MINUTES OF MEETING 9

Mount Lawley Senior School, Admin Building Boardroom, 6:30pm, Tuesday, 9 June 2026

6:30pm Meeting Opened

Present:
Louise Aston, Gede Wirayuda, Kristy Black, Janice Grant, Gee Yap, Michelle Lehmann, Anoushka Alexander, Maurice Nugent, Paul Keogh, Renee McLellan, Remke Van Dam, Branko Pravica, Kevin Keary, Johanna Lynch, Paul Evans, Kate Ondek, Paulina Tanuadji, Andy Campbell, Kate Vasserman (late arrival)

Apologies: Monique Herbst, Michelle Wilkins, Julie Eglin, Emma Eggleton.

Motion to accept the previous meeting

Moved: Johanna Lynch **Seconded:** Kevin Keary All in favour

1.0 Convenor's report

- Focus on timeline for night. Anoushka and Michelle have been working on event timeline and roles.
- Raffle - 304 tickets sold, 90 in last day.
- 11 pieces sold from Irving Gallery - $8700 sales so far.
- Working on getting RSVPs from VIP invites. Frank Paolino to do prizes on night.
- 42 registered bidders so far.
- Committee members can register to bid.
- If any proxy bidders register, we will allocate a committee member to make the bids.

2.0 Artist Coordinator's report

- No RSVPs to artist emails.
- Emailed people who have sold work.
- An artist has requested that website reflect that piece is 100% donated.
- An artist says there is a "going once, going twice" sticker on website that makes it looks as if the work was sold.
- An artist requesting to know who bought their piece. We will ask buyer if we can share this.

3.0 Curator's report

- Have looked at space again to decide where to place panels. Plan to place them slightly differently from last year.

4.0 Publicity Coordinator's report

- Spreadsheet of reels to make has been really useful.

- Trial of ads went well. The Irving Gallery ads have had a lot of click-throughs (100). The general auction announcement got 75 click-throughs. This drove a spike in traffic to the website. Spend on ads was $56, for 2000 views overall. Well above the normal views.
- Agreed to continue ads until 26 June, especially for Irving Gallery. To consider using reels featuring artists.

5.0 Sponsorship Coordinator's report

- Most sponsorship has come through, still picking up a few things.

6.0 Treasurer's report

- Approx. $36500 in bank account. Money from raffle coming from RaffleLink.

7.0 Database Manager's report

- Yellow bidder cards back from the printer.
- Bidders register as they enter. We will be pushing for QR code registration as much as possible. Paul will assign a number to each bidder.
- Need 2 people to swap the artwork number for the lot number. Lot number stickers have been printed. Artist, title of work, original ID number, lot number/IG number. Stickers will be placed on the wrapping.
- Display cards. 2 people needed to add display cards to art display.
- Auctioneer's catalogue is ready to go - just add a note for pieces that are 100% donations.
- Scrutineer's catalogue - replica of auctioneer's catalogue- is prepared.
- Negotiator's catalogue also prepared.
- Manual receipts for auction sales (if needed).
- Mr Raphael's presenter's pack is mostly ready - Louise to consider further.
- Packing room catalogue for managing inventory has been prepared. Some of packing room catalogue will need to be in the collection room.

8.0 Graphic Design and Catalogue Coordinator's report

- Catalogue is ready, looking good. Pippin Drysdale's work is on separate A4 glossy sheet.
- Emma is working on Artists' Choice award forms.
- Door prize - big banner at front will have a QR code, which will be used for the door prize.

9.0 Event Coordinator's report

- Paul is working out photos and map for classrooms.
- Anoushka and Michelle are working on the artists and sponsorship slideshows for the night.
- We can get into the classroom on 15 June, after mock exams.
- We will be labelling teachers' desks.
- Velcro dots will be used for attaching things to panels.
- If an artwork sells during the night, Paul E gets an email notification. To add a red sticker to ensure it is clear artwork has sold.

10.0 Bar Manager's report

- Kevin has bought 60 more champagne glasses.
- Department (Department of Local Government, Industry Regulation and Safety- Racing, Gaming and Liquor) has given approval for year 11 and 12 students to assist with clearing glasses. They do not need RSAs.
- Late wine supplier- Roman Road. Has donated 6 bottles and done a good deal on wine for bar.
- Stuart Moore has volunteered as bar supervisor, Kevin to contact him to discuss.

- Need a copy of RSA licence for all RSA volunteers. Needs to be kept behind bar.
- Bar will have an incident report register.

11.0 Catering

- Sushi place in Mirrabooka - platter of 70 sushi pieces is $75. Need a couple of days' notice.
- Last year Costco spend was $760, around $250 on sushi.
- We have some tea - need to order tea, coffee and milks.
- Also need cups - Louise to check if we have some.
- Desserts - will rely on donations from parents.
- Have $200 worth of Woolworths vouchers, still trying to get more.
- Kate Ondek has a freezer that could be used to store frozen items bought on sale. Samosas are currently on sale.
- Louise to confirm that we will be using canteen kitchen.

12.0 Website Coordinator's report

- Clear increased traffic from social media ads.

13.0 Volunteer Coordinator's report

- Friday night - roles will be allocated as people arrive. Key is making sure the students stack the artworks the way we need them stacked.
- Key roles and responsibilities document discussed. Committee members responsible for roles - looking for people to take on Food service supervision, Irving Gallery and Scrutineer.
- Food Service student supervision - Paul K will take this on.
- Johanna volunteered for Irving Gallery 4 pm to 10 pm.
- Scrutineer role best done in 2 shifts - Kristy and Paul K volunteered.
- Artwork collection - Louise will oversee, all hands will be needed to assist.
- Kristy volunteered for Negotiator role when Monique is busy.
- Art handlers and auction room runners will be supervised by Branko and Janice and adult volunteers.
- Students to wear black SVAPA/music uniforms. Adult volunteers have lanyards.
- We will calculate volunteer time based on sign ups, rather than using QR code.
- Still require job description for the runners (students) - the runners take the sales information from the scrutineer to the sales office.
- Still need spotter volunteers and wrapping room volunteers for 2nd shift.

14.0 Other business

- Timeline document for auction day was discussed.
- Need access to Irving Gallery sales from 2 pm to 5 pm to "red dot" sold pictures.
- People can take away art from Irving Gallery straight away if they want to.
- All committee members need to attend from 4 pm. Group photo and prep.
- Music will start from 4.30 pm, they do their own set-up.
- Catering starts from 5 pm.
- Formal event from 6 pm. Start as close as possible to 6.30 pm.
- Break from 7.30 to 7.55 - tea and coffee, desserts.
- Auction ends round 9.30 to 10 pm.
- To ensure that Mount Lawley panels etc. are not mixed with Barrets panels.
- Gee, Andy and Remke have large eskies to bring. To confirm with Monique as well.

CLOSE MEETING: 8.01 pm **NEXT MEETING: 16 June 2026**