

## MINUTES OF MEETING 5

Mount Lawley Senior School, Admin Building Boardroom , 6:30pm, Tuesday, 29th April 2025

### 6:36pm Meeting Opened

**Present:** Monique Herbst, Kevin Keary, Sharon Callow, Emma Eggleton, Kieran Looby, Anoushka Alexander, Michelle Lehmann, Gee Yap, Julie Eglin, Andy Campbell, Emma Eggleton, Kate Vaserman, Louise Aston, Luke Taylor, Cynthia O'Brien, Pallavi Hedge, Keryn Dunstan, Tara

**Apologies:** Julie Eglin, Gary Corbett, Robyn Chesney, Miriam Moretti,

**Absent:** Remke Van Dam, Jess Wedlake, Jason Wedlake

### Acknowledgement of Country

**Motion to accept the minutes of the previous meeting.**

**Amendments:** None

**Moved:** Louise

**Seconded:** Andy

All in favour

### 1.0 Convenor's report

#### 1.1 General Update

- Thank you to committee members for all their time and hard work over the last few weeks.
- Raffle paperwork has been entered. We have a total prize pool of \$8669 prizes with 30 prizes. Top prize is a \$3000 voucher for Sheer Curtains with Olmada Window Treatments.
- Development WA has offered \$3000 worth of sponsorship.
- Convenors have met with a marketing contact who supported the idea of refreshing the event to keep it current, boost engagement and ensure its long term growth and viability. We presented this concept at last month's P&C meeting, where it was positively received. Since then, we've met with SVAPA and the Music department to explore strategies for increasing parent involvement - both in how funds are allocated and in encouraging attendance. This remains a work in progress. For this year's event, our focus is on boosting parent engagement with a view to potentially rebranding the event for next year.
- Monique W has stepped down from her role as Volunteer Coordinator.
- If anybody is finding their role challenging or needs additional support, please don't hesitate to reach out - we're here to help.

#### 1.2 Motions

**LAA20250429-21 Financial motion to increase spend on catering to an estimated amount of \$1000.**

Moved: Andy Campbell

**Seconded:** Kevin Keary

All in favour

**LAA20250429-22 Motion to amend the LAA “Terms of Reference”. Specifically, changes to the wording of point 2.1 and point 8.**

Amend point 2.1 with wording: Not more than 30 members, one of whom shall be a member of the P&C Executive.

Amend point 8 (Quorum) with: A quorum shall comprise 8 members of the current membership of the committee.

Moved: Emma Eggleton

**Seconded:** Keiran Looby

All in favour

## **2.0 Artist Coordinator’s report**

- 172 pieces in total. These are mostly paintings, some photography and ceramics pieces.
- Notable pieces from Pippin Drysdale and Anya Brock and donation from Amok Island
- A few artists have arranged alternative drop-off/collection times.
- Amok Island print will need to be framed.

## **3.0 Curator’s Report**

- Curating meeting 6th May 2025.

## **4.0 Publicity Coordinator’s report**

- Push to publicise the majority of sponsorship posts for our bronze sponsors- there were a lot!
- Will now start to focus on publicising artists, artwork and the event.

## **5.0 Sponsorship Coordinator’s report**

- The majority of the sponsorship drive is completed, although there are still some donations coming in.
- Most of the work now will be on collecting donations and vouchers.
- Raffle prizes have been allocated.
- There are a number of other prizes that were unallocated to the raffle. These will be used for event night prizes, volunteer prizes, thank you gifts.

## **6.0 Treasurer’s report**

- We currently have \$24 711 in available funds.
- This is made up of the following amounts:
  - \$6000 carry over cash from 2024
  - \$13 000 in cash sponsorship donations

- \$5464 in fundraiser/artist entries
- \$675 in miscellaneous donations
- Upcoming funds
  - \$5000 in committed sponsorships yet to be invoiced - Development WA and Wanneroo Mazda
- Committed Funds
  - \$14, 193.00 committed to fund event goods and services
  - \$151 in reimbursements due for payment

#### 7.0 Database Coordinator's report

- Talked through Operations Flow for Artist Drop Off Day.
- Kieran would like to liaise with the photographer about how to title photographs taken on Artwork Drop Off Day. Information to be sent through to Convenors and passed on.

