

MINUTES OF MEETING 8

Mount Lawley Senior School, Admin Building Boardroom, 6:30pm, Tuesday, 20th May 2025

6:39pm 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, Gary Corbett, Kieran Looby, Cynthia O'Brien, Michelle Wilkins

Apologies: Kevin Keary, Robyn Chesney, Kate Vaserman

Absent: Jess Wedlake, Jason Wedlake

Acknowledgement of Country

Motion to accept the minutes of the previous meeting.

Amendments: None

Moved: Julie Elgin

Seconded: Anoushka Alexander

All in favour

1.0 Convenor's report

1.1 General Update

- Raffle update: \$1600 on ticket sales, 82 tickets.
- Invitation email has gone out to previous bidders.
- Banner looked great at the Festival of Music. Flyers handed out to parents promoting event and attendance. Dijon also promoted auction and mentioned how LAA has funded instrument purchases.
- Mon and Lou presented at Music and Svapa committee meetings. Committee members who were present at those meetings, Dijon and Shahna, have agreed to try and help spread the message about attending on the night.
- NTY property group will do a leaflet drop of 1000 flyers. Red Fox is unfortunately unable to help this year.
- Plan to ask local primary schools to advertise in their newsletters.

1.2 Motions

- None

2.0 Artist Coordinator's report

- Thanks to Cynthia and Sharon for assisting while Michelle W was away.
- A few follow-ups with artists needed for additional details.

3.0 Curator's Report

- Floor plan presented to committee.
- Jeana Castelli has agreed to leave her piece in the auction.
- Robin Prag does not have an additional piece to contribute.

4.0 Publicity Coordinator's report

- Lots of Facebook posts highlighting artists and our event.
- Reminder to committee members to like and share these posts as this increases our visibility.

5.0 Sponsorship Coordinator's report

- Follow up emails sent regarding collections.
- To follow up still: Pinot and Picasso, Sherbets, Sisters and Deli Continental.
- Amok Island print is with Art Framers for framing.
- We will need to put together a hamper for Nadia.

6.0 Treasurer's report

- We currently have \$25 000 in available funds.
- Upcoming funds
 - o \$5000 still to come in from Development WA and Wanneroo Mazda.
- Committed Funds
 - o \$12 082 committed funds from financial motions.
 - o \$2500 in reimbursements and invoices due for payment.
- Gee and Gary are yet to receive CommBank access.
- Convenors to query timeline with P&C as there are several upcoming bills to pay as well as reimbursements for committee members.
- Gary to investigate how we can separate payments for different areas - bar, catalogue, raffle wheel.

7.0 Database Coordinator's report

- Irving gallery items have been allocated numbers.
- 17 bidders are currently registered. Of these, 8 are new bidders and 9 are previous bidders.

8.0 Graphic Designer & Catalogue Coordinators report

- The catalogue pdf draft will be ready for our next meeting.
- Catalogue artwork for sponsors is coming in.
- Also working on design for the front panel of lightbox sign.

9.0 Event Coordinator's report

- New event signage and stickers have been collected from printers - they look great! Our 2 new event signs should be able to be re-used for several years, with sticker overlays on dates. We have sticker overlays for last year's signs but may not be able to be reused after this year.
- Run sheet and volunteer numbers discussed.

10.0 Bar Manager's Report

- Liquor license has been approved for 500
- Need to investigate requirements for fencing and recording of patron numbers.

11.0 Catering Coordinator's Report

- Looking for 5 parent volunteers to work between 4pm - 6:30pm and an additional 2 parents from 7pm - 10pm.
- 10 student volunteers requested to start 4:30pm - 6:30pm.
- Kate will organise coffee, tea and desserts. No students necessary.

12.0 Website Coordinator's Report

- Website has been uploaded with auction and IG artworks which are available for viewing.

13.0 Volunteer Coordinator's Report

- Will start working on sign up genius callouts for parent volunteers over auction weekend.

14.0 Other Business

- None

CLOSE MEETING: 8:12PM

NEXT MEETING: TUESDAY 27th May 2025