

MINUTES OF MEETING 7

Mount Lawley Senior School, Admin Building Boardroom, 6:30pm, Tuesday, 13th May 2025

6:33pm Meeting Opened

Present: Monique Herbst, Sharon Callow, Emma Eggleton, Anoushka Alexander, Michelle Lehmann, Gee Yap, Julie Eglin, Andy Campbell, Emma Eggleton, Louise Aston, Luke Taylor, Pallavi Hedge, Remke Van Dam, Julie Eglin, Robyn Chesney

Apologies: Kieran Looby, Kevin Keary, Kate Vaserman, Keryn Dunstan, Cynthia O'Brien, Michelle Wilkins, Gary Corbett

Absent: Jess Wedlake, Jason Wedlake, Miriam Moretti

Acknowledgement of Country

Motion to accept the minutes of the previous meeting.

Amendments: None

Moved: Emma Eggleton

Seconded: Sharon Callow

All in favour

1.0 Convenor's report

1.1 General Update

- Thank you to committee members for a fantastic ADO.
- ADO considerations for next year:
 - Shorten drop off window for artists. Committee to still stay for same time.
 - Contact Artists who haven't shown up 1/2 hour before closing, rather than waiting until 15min after the drop off window has passed.
 - Clear instructions on what to record for artwork checkers. Inconsistencies found in framing information.
 - Prepayment of artist fees worked well to streamline the process.
- Raffle is now live. School has been asked to send out a connect notice to parents.
- Please like and share publicity posts with friends and family and invite them along to the event.
- Email to previously registered bidders ready to go, once Auction pieces are uploaded to website.

1.2 Motions

2.0 Artist Coordinator's report

- None

3.0 Curator's Report

- 88 Auction pieces and 61 artwork pieces in the Irving gallery. Additional ceramics and glassworks in the Irving Gallery.
- Sharon has contacted Robin Prag to confirm if he was an Indigenous artist as his artwork contains Indigenous themes and motifs. Robin has confirmed that he is not Indigenous and so we are unable to accept his submission into this year's Auction. We will offer Robin the opportunity to submit an alternative piece, or a refund.
- Artist Jeana Castelli has emailed advising that her work was still advertised online and she potentially has an interested buyer. Convenors will respond to Jeana.

4.0 Publicity Coordinator's report

- Robyn has been busy working on publicity posts for the event, artworks and artists using a mix of static and video posts, with more to come.
- Keryn will create some posts to help publicise the raffle.
- Robyn has reached out to our higher-level sponsors for additional publicity but has not received any response.
- Facebook event has been created for Auction night.

5.0 Sponsorship Coordinator's report

- The main sponsorship drive has been completed.
- The next few weeks will be focusing on collecting vouchers and gift packs.
- Kev has a contact that is happy to donate plaques for our Platinum sponsors. Kev to liaise.

6.0 Treasurer's report

- We currently have \$24 696 in available funds.
- Upcoming funds
 - \$5000 still to come in from Development WA and Wanneroo Mazda
- Committed Funds
 - \$12 082 committed funds from financial motions
 - \$2105.41 in reimbursements and invoices due for payment
- Gee and Gary are yet to receive CommBank access. Convenors to query timeline with P&C.

7.0 Database Coordinator's report

- Irving Gallery pieces will be numbered in ascending order of first letter of surname
- Pretty much ready to go for Auction night.

8.0 Graphic Designer's report

- 5000 DL flyers have been designed and printed. Convenors to contact RedFox and NTY Property Group to see if they can assist with a letterbox drop.
- Emma is working on design for sponsor frame and will liaise directly with Adam for this.

9.0 Event Coordinator's report

- Our sponsors pull up banner has been ordered and is now ready for collection in time for MLSHS

Festival of Music on Monday 19th May.

- 2 new event signs have been ordered in addition to sticker overlays for 3 of our old signs.
- Artwork panels have been confirmed with Barrett Exhibition Group at approximately \$3000.

10.0 Bar Manager's Report

- No further news on liquor license.
- There is leftover wine from last year's LAA event and Music Sundowner. Suggestion to use these as prizes for the raffle wheel.
- Kev has 24 champagne glasses that he will donate to the school.
- RSA Volunteers will be needed for Auction night. Based on last year's numbers, we are looking for 6-7 for the night or 3-4 for each shift. Anyone working in the bar (including glassies) needs to have RSA.

11.0 Catering Coordinator's Report

- Confirmation from school (Fiona Drabble) that they will provide 150 quiches.
- Dolcetto patisserie has confirmed that they will donate for Auction night. They will be a bronze sponsor.

12.0 Website Coordinator's Report

- Auction artworks are being uploaded to the website.
- Irving Gallery will open online for 1st June.

13.0 Volunteer Coordinator's Report

- A thank you email has been sent to our ADO volunteers.
- Will start planning for event night volunteers.

14.0 Catalogue Coordinator's Report

- Catalogue is in progress.
- Emma to liaise with Julie regarding approaching some sponsors for ¼ page ads

15.0 Other Business

- None

CLOSE MEETING: 7:45PM

NEXT MEETING: TUESDAY 20th May 2025