#### 8.0 Graphic Designer's report

- All on track.
- Banner has been designed for use at future 2025 Music and SVAPA events.

#### 9.0 Event Coordinator's report

- Artwork Display options presented to committee for discussion.
  - All Fence URent - quote for approx \$1800. Some new sock sleeves will be needed which will be an extra cost. This method is very labour intensive for volunteers.
  - Art Install/Art Display Hire - quote for Total cost likely to be approx \$4500
  - Barrett Exhibition Group - in between. Quote for approx \$3500.
- Committee members unanimously agreed to proceed with Barrett Exhibition Group panels this year for artwork display.
- ADO plans are in place:
  - 10 pairs of new white cotton gloves have been purchased, five large and five small.
  - ADO Supplies- bubblewrap, masking tape and packing tape all sorted.
  - 10 parents have signed up to volunteer in the wrapping room.
  - SVAPA students to wear SVAPA t-shirt. Music students should wear a black t-shirt.
- The following roles have been allocated to committee members:

Role	Responsibilities	LAA Committee (12:00pm start)
Event Managers	Coordinate overall running the day to ensure smooth op. Provide guidance/assistance as required.	Michelle, Anoushka
Registration	Meet and greet, check artist personal details on paperwork, take payment if outstanding.	Kieran and Gee

Artwork check (Quality Control)	Check artwork details, confirm measurements, check & note any imperfections.	Sharon, Cynthia Emma, Alison
Photography assistant	Provide assistance to artwork photographers (at direction of the lead photographer)	Remke
Wrapping station	Wrapping artwork to protect during storage	Andy+ 10 Parent Volunteers
Storeroom	Packing away artwork (this will be done towards end of day so Artwork can be stacked in size order)	Andy/Kev/Luke
Volunteer/Student Coordinator	Supervise and direct students Monitor students who are ushering artists from car park to ADO area at Senior School	Pallavi
Artwork handlers	Moving the artwork from station to station	Kevin and Luke
Ushers (Students)	Provide directions/assistance to find ADO area (note we have 7 high vis vests in total)	Students (committee) Cole, Nikita, Livvy Cian, Eilish, Jason Jemma, Alex, Charlotte Liam, Matthew, Alyssa, Winter
Content capture	Work with event photographer and oversee media students to capture content for the day to be used in future marketing and promotion	Robyn, Kerryn
Floating	To assist where needed	Mon/Louise
Baking	Committee Members able to provide some baked snacks	Michelle, Monique Kate, Kieran, Cynthia Michelle, Katie Mahon (parent volunteer)
Unavailable	Michelle Wilkins, Julie, Gary	

#### 10.0 Bar Manager's Report

- Still waiting for liquor license to be approved.
- Devine Cellars are back on board as sponsor offering the same deal as last year. The cost will be approx \$1100 and they will take back what we don't use. Will also include ice.

#### 11.0 Catering Coordinator's Report

- Spice Guru has been confirmed as a sponsor, offering Samosas.

- Kate has met with the owner of Bake Boss to discuss food donation. Will need to be collected on Auction morning.
- Kate to chase up Angela from delightful deserts.
- Donated fresh provisions vouchers to be used towards catering.
- Confirming food service on auction night is between 5pm - 6:15pm. Desert buffet following Auction. Will only need one shift of student food volunteers.

#### **12.0 Website Coordinator's Report**

- The website has been updated with some 2025 artworks as well as event and buyer information.
- Bidder registrations are now open.

#### **13.0 Volunteer Coordinator's Report**

- Sign up created and all slots filled for Artist Drop Off Day.
- LAA Talent and Release Forms given to and collected from committee members for student volunteers.

#### **14.0 Catalogue Coordinator's Report**

- Platinum and gold sponsors have been emailed regarding catalogue advertisements. Emma will follow up as the cut off date is 16th May.

#### **15.0 Other Business**

- Could committee members please bring in some boxes on ADO to help wrap sculptures/ceramics/glassware pieces.

**CLOSE MEETING: 7:49PM**

**NEXT MEETING: TUESDAY 6th May 2025 (Curating)**  
**NEXT FULL COMMITTEE MEETING: TUESDAY 13th May 2025**