

Mount Lawley SHS Music Support Committee
Minutes of the Meeting Held 10th March, 2016 at 7:00pm
MLSHS Music Department, Woodsome Street, Mt Lawley

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1 Attendance

Tony Reed, Michelle deRozario, Melinda McEwan, Alan Kop, Sharyn Kerr, Cameron Brook, Nirit Marom, Sonja Davidson, Amanda Humphreys, Jacque Freeman and Christina Garcia Yelo.

Apologies

David Rose and Michael Forster

2 Minutes of the Previous Meetings

2.1 Minutes of 11th February 2016 accepted

Moved and Seconded

2\$zzQ-8#

3 Business Arising

3.1 Junkadelic (Motion 69)

There is some need to find out how the monies were allocated?

The 2015, Arts Festival was discussed and the committee would like to ok the process that happened between the P&C and the Treasurer. That is to assess:

What did the Music Committee spend?

What did the P&C spend?

Have both parties paid equal amounts?

3.2 Outstanding Invoices

Action on for Michelle to inquire of invoice 26154, 01-12-2015, amount \$950.00 being for hire of school concert facilities at Perth Modern School including piano tune and technician. Tony will talk to Michael the treasurer about outstanding invoices.

3.3 There was discussion about how there could be an effective way to streamline invoices and administration matters.

4 Soiree Debrief

The soiree was a very successful event. Separate from the languages committee went well.

Next year we will open up outside.

There was a purchase made and shared with SVAPA for water cups. Invoice is to follow Motion 86 And the cost is for \$106.00.

(Motion 89) To provide \$106.00 to purchase water cups for Soiree, shared with SVAPA.

Moved: Tony

Seconded: Cameron

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5 Performance Issues (Particularly related to the P.A and venues).

5.1 Live performance especially we are concerned that the school equipment needs an upgrade. Questions that were discussed concerned subjects such as these listed following:

- Need to look after the equipment.
- Who will be responsible to operate the equipment?
- Students learning the correct operation of the equipment.

More issues were with lighting, performance venue (why not the ECU gym), staging and covers for cords. Particularly there is a major concern about the OH&S of stage equipment. This needs to be brought to the attention of Mt Lawley SHS Administration. Michelle is going to contact Michael Camaleri to find who the OH&S officer.

5.2 Michelle said the introduction of Certificate III is going Ahead and Year 10 students who take this study will learn performance management through the course. A concern was identified whether students are able to look after the equipment to a high/professional standard.

5.3 Tony is going to organise a framework that outlines the purchase of functional equipment. This includes organising three quotes. These have been decided to be from- (1) Sound Town, (2) Three Monkeys and (3) Jeremy Pete?

5.4 Performance venue

Mr Butcher should be given feedback because there is a high difficulty level with organising dates. This includes last minute arrangements that are placed on us and are often difficult to achieve. For example, parents are frustrated at the short notice.

6. Sonja's admin report including Art Auction update.

6.1 Sonja resigned from Art Auction.

Nirit is the Music Support Committee's liaison person. The Lawley Art Auction update: We will arrange for a music performance that is held on the evening of the event and the performance takes place at 5:30-7:30pm. Acoustic or Jazz oriented is preferred. Nirit is treasurer also for the Art Auction committee. The next LAA will be Tuesday 15th March, 2016.

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###6.2 Sonja's Admin Report

There are ongoing problems with organisation as identified next: Database, Enrolment Information, Cross check data, Music and SIMMS, 200 Hours only is allocated for the administrators' role at the start of the year.

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6.3 Letter to Milton Butcher

Sonja wrote a letter to Milton Butcher identifying the ongoing administration issues experienced by the Music Department at Mt Lawley SHS. Then Milton Butcher wrote back and it seems he misinterpreted the meaning. Writing a second letter to Milton Butcher was tabled. Some points that we must highlight in the next letter includes these following:

Justify our point and preface the wording with a positive tone. Clarify our need for Administration support/ Database and communication.

The letter must offer a solution and suggested new guidelines for an audition system to take place for new music students, SIMS students and for new vocal students before they are accepted.

This is a very positive notion and has the support of the MLMSC.

Send to Tony by e-mail details of any grievances that would be considered to include in this letter.

8 Music Department Report

~~##~~8.1 Bands to take part Week 4, Term 2 June 8th-10th.

8.2 Music Support for events

MLMSC would like to buy a decent 2nd hand Tuba at the cost up to \$5,000.

Cameron is to follow through on the purchase of the Tuba.

(Motion 90) To provide funds up to the value of \$5,000 to purchase tuba.

Moved: Tony

Seconded: Amanda

CARRIED

9 Treasurer's Report

~~##~~At end of minutes.

10 AOB

Lunch time concert April 7th, UWA Percussion Ensemble.

Arts Festival Donation- Can we contribute and how much?

Meeting Closed

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MLSHS P & C ASSOCIATION					
MUSIC SUB-COMMITTEE - CASH BOOK, BANK RECONCILIATION, AVAILABLE FUNDS					
10/03/16			Update highlighted cells		
CASH BOOK					
Cash book opening balance		11/02/16			25,587.08
Add: Deposits					
Credit interest				0.88	
Total Deposits				<u>0.88</u>	
Less: cheques drawn			Chq #		
Incidentals and gift certificates for concert			250	250.00	
Total Cheques				<u>250.00</u>	
Cash book balance as at		10/03/16			<u>25,337.96</u>
BANK RECONCILIATION					
Bank balance as at		10/03/16			26,149.96
Add: Outstanding deposits					0.00
Total Outstanding deposits				<u>0.00</u>	
Deduct: Unpresented cheques					
Auction - return Entry Fee			153	10.00	
Auction - Artist Commission			172, 186	552.00	
Incidentals and gift certificates for concert			250	250.00	
Total Unpresented cheques				<u>812.00</u>	
Adjusted balance (agrees with cash book)					<u>25,337.96</u>
AVAILABLE FUNDS					
Cash book balance as at		10/03/16			25,337.96
Term deposit balance as at		3/03/16			40,648.95
Less: Committed funds			Motion #		
Additional admin support for Term 1 2015			62	1500.00	
Music for ensembles			66	2000.00	
Art Festival			69	405.00	
Art Auction bank account			70	600.00	
Dealing with Anxiety' workshop			73	300.00	
Music Camp			74	1500.00	
Orchestral sheet music			81	500.00	
Administration assistant for end of 2015 (Term 1)			83	3500.00	
Digital recording devices			84	2500.00	
Additional funding for administration assistant			85	2000.00	
RSA licence for Music Soiree			86	100.00	
Drinks for Music Soiree			87	200.00	
Duncan Gardiner performance			88	500.00	
Total Committed funds				<u>15,605.00</u>	
Available Funds					<u>50,381.91</u>