

## MINUTES OF MEETING 9

Mount Lawley Senior School, Admin Building Boardroom, 6:30pm, Tuesday, 27th May 2025

### 6:33pm Meeting Opened

**Present:** Monique Herbst, Louise Aston, Sharon Callow, Emma Eggleton, Anoushka Alexander, Gee Yap, Julie Eglin, Andy Campbell, Pallavi Hedge, Remke Van Dam, Gary Corbett, Kieran Looby, Cynthia O'Brien, Michelle Wilkins

**Apologies:** Kevin Keary, Robyn Chesney, Michelle Lehman, Kate Vaserman, Luke Taylor

**Absent:** Jess Wedlake, Jason Wedlake

### Acknowledgement of Country

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

**Amendments:** None

**Moved:** Gary Corbett

**Seconded:** Anoushka Alexander

All in favour

### 1.0 Convenor's report

#### 1.1 General Update

- Tracking along smoothly - no meeting next week.
- Raffle update: 154 tickets to 74 buyers. \$3100
- Running order for Auction Night:

	Start	End	Time	Item	Details
<b>VIEWING</b>	5:00 PM	6:15 PM	1:15	Arrival and viewing	
<b>AUCTION</b> 2 hours & 15 mins	6:15 PM	6:35 PM	2:15	Welcome & formalities	1. Event Welcome, Acknowledgement to Country 2. Principal's welcome 3. Sponsor Thankyou 4. Housekeeping
	6:30 PM	8:45 PM	0:45	Auction	1. Lot 1 - 88. 88 pieces
<b>AUCTION CLOSE</b> 15 mins	8:45 PM	9:00 PM	0:15	Prize Draws & Formalities	1. <u>Jacksons</u> People's Choice Award (Artist and Voter) 2. MC Wrap-up
<b>VIEWING &amp; MINGLING</b> 60 mins	9:00 PM	10:00 PM	1:00	Viewing and mingling	1. Door Prize Draws
<b>CLOSE</b>	9:00 PM	10:00 PM	1:00	Sales desk	Process remaining sale and collection of artwork
<b>PACK-UP</b>	10:00	10:30	0:30	Pack-up	Wrap remaining artworks

## 1.2 Motions

- **LAA20250527-23**: Financial Motion for payment of artists as per artist entry terms and conditions. Estimated at 60% of final auction and gallery sales.

**Moved:** Andy Campbell

**Seconded:** Julie Eglin

All in favour

\* For reference, 2024 payment to artists was \$30 849. Maximum payment for 2025 (assuming all paintings sold at min reserve and 60% commission) would be \$73 800.

## 2.0 Artist Coordinator's report

- Artist event invitations will be sent out shortly. Artists who attend will be offered a free catalogue (cost price is approximately \$4 per catalogue). For those artists that have offered a 100% donation, we will offer 2 free drink vouchers.
- This has been changed from previous years as over \$800 was spent on providing free drinks at last year's event.

## 3.0 Curator's Report

- Updated Floor plan presented. This is available in the Curator folder in LAA2025 drive.

## 4.0 Publicity Coordinator's report

- Committee to take remaining flyers for distribution
  - Andy - Beaufort Street
  - Michelle - 1-4th Av, Mt Lawley
  - Julie - Inglewood library and arts hub
  - Anoushka - Parents at Year 7 river cruise on June 12th
  - Gee - Coolbinia and Menora
  - Sharon - North Perth
  - Remke - West Perth
  - Cynthia- Dianella Heights
- Convenors to arrange emailing feeder primary schools for inclusion in newsletters.

## 5.0 Sponsorship Coordinator's report

- An email invitation will be sent to Sponsors. Sponsors to be offered 2 free drinks and a VIP spot. Will also ask if they want any promotional material displayed at the event.
- We are still looking for a student volunteer prize to offer, Adventure World approached but have said no this year.
- Amanda Humphrey's has been contacted regarding availability for photographs over Auction weekend.

## 6.0 Treasurer's report

- We currently have \$28 000 in available funds.
- Upcoming funds
  - \$5000 still to come in from Development WA and Wanneroo Mazda
- Committed Funds
  - \$1500 Payment for Barretts Art Display panels
  - \$570.70 awaiting P&C approval for reimbursement

- Gee and Gary are yet to receive CommBank access.
- 88 auction artworks have been loaded into Stripe to accommodate issuing invoices through Stripe
- IG purchases to go through website
- Square to be used for bar (x2) and front desk catalogue sales. Raffle Wheel to be added on as an item in the bar.
- Looking at using phones to accept square payments.

#### **7.0 Database Coordinator's report**

- Printing will be commencing next week.
- File with Artist Bios for auction and IG pieces to be kept in the wrapping room. When these pieces are wrapped, Artist biodata to be included at this point.
- 29 bidders are currently registered. Of these, 14 are new bidders and 15 are previous bidders.
- Approx 180 seats in auction room

#### **8.0 Graphic Designer & Catalogue Coordinators report**

- The catalogue pdf draft has been prepared and circulated - looks great!
- 200 ordered last year, 75 left over.

#### **9.0 Event Coordinator's report**

- Event signage (2 new and 3 old) ready to go and will be put in place on Friday.

#### **10.0 Bar Manager's Report**

- Terms of liquor license state:
  - The number of patrons permitted to enter the licensed area is not to exceed 500 at any one time.
  - Entry to this function is restricted to ticket holders to the LAA.
  - Appropriate fencing is to be erected around the boundary of the licensed area so as to clearly delineate the licensed premises.
- Convenors to discuss the process moving forward and advise at the next meeting.

#### **11.0 Catering Coordinator's Report**

- No report

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

- Have been updating sponsor logos to the website.

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

- Sign-up genius links prepared and will be sent out shortly.

#### **14.0 Other Business**

- None

**CLOSE MEETING: 7:54PM**

**NEXT MEETING: TUESDAY 10th June 2025**