MINUTES OF MEETING 8

Mount Lawley Senior School, Admin Building Boardroom, 6:30pm, Tuesday, 2 June 2026

6:30pm Meeting Opened

Present: Kevin Keary, Louise Aston, Monique Herbst, Johanna Lynch, Kristy Black, Branko Pravica, Kerry Anderson, Emma Eggleton, Paul Keogh, Michelle Lehmann, Gee Yap, Gede Wirayuda, Kate Ondek, Paulina Tanuadji, Paul Evans, Andy Campbell, Julie Eglin, Michelle Wilkins, Anoushka Alexander, Melissa Fong-Emerson, Nilesh Jodhani, Kate Vasserman (late arrival)

Apologies: Janice Grant, Veronica Holyoak, Maurice Nugent, Kerry Anderson

Motion to accept the previous meeting

Moved: Monique Herbst **Seconded:** Julie Eglin All in favour

1.0 Convenor's report

- Very busy time for the convenor role.
- We were very lucky to get 9 ceramic works from Pippin Drysdale works added. Need to work out how to include pieces in gallery and auction. 4 lower value pieces to be included in auction, the remainder to be included in Irving Gallery. Already have interested buyers for these works.
- 150ish raffle tickets sold so far.
- About 32 registered bidders at the moment.
- Louise and Monique have been leaving flyers to cafes/libraries in area.

2.0 Artist Coordinator's report

- Artist invitation email will be sent out in next week.

3.0 Curator's report

- Currently looking at artworks to work out how many panels we need and how works will be displayed.

4.0 Publicity Coordinator's report

- Have reached out to feeder primary schools.
- Included in Perth is OK website and City of Stirling events calendars.
- Have reached out to Broadsheet, SoPerth and UrbanList.
- Publicity have prepared video ads for the auction and Irving Gallery. Would like to publish reels as paid advertisements on Instagram to reach more people other than existing followers and artists. Can target

advertisements by location and interests. The cost is $4/day . It was decided to trial this for 2 posts a week for 15 days (maximum cost $150). Cost to come from marketing budget.

- Ads to go live as soon as possible and we will review performance at next meeting.
- Paid advertising to focus on Irving Gallery and raffle tickets in advertising, as we can only have 500 people attending the auction.

5.0 Sponsorship Coordinator's report

- Last bits of sponsorship coming in.
- It has been harder to get catering sponsorship this year. We do have vouchers from Inglewood Woolworths and Fresh Provisions that can be used for catering.
- Julie is gathering vouchers etc. into 50 envelopes and is considering what should be used for door prizes and wheel prizes. A few vouchers etc. still need to be collected.
- Alice Jobson to donate some wines which can be used for prizes and thank you gifts.
- 2 new bronze sponsors to be added to catalogue.
- Emails to be sent to platinum and gold sponsors inviting them to event and offering them a drink.

6.0 Treasurer's report

- $23729 in bank account. Artwork payments have not yet come in from Stripe. To confirm it comes through this week.
- There is a $97.04 payment into account (internal transfer) - to follow up where this is from.
- Kevin to submit invoices for alcohol.
- Gee is setting up 3 cash boxes for the night. Front desk and 2 bars.
- We have 5 square readers. 1 for front desk, 2 each for the bars.

7.0 Database Manager's report

- Gee has sent out printing for all supporting documentation on Sunday night. Has put on hold pending adding the Pippin Drysdale works.
- Paul will update database to reflect new works and then Gee can repopulate supporting documentation. Plan is to have the printing done and sent out by next week.
- Bidders cards will be printed on bright yellow card. Printing and ordering is being undertaken.
- People entering auction will be greeted and invited to register to bid. There are likely to be some bidders who don't want to register by QR code. Committee will assist people having issues with registration process to keep crowd moving.
- We will have manual receipts printed just in case there is a problem with internet on the night.

8.0 Graphic Design and Catalogue Coordinator's report

- Difficult to include Pippin Drysdale works in the catalogue at this stage. These works to be highlighted on a separate sheet instead.
- We will not make the Thursday deadline for the proof for the catalogue but this does not matter. PDFs of the catalogue will be circulated.

9.0 Event Coordinator's report

- Banners have all been displayed and survived the storm on the weekend.
- Artist slideshow is being prepared using paintings from catalogue. These images are on shared drive, Louise to share link.
- Sponsorship slideshow - need to ensure we have the correct logos for sponsors. If they have not sent a logo we can get them off the website.
- Tennis club has agreed to hang the banner.
- MC script - Michelle will update and send to convenors to check.
- Still waiting on the floorplan to give to Barretts for panel set-up.

10.0 Bar Manager's report

- No updates.

11.0 Catering

- In the break, near the bar, we will put sweets out on various tables (not just one) and people can help themselves. This will hopefully spread things out.
- Coffee station - Monique will confirm what supplies we have already.
- It has been harder to get food and grocery donations this year.
- As we only have limited supermarket vouchers, we may need to allocate some more budget to catering for sushi etc.
- School will do quiches.
- Kid volunteers will be finished at 6.30 pm. We will not feed the kid volunteers if not convenient.

12.0 Website Coordinator's report

- 6 sales on Irving Gallery through website so far.

13.0 Volunteer Coordinator's report

- Reminder email sent to RSAs.
- Friday night bump in volunteers is full.
- On the night, most volunteer places are taken, still a few available. Some kids of committee members may be available.
- Need a few more volunteers for desserts, clean up and bar asisst (only 1 out of 8 bar assist slots filled). Need approval for kids under 18 to clear glasses.
- Kevin to get another 60 glasses to relieve pressure on bar clean up. Cost to be covered by allocation for bar in the budget.

14.0 Other business

- Leaflets - Paul K and Kristy to hand out leaflets at river cruise.

CLOSE MEETING: 8.02 pm **NEXT MEETING: 9 June 2026**