



MINUTES OF MEETING held at MLSHS on 20 June 2017

OPENED & ATTENDANCE

Meeting Opened at 7:45pm

Patricia Kritas (Convenor), Kerri Bland, Michelle Prince, Amanda Humphreys, Vanessa Lombardo, Alan Lawson, Andrew Lippiatt, Felicity Moldrich, Carolyn Monaghan, Rebecca Haluszkiewicz, Michelle Fornasier, Sharon Cockroft.

APOLOGIES

Darren Moldrich, Julie Williams, Sue Faranda.

MINUTES

Motion to accept previous minutes' 6 June 2017.

Moved: Patricia Kritas Seconded: Carolyn Monaghan Carried

GENERAL BUSINESS

1.0 CONVENOR'S REPORT

- 1.1 **Wind up celebration Friday 28 July, Pirate Bar, Mt Hawthorn.**

2.0 TREASURER'S REPORT

- 2.1 Report presented – cash book balance and available funds \$71,950.71
- 2.2 Profit and loss sheet presented. Close to \$30,000 profit. Propose that SVAPA and Music to receive \$14,500 each. Commence 2018 with a buffer amount of \$4109.05.
- 2.3 \$500 was promised from Ingot Metals. **Alan to follow up with Daniel Gannon.**
- 2.4 *Motion AA27 to pay artist commissions totalling \$37,839.00 as per Annexure A.*
Moved: Alan Lawson Seconded: Patricia Kritas Carried

Motion AA28 to reimburse Michelle Fornasier \$96.83 for AA supplies purchased at Spotlight and Office Works.

Moved: Alan Lawson Seconded: Kerri Bland Carried

Motion AA29 to reimburse Vanessa Lombardo \$104.00 for Fastening Gun.

Moved: Alan Lawson Seconded: Patricia Kritas Carried

Motion AA30 to pay \$30.00 to All Fence U Rent for extra panels.

Moved: Alan Lawson Seconded: Vanessa Lombardo Carried

Motion AA31 to pay De Vine Cellars \$538.50 for bar supplies on AA night.

Moved: Alan Lawson Seconded: Andrew Lippiatt Carried

Motion AA32 to pay \$14,500.00 to SVAPA.

Moved: Alan Lawson

Seconded: Patricia Kritas

Carried

Motion AA33 to pay \$14,500.00 to Music Department.

Moved: Alan Lawson

Seconded: Amanda Humphries

Carried

Motion AA34 to pay Amanda Humphries \$48.70 for West Australian advert.

Moved: Alan Lawson

Seconded: Felicity Moldrich

Carried

3.0 DATABASE COORDINATOR'S REPORT

- 3.1 Offer bidders the chance to pre-register leading up to auction day to save time on the night.
- 3.2 In coming years someone to shadow Kerri to learn the role.

4.0 ARTIST COORDINATOR'S REPORT

- 4.1 Mat Donelly was amazing on the night. Did a lot of artist research on the eve of the auction. Was impressed how well the event is run. Sometimes the students were in his line of vision – next year mark with tape where they are to stand when holding the art. Next year suggested dress code for auctioneer.
- 4.2 Floor plan worked well. Artists were happy.
- 4.3 Elena did a great job with Irving Gallery. Kerri's sales sheet worked well with this gallery. Next year have more signage to highlight pieces are for sale not auction.
- 4.4 Rachel did amazing job setting up 3D works.
- 4.5 Thanks to Jane Packham for bringing over extra easels from ECU.
- 4.6 Next year – we need 5 extra fencing panels (for hanging art) extra calico to cover fences and 2 more Expo hire panels (for disguising classroom walls).
- 4.7 We spend too much on bubble wrap – can we get a sponsor for this next year?
- 4.8 Unfortunately one of the pieces was dropped damaging a corner of the work which was unrepairable. The artist replaced this piece with another for the auction which sold. How do we make artist happy with this loss? Vanessa consulted Mike Camilleri and John Pryor to see if P&C insurance could possibly cover. Vanessa and Patricia will attend the P&C meeting on 26 June to see if this can possibly be resolved by them. Next year all art handlers to wear gloves and only adults can handle the art, no children to handle art.
- 4.9 All art has been returned to artists. Vanessa made a trip to Fremantle to return art.
- 4.10 IKEA lighting worked well. Next year need to purchase 4 more lights.
- 4.11 Glass jars and candles worked well leading up to the entrance. Next year need more lighting on the oval, safety issue when dark.
- 4.12 A-frame rostra signs were good on the night. Next year organise at least 3 banners and display on feeder primary school fences, especially those with high traffic.
- 4.13 Cert 2 kids had a very busy week with music camp and Midsummer bump in, consequently not many turned up to help. Need more volunteers Friday night and Sunday morning.
- 4.14 Temperature was hot one end of auction room and cold the other. Next year check heaters and air conditioners.
- 4.15 After 13 amazing years Sue Faranda may be stepping down as School Liaison. Committee extremely grateful and appreciative for everything Sue has done over the years including always being available for artist drop-off day and the auction weekend. Some staff have children in SVAPA or music program so need to approach them for next year's School Liaison position.

