure reasonable.

Motion 314: Allocate up to \$200 for Peg Boards and Pegs.

Moved: Kieran Looby Seconded: Melinda Boss Resolution: Passed

Motion 315: Allocate up to \$2000 for instrument maintenance.

Moved: Tim Jewell Seconded: Grant Ferstat Resolution: Passed

Note: Recently had to repair some saxophones which the Department funded as couldn't wait to raise a motion. Already have a motion for amplifier maintenance but would be useful to have a fund for ongoing instrument maintenance eg there is a set of school flutes but they can't be used as they need some repairs.

Motion 316: Allocate up to \$300 for 3 keyboard stands which cost \$95 each for a decent one.

Moved: Rowena Smith Seconded: Melinda Boss Resolution: Passed

Note: There is one good keyboard and some reasonable ones. Sometimes they are needed simultaneously but there is only one decent stand.

Motion 317: Allocate up to \$1000 for a keyboard amplifier. Currently the department doesn't have a good keyboard amplifier.

Moved: Suzanne McLay Seconded: Preety Ramdoyal Resolution: Passed

Motion 318: Allocate up to \$2000 for a 2024 piano tuning.

Moved: Kieran Looby Seconded: Melinda Boss Resolution: Passed

Motion 319: Allocate up to \$2000 for Year 11 and 12 ATAR accompaniment.

Moved: Grant Ferstat Seconded: Suzanne McLay Resolution: Passed

Note: It was queried if there is an ATAR Performance where the ticket price would cover the accompaniment as this would be another practice opportunity. It was confirmed this has been done in the past and could be considered again but it was observed that another performance may just be additional stress for students. Also, the number of concerts in the year has to be considered. The validity of weekly Term 3 concerts as opposed to just one or two concerts has been queried by the school, as the latter would be less work for the Music Department. However, the Department feels the individual ensemble concerts give students a better opportunity for performance and as it is already in the 2024 calendar, this will at least continue for this year. Another performance option would be a combined ATAR drama monologue and music night.

Motion 320: Allocate up to \$300 for a conductor's stand.

Moved: Preety Ramdoyal Seconded: Suzanne McLay Resolution: Passed

Lee Stanley from IMSS also raised the possibility of purchasing a conductor's podium. It was thought the Committee may have funded one in the past. Dijon to check with Michelle if she knows if this still exists. If not, or if no longer functional can raise a motion at the next meeting.

Motion 321: Allocate up to \$2000 for 2024 Photography Services (Amanda Humphreys)

Moved: Kieran Looby Seconded: Catherine Tabi Resolution: Passed

6. Social Media / Communications Report

- Membership is up a little on Facebook. The banner on the Mailchimp emails seems to have prompted people to join. Need to keep some regular posts going to keep traffic up. Could also consider Instagram as note that the Mt Lawley SHS Instagram gets more likes than their Facebook.
- Crustworthy Sponsorship – Bek didn't receive any reply to the Sundowner photos she sent through so assume they are happy.
- It was observed that in terms of communications, especially for new parents, when discussing motions eg around buying a grand piano it is important to give adequate background information.

The committee then discussed the proposal to purchase a Grand Piano. The current grand piano isn't bad but doesn't hold tuning well. With the move to WAAPA, there will be many rooms and ensembles, so there needs to be enough pianos. Therefore the Department has raised the possibility of saving for a new grand piano. A really good piano costs around \$80K, or they could purchase 2 or 3 slightly cheaper ones but these can have issues with holding tuning etc. It was noted that a business case would need to be presented to the P&C to justify carrying funds over each year to save enough as generally they like to see funds spent in the year they are raised. Some suggestions include paying a deposit on a piano to the supplier to be paid in full and delivered in a few years, or having a separate dedicated bank account to save tranches of money each year. It was suggested the piano purchase be added to the agenda for the next meeting and the Music Department can put forward their best suggestion for a suitable instrument and the Committee can review pros and cons before presenting anything to the P&C.

7. Fundraising Events and Activities

The LAA Committee is now up and running and has a bigger team than last year with lots of new people and some fresh ideas. There are still some committee roles to be filled if anyone is interested.

8. Other Business

Nil.

SUMMARY OF ACTIONS ARISING:

- Dijon will double check the microphone deliveries and invoices match the order made and will let Kieran know if he can close Motion 299.
- Dijon to check with Michelle and advise Kieran if she has been reimbursed for Choc Bomb expenses for 2023 Sundowner
- Dijon to check with Michelle if she knows if the Department still has a conductor's podium purchased a few years ago by the Committee.
- Grand Piano Purchase to be added as agenda item to next meeting. Music Department to bring proposal for the best instrument to purchase and Committee will review pros and cons of purchase and approaches to saving the money towards it.

Meeting closed: 7:17pm

NEXT MEETING			
Date: 2 May 2024 Week 3 Term 1 2024 (one week later due to ANZAC day)	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
03-March-2024**

BANK RECONCILIATION

Opening balance	08.02.2024		<u>\$ 92,575.59</u>
Add: Deposits	Credit Interest		0.73
	Membership fees	\$	26.00
Total Deposits		<u>\$</u>	<u>26.73</u>
Less: Payments Made	Inv 42255 # 295 Piano Tuning		1,200.00
Total Payments		<u>\$</u>	<u>1,200.00</u>

Cash book Closing balance as at **03.03.2024** **\$ 91,402.32**

Bank balance as at **03.03.2024** **\$ 91,402.32**

Deduct: Payments in Progress

Inv 42882	# 291	Trumpet/Trombone Mutes	\$	300.00
Inv 42213	# 299	Wireless Mics	\$	1,104.55
Inv 42168	# 300	Concert festival photos	\$	823.95
Inv 42165	# 288	Arts Day 2023 Sound Tech	\$	300.00
Inv 42212	# 304	Sundowner 2023 Ice-cream bombs	\$	169.40
	# 300	Concert festival photos	\$	
Inv 42166	# 298	Mic Stands	\$	490.00

Total Payments in Progress **\$ 3,187.90**

Cash book Closing balance as at **03.03.2024** **\$ 88,214.42**

Less: Committed funds	# 289	Admin Assistant for Semesters 1 & 2 2024	\$	20,000.00	
	# 292	Sheet Music	\$	2,086.00	Bal. remaining CLOSE?
	# 296	Amp maintenance/repair 2023	\$	1,000.00	
	# 297	B&W Canvasses 2023	\$	1,500.00	
	# 299	Wireless Mics	\$	290.90	Bal. remaining CLOSE?
	# 300	Concert festival photos	\$	463.54	Bal. remaining CLOSE?
	# 302	Admin Assistant S1 & S2 2024	\$	20,000.00	
	# 303	Sundowner 2023 Catering	\$	573.68	Bal. remaining CLOSE?
	# 304	Sundowner 2023 Ice-cream bombs	\$	304.24	Bal. remaining CLOSE?
	# 305	Sundowner 2023 Sound Engineer	\$	600.00	
	# 306	Sundowner 2023 Lighting	\$	1,000.00	
	# 307	Arts Day 2024 - Junkadelic	\$	1,100.00	
	# 308	Sheet Music 2024	\$	4,000.00	
	# 309	Arts Day 2024 - Sound Technician	\$	500.00	
	# 310	Adaptors USBC-USBA Keyboards & Laptops	\$	150.00	

Total Committed funds **03.03.2024** **\$ 48,918.36**

Available Funds **03.03.2024** **\$39,296.06**