

MOUNT LAWLEY SENIOR HIGH SCHOOL

Music Support Group

Date: 6:00pm, 2 May 2024

Venue: Music Room 3, MLSHS

Attendees: Dijon Summers (Teacher Representative), Michelle deRozario (Performing Arts Program Coordinator), Kieran Looby* (Chair/Treasurer), Helen Pelusey* (Secretary), Grant Ferstat*, Preety Ramdoyal*, Catherine Tabi*, Suzanne McLay*, Rowena Smith*, Melinda Boss*, Tim Jewell*, Julie Eglin*, Kevin Keary*, Daniela Andrei*

Apologies: Shelley Tudor*, Trace Luk, Anna Desiré-Tesar, Matt Chatley, Michelle Wilkins, Bek Ledingham (*Voting Members)

1. Welcome and Apologies

- Kieran Looby opened the meeting at 6:04pm, noted the apologies and welcomed everyone. A quorum was met. No conflicts of interest were recorded.

2. Previous Minutes

- The Minutes of the 7 March 2024 meeting will be voted on at the next meeting.

3. Actions arising from previous minutes

Action	Status
Update on black and white canvases. (Dijon)	Order has been processed and awaiting delivery
Check the microphone deliveries and invoices match the order and confirm if Kieran can close Motion 299 (Dijon)	In progress. Dijon to check and get back to Kieran.
Check if Michelle has been reimbursed for Choc Bomb expenses for 2023 Sundowner and advise Kieran. (Motion 304) (Dijon)	Reimbursement complete. Motion 304 can be closed.
Check with Michelle if the Department still has the conductor's podium purchased a few years ago by the Committee. (Dijon)	Confirmed the department has a podium.
Grand Piano Purchase to be added as agenda item to next meeting. (Helen)	Added as Agenda Item 7 but now to be deferred to a future meeting. This Committee can approve the allocation of funds for the purchase, but the Department also needs the school's approval for asset acquisition. Michelle will send Kieran the preliminary business case notes, so the Committee can plan towards seeking permission from the PC to bank money towards this future larger purchase

4. Music Department Report

Update on activities and upcoming events:

- Dijon accompanied the SVAPA International tour to London during the Easter Holidays. Everything went well and it was a great experience for the kids It was inspiring for them to see world class acts and hopefully encourage students to continue their music studies into future years.
- Exams are coming up.
- The Lawley Art Auction is coming up on 15 June 2024.
- Music Camp coming up later this term.
- A number of new systems, including online calendars have been implemented.
- MLSHS will host a jazz camp over in the school holidays from 2-4 July. This is a 3-day camp for students from all around the state involving workshops with industry specialists. It has previously been held at other venues including St Hilda's, and WAAPA. Plans for it to be held at Wesley fell through this year and MLSHS was asked to host. This is open to all year groups and levels. Dijon will get the details including the cost out soon.

- **Funding Requests**

The Department already secures some workshops for the students. Some are free eg through WAAPA staff and some have a cost. For a local artist this can be around \$100 and for interstate artists around \$250. Often when workshop opportunities arise with industry experts (eg someone visiting the state for a few days) the Department needs to be able to act quickly to secure those, so can't go through the school purchase process. It would therefore be useful to have a pre-approved fund from the MSC for these workshops.

Motion 322: Allocate up to \$2000 for 2024 Artist Workshops.

Moved: Kieran Looby Seconded: Grant Ferstat Resolution: Passed

Music camp is coming up in June and the Department would also like to secure some guest artists to provide workshops there:

Motion 323: Allocate up to \$1500 to provide guest artist workshops for Music Camp workshops.

Moved: Kieran Looby Seconded: Suzanne McLay Resolution: Passed

6. Treasurer's Report

- Kieran tabled the Treasurer's Report to 2 May 2024 (See Attachment 1). There is approximately \$86,000 in the bank with around \$30,000 allocated so this leaves about \$56,000 in available funds.
- Kieran noticed the SVAPA bank account is earning a lot more interest than the Music Account. He has contacted the P&C to check on the process is to change accounts so we are earning interest too. Commonwealth Bank have special accounts for NFPs which earn interest.
- An update on the following motions was provided:
 - **Motion 299** Wireless microphones – Dijon to check and get back to Kieran. (see 3. Actions arising)

- **Motion 304** Sundowner 2023 Choc Bombs – Close (see 3. Actions arising)
- **Motion 296** Amp Repair and Maintenance 2023 - Close
- **Motion 305** Sound Engineer Sundowner 2023 – vendor paid but MSC hasn't received invoice from the school yet – leave open
- **Motion 306** Outdoor lighting Sundowner 2023 – vendor paid but MSC hasn't received invoice from the school yet – leave open
- **Motion 307** Junkadelic 2024 –There was an issue with the booking and they didn't perform. - close
- **Motion 309** Sound technician Arts day 2024 - vendor paid but MSC hasn't received invoice from the school yet – leave open

7. Social Media / Communications Report

Kieran gave an update for Bek Ledingham, the Social Media / Communications coordinator, who was an apology.

- The social media traffic through Facebook is greater with information about the art auction, meeting announcements etc going out on the [Music @ MLSHS](#) Facebook page
- Bek is look at opening a Music Instagram account. Kieran will check on progress. It was observed that we should be careful not to have too many platforms to maintain and duplicating information going out from other channels such as the LAA and Lawley events Instagrams, though it was also noted that posting in Instagram can be set up to automatically post the same content to Facebook so no extra work.