4.16 Next year look at entry fee of a gold coin donation or charging \$5 entry which includes a catalogue.

4.17 Next year look at increasing artist entry fee to \$15.

5.0 EVENT COORDINATOR'S REPORT

5.1 Layout was good with bar and music upstairs.

5.2 School supplied sound – booked professional sound company.

5.3 Catering was good but food came out too soon and finished after an hour. Some food needed to be smaller size eg. Arancini balls. Next year tweak portion size and time of service (food to be served for longer).

5.4 Auctioneer suggested serving drinks in the auction room either on platters or with a small bar in the corner.

5.5 Auctioneer suggested no intermission next year as it is hard to get sales going after a break and some people leave.

5.6 If no intermission then the Crust pizzas can be served along with catered food.

5.7 Next year invite the Arts Minister, David Templeman.

6.0 PUBLICITY/PROMOTION COORDINATOR'S REPORT

6.1 Thanking sponsors still on social media.

6.2 Receiving likes after the event and receiving queries from artists.

6.3 Music performance was good but difficult to set-up having only just returned from music camp. Next year need to improve back drop – more expo panels.

6.4 Program ran to schedule and sound was good.

6.5 Student volunteer coordination was tricky on the night as unexpected extras turned up. Next year have volunteers and jobs up on display.

6.6 Next year have student and adult volunteers meet at different areas.

6.7 Next year email out student volunteer do/do not rules.

6.8 Some students missed out on pizza again. Some non-student volunteers ate pizza. Next year order subway and write volunteer's name on it.

6.9 Student room very noisy. Next year need more adult supervision.

7.0 SPONSORSHIP COORDINATOR'S REPORT

7.1 Helping Sue with thank you letter.

8.0 WEBSITE COORDINATOR'S REPORT

8.1 Will put the profit amount on the web site and what the money will fund for SVAPA and Music – SVAPA looking into Smart TVs and communications unit for back stage.

8.2 Patricia will send through artist comments for uploading.

8.3 Amanda will send through some photos for uploading.

8.4 Will list next year's auction as mid-June.

8.5 Carolyn shadowed Daniel with artist negotiating. Carolyn will do the negotiating next year with Daniel's support. Kerri to check if Bruce Bland may be interested assisting also.

8.6 Tony happy to be MC again in 2018.

9.0 FELICITY'S REPORT

9.1 Returned wine to DeVine.

9.2 Party Plus not happy with wine glasses – had lint on them from tea-towels. Next year clean in dishwasher before returning.

- 9.3 Glasses were mixed in boxes – need to return packed in different boxes according to type of glass (white, red).
- 9.4 Glasses were dirty and mixed when collected on the Friday. Possibly these were mistakenly given to us as the glasses hadn't been cleaned or sorted.
- 9.5 Breakages cost \$13.90.

10.0 BAR COORDINATOR'S REPORT

- 9.1 Bar ran well. Freezer was good idea as no labels were damaged.
- 9.2 \$1350.00 profit made on bar. Total sales \$1882, expenditure \$595.40.
- 9.3 Layout was good fun upstairs.
- 9.4 Thank you to the glass washers and servers.
- 9.5 Prosecco sold well.
- 9.6 Lost a lot of money on VIP/Volunteers drinks - \$500 loss. Next year charge volunteers a reduced fee - \$2.50 for bubbles, \$2 for wine/beer, \$1 for soft drink/water.
- 9.7 Next year check glasses before picking up. 200 wine glasses only needed. 100 Champagne glasses only needed.
- 9.8 Next year dry glasses with chamois not tea towels.
- 9.9 Drinks breakdown for next year:
24 bottles prosecco, 24 bottles Sav Blanc, 12 bottles Reisling, 24 bottles Shiraz, 12 bottles Pinot Noir, 1 carton each of Corona, Peroni and Asahi (light), 200 cans mixed soft drink, 100 small bottles of water.
- 9.10 Price list for next year – House wine \$5, Premium wine \$7, Beers \$5, Soft drinks and water \$2.

11.0 CLOSE

Meeting closed at 9:45pm. Next meeting will be held in February 2018.