MINUTES OF MEETING 3

Mount Lawley Senior School, Admin Building Boardroom, 6:30pm, Tuesday, 17 March 2026

6:30pm Meeting Opened

Present: Monique Herbst, Louise Aston, Gee Yap, Julie Eglin, Kate Ondek, Paul Keogh, Anoushka Alexander, Michelle Lehmann, Remke van Dam, Maurice Nugent, Branko Pravica, Johanna Lynch, Melissa Fong-Emerson, Andy Campbell (late arrival), Paul Evans (late arrival), Nilesh Jodhani (late arrival).

Apologies: Veronica Holyoak, Kristy Black, Janice Grant, Chelsea Weaver, Michelle Wilkins, Emma Eggleton

Motion to accept the minutes of the previous meeting

Moved: Paul Keogh **Seconded:** Kevin Keary All in favour

1.0 Convenor's report

- Another Connect notice about No-Fuss Fundraiser was issued today, resulting in a few more ticket sales. Ticket sales will close on Monday 30 March and winners will be drawn at the next committee meeting on 31 March 2026.
- Nadia Mitsopolous not available to be the MC this year. Lesley Street has been contacted and will consult the MLSHS Executive team about possible MCs.
- Paulina Hobbs (art photographer) is happy to assist with artwork photography again this year.

2.0 Artist Coordinator's report

- Monique Herbst provided an update on behalf of Janice Grant.
- 64 artist entries have been received so far, which is on par with last year. Artwork entries can be viewed in the Drive folder Artist Entry Artwork Photos.
- There are some new artists and some returning from previous years.

3.0 Curator's report

- Nothing to report at this stage.

4.0 Publicity Coordinator's report

- Chelsea has put together a communications plan,including steps that will be taken for publicity at each stage.
- Paulina has been working on Canva to make posters and images.
- Remke has been reaching out to artists who previously participated in the auction via LinkedIn.
- An option could be to ask artist organisations to send communications to artists.

5.0 Sponsorship Coordinator's report

- Currently sitting at $28000 sponsorship.
- Olmada Window Treatments is providing the major prize for the raffle.

- Crust Pizza is donating only 15 pizzas this year and a $100 voucher ($490 total value).
- Jacksons has confirmed a $500 hamper for artists' choice award.
- Amanda Humphries (photographer for school), available during the day but not evening. Owen Briffa may be available in the evening. We need to confirm times with Amanda for drop off day for when we need her - likely 1 pm to 3 pm.
- It would be helpful if Publicity could start to make social media posts acknowledging sponsors, especially Platinum and Gold sponsors.
- Jacksons has offered to promote the auction on their website if we prepare something to publish.

6.0 Treasurer's report

- 49 No Fuss Raffle entries.
- 53 artist entries are showing in the bank system - more entry payments coming through.
- 3 outstanding sponsor payments, other sponsors have paid
- 2 P&C payments have come out - 1 for $1300, 1 for $1000. The payee is "Mount Lawley SHS P& Combiz". Gee to follow up what these payments relate to.
- We will receive all funds in our Commonwealth account this year. But we will pay bills through the new bank account.

7.0 Database Manager's report

- Gee, Paul and Nilesh have caught up to discuss splitting database functions so each person is responsible for key milestones and deliverables.
- Gee has made some improvements to last year's database, including reformatting to enable easier manual processing of Tap&Go payments this year.
- Database of artworks - some artworks are not named correctly due to artists not following naming namework conventions.
- There was a discussion about using data from the artist database to populate the database used on drop off day.

8.0 Graphic Design and Catalogue Coordinator's report

- Professional photos of artworks will be taken on artwork drop off day (after curation). The website will be updated after those images are available.
- This year we have asked artists for more information about the artwork, including the inspiration etc. We may try to add more information to the webpage for each artwork this year. Maurice to make a sample page.

9.0 Event Coordinator's report

- Events team has undertaken a stocktake of materials.
- Process for ordering racking system has commenced with final quantities TBC.
- Banners - we have 3 newer ones that can be reused if we get a sticker to cover the dates, which is cheaper than replacing. We also have 2 pull out banners and older ones that could be used if we cut the bottom off. Events team will use their discretion as to which banners to use.
- When sponsors are locked in, we will order a banner showing the sponsors. We may be able to reuse a banner showing platinum sponsors.
- Paul and Michelle are prepared for drop off day with spreadsheet set up
- Michelle to confirm whether we still need permission from ECU caretaker to put up banner now that ECU students have moved out.
- There was a discussion of possible ways of streamlining the process for paying for artwork on the night and picking up the artwork. We may use volunteer ushers to assist purchasers with collecting the paintings. Also, in the past, lot numbers have not been matched with art-piece numbers, complicating

the pickup process.

10.0 Bar Manager's report

- Kevin has been investigating a possible alternative liquor supplier in Dunsborough who may offer a discount. Will need to confirm they take back what we don't sell.
- Liquor licence application to be put in again shortly. Kevin and Louise to liaise as to the exact area to be covered by licence.

11.0 Catering Coordinator's report

- No members of the catering team present.

12.0 Website Coordinator's report

- A couple of minor amendments have been made to the website, including bringing sponsors up-to-date (except for 1 bronze sponsor not yet added). The main LAA logo and P&C logo have also been updated.
- Maurice will check the sponsors database to get the information about the sponsors to update the website.
- Logos can be obtained from the Drive under Sponsorship - Logos. Otherwise Maurice has been getting logos from the businesses' websites.
- The group viewed the website statistics page. The Squarespace analytics function allows you to see traffic to the website and sales. The spikes in traffic represent communications that drive traffic to the website. There was a significant spike from the No Fuss Fundraiser.
- Artist information page and homepage getting the most traffic.

13.0 Volunteer Coordinator's report

- The volunteer coordination team will prepare clearer volunteer role descriptions for drop off day and auction day. Parents need clearer information about what they are signing up for, including meeting times.
- Monique to liaise with the volunteer coordination team on this.

13.0 Other business

- There was a discussion about the move from the old racking system to the Barretts system. The LAA formerly used fencing panels covered with fabric, which were labour-intensive and time-consuming to set up. We now use a purpose-built art racking system, which is much quicker and easier to use.
- It was agreed to go through the old fabric covers. Some black covers may be retained to use for table cloths. Others will be offered to the school in the first instance or otherwise disposed of.
- The new racking system allows for quicker set-up, allowing the art to be ready before midday on auction day. This presents an opportunity to open earlier in the day for an exhibition, which would be open for browsing before the auction event and sales from the Irving Gallery. Advantages could include:
    - it would allow more people to come through to see the art, and could result in more sales or early bids for artwork;
    - it would enable more families to attend the event, including those with younger children;
    - it could allow more time to ensure we are well set up for the night.

Motion to open the event earlier for an exhibition, becoming Lawley Art Auction & Exhibition

Moved: Louise Aston **Seconded:** Julie Eglin All in favour

- Details of the Exhibition aspect of the event to be further considered including:

- time of opening;
- possibility of getting more bands to play.

CLOSE MEETING: 7.33 pm **NEXT MEETING: TUESDAY 31 MARCH 2026**