8. Fundraising Events and Activities

Julie Eglin provided an LAA Art Auction Update

- \$10K in cash sponsorships have been received.
- Instead of silent auction there will be a raffle. In previous years the silent auction was bringing in a lot in value in donations but only generating about a third of that value in funds raised through sale of those items. The raffle will have one major prize, which they are working on at the moment, and the other donations are being packaged into themes eg beauty / wellbeing to be raffled as prizes. The aim is to presell as many raffle tickets as early as possible. They will be encouraging students to sell to family and friends before the auction.
- Art Auction drop off day went well. There were 143 pieces and about 80 will be auctioned and the rest will be for sale at a fixed price in the Irving Gallery.
- It was noted that from a slow start in February with many roles to fill, the Committee has been invigorated by new members and while it has been a big learning curve, it is going really well.

9. Future motions

The following motions will be raised at the next meeting of the MSC:

- \$1000 to be allocated to ATAR accompaniment at the end of the year.

It is difficult to secure accompanists for students as they are in demand and often booked out. Dijon would like to book in the accompanists for the end of the year performances now to ensure we have them locked in.

10. Any Other Business

MSC Meeting times

Currently Music Meetings are in weeks 2 and 6 from 6-7pm and the SVAPA meetings are in weeks 3 and 7 from 6:30-7:30pm.

It has been proposed by the school that SVAPA and Music parent meetings are held consecutively on the same night in the same week. This will address issues including safety of staff and parents coming to school in the evening as there will be more people on campus on the same night. Teachers can also more easily fill in for one another if the teacher representative is unable to attend their meeting. It may also alleviate the time commitment for parents who are attending more than one committee meeting so are sometimes at the school on 2 or 3 evenings in one week. The Committee were asked for their views.

The parents present were supportive of the proposal to move the Music meeting to 5:30pm on the Wednesdays of Week 3 and 7. Though consideration could be given to the weeks, and Weeks 2 and 6 may also be an option. A couple of people may find the change of day or time tricky but the majority can make it work. Parents on multiple committees liked the idea of attending two consecutively rather than attending on two separate nights.

Michelle will discuss further with Moya and the school and any change will be implemented on a trial basis in Term 3.

SUMMARY OF ACTIONS ARISING:

- Michelle to send Kieran her preliminary business case notes for the purchase of the grand piano.
- Michelle to take the MSC parent views on the change to meeting times back to Moya and the school for further discussion and a decision.
- Dijon to check the microphone deliveries and invoices match the order and confirm if Kieran can close Motion 299

Meeting closed: 7:00pm

NEXT MEETING

Date:

30 May 2024

Week 7 Term 2 2024

(Term 2 meetings all a week later due to ANZAC day adjustment)

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
02-May-2024

BANK RECONCILIATION

Opening balance	07.03.2024		<u>\$ 91,402.32</u>	
Add: Deposits	Credit Interest		0.73	
	Credit Interest		0.71	
Total Deposits			<u>\$ 1.44</u>	
Less: Payments Made	Inv 42213 #299 Wireless Mics		1,104.55	
	Inv 42168 #300 Concert Photos		823.95	
	Inv 42166 #298 Mic Standa		490.00	
	Inv 42165 #288 Sound Tech Arts Day 2023		300.00	CLOSE
	Inv 42212 #300 & #304 Photos & IceCream		169.40	
	Inv 42882 #291 Trombone Mutes		300.00	CLOSE
	Inv10300 #321 Photography 2024		2,000.00	CLOSE
Total Payments			<u>\$ 5,187.90</u>	
Cash book Closing balance as at	01.05.2024		<u>\$ 86,215.86</u>	
Bank balance as at	01.05.2024		<u>\$ 86,215.86</u>	
Deduct: Payments in Progress				
	Inv44340 #308 Music Sheets 2024	\$	86.99	
	Inv44341 #308 Music Sheets 2024	\$	49.00	
	Inv44343 #308 Music Sheets 2024	\$	56.44	
	Inv44344 #308 Music Sheets 2024	\$	79.30	
Total Payments in Progress			<u>\$ 271.73</u>	
Cash book Closing balance as at	01.05.2024		<u>\$ 85,944.13</u>	
Less: Committed funds				
	# 296 Amp maintenance/repair 2023	\$	1,000.00	CLOSE ?
	# 297 B&W Canvasses 2023	\$	1,500.00	????
	# 299 Wireless Mics	\$	290.90	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	\$	3,728.27	
	# 309 Arts Day 2024 - Sound Technician	\$	500.00	
	# 310 Adaptors USBC-USBA Keyboards & Laptops	\$	150.00	
	# 311 Tenor Sax	\$	4,000.00	
	# 312 100No. Folders for Band Music	\$	2,000.00	
	# 313 Music Stand Trolley	\$	2,000.00	
	# 314 Peg Board + Pegs	\$	200.00	
	# 315 Instrument Maintenance 2024 (excl Piano Tuning. See #318)	\$	2,000.00	
	# 316 3No. Keyboard Stands	\$	300.00	
	# 317 Keyboard Amplifier	\$	1,000.00	
	# 318 Piano Tuning 2024	\$	2,000.00	
	# 319 ATAR student accompaniment Y11 & Y12	\$	2,000.00	
	# 320 Conductor Stand	\$	300.00	
Total Committed funds	01.05.2024		<u>\$25,973.41</u>	
Available Funds	01.05.2024		\$59,970.72	