

**Mount Lawley SHS Music Support Committee**  
**Minutes of the Meeting Held 20<sup>th</sup> October, 2016 at 7:00pm**  
**MLSHS Music Department, Woodsome Street, Mt Lawley#**

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## **1) Attendance and Apologies**

1.1 Tony Reed, Michelle de Rosario, Cameron Brook, Michael Forster, Sharyn Kerr, Chris Nicoli, David Rose, Alan Kop, Melinda McEwan and Jacque Freeman.

## **2) Minutes of the Previous Meeting**

2.1 Minutes of 26<sup>th</sup> August, 2016 accepted

Moved: Tony Reed

Seconded: Cameron Brook

**CARRIED**

## **3) Music Department Report**

3.1

- Ensemble performances and Quartet
- Mr Butcher congratulated.
- Year 12's exams are finished.
- Master class was provided for Year 12's
- In 2017 Music departments will organise for two lunchtime concerts per term. These will include classical guitar and more. This organises the performance opportunity for students to show their music.
- Great feedback was received from parents and other attendees for the Middle school and Upper school concerts.
- Improvements brainstormed for next year: Ways to set up-logistics of stage organisation.
- Have the Year 12's performance recorded and play it with the Power Point presentation during transitions and at the opening.
- Purchases discussed are to buy a mobile drum riser.
- Lighting was poor and also insufficient backstage. Next Year torches are to be organised for backstage. Point of Action-Our students and conductors need to have lights to see the music.
- We have discussed the importance for paying \$900 for the definite booking of the theatre and the night. This gives us venue security and although paid, the organisation and strategic process of planning tickets and student performances is important. We collected \$3,600 from ticket sales. Some discussion was raise regarding ticket purchase prices.
- Money for technician hire on the night has been finalised and paid in cash.
- Term One for Denise's contract next year must be prioritised. Denise's role is paramount in the Music department and her funding is very low. While the Music Support Committee is going to help fund Denise's pay we say it is necessary to discuss the broader context. Two highlighted points are as follows: (A) Denise work would be very important to develop correspondence and organisation for the new 2017, music students. The quicker this is in place the quicker the students' lessons and practice begins.

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(B) Music support committee request of our committee to develop a framework that advises of where incoming monies received are then allocated and spent by the Music support committee. This would be a public document.

Motion 111: That approval be granted to spend up to the amount of \$4000 for Music Department Administration support.

Moved: Tony Reed

Seconded: Cameron Brook

**CARRIED**

Welcome night for Music Program new students

- At the Welcome night for new students and parents Tony is going to speak with new parents to give a parents perspective of the Music program and involvement with the support committee. Thankyou Tony. Sonja also will speak with new students and parents giving them information about the Art Auction, how much money is raised and how it is achieved. Sonja will also describe where the money is spent through the Music support committee.
- All new parents will be given a huge invitation to join the Music support committee.
- Volunteer help will also be discussed. How and where the volunteers will be utilised. Volunteer's jobs will be promoted.
- Photos of the Middle school and Senior school performances will be projected onto a whiteboard.

Outdoor Concert

Senior strings perform Nutcracker Suite. The concert is supported by the Beginner Band performance will be at 5:00pm and the official start is 7:00pm.

Primary schools are involved this year and a call out will go for a request to help set-up.

Lighting will be needed behind stage to light the way for performers getting onto and off the stage.

#### **4) Treasurers Report**

- Art Auction money is in the budget.
- Concert money in \$3,600 and balance is \$35, 261.

Meeting closed at 8:30pm.

**Next meeting is 24<sup>th</sup> November, 2016 start time is 7:00pm**

**All parents of the Music students and new members are welcome.#**

**MLSHS P & C ASSOCIATION**  
**MUSIC SUB-COMMITTEE - CASH BOOK, BANK RECONCILIATION, AVAILABLE FUNDS**  
**2016-10-20** Update highlighted cells

**CASH BOOK**

<b>Cash book opening balance</b>	2016-08-23	18,084.67
<b>Add: Deposits</b>		
Credit interest		0.64
Art Auction 2016		13,000.00
Credit interest		0.62
Music concert September 2016 ticket sales		3,613.34
<b>Total Deposits</b>		<u>16,614.60</u>
<b>Less: cheques drawn</b>	Chq #	

<b>Total Cheques</b>	<u>0.00</u>
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<b>Cash book balance as at</b>	2016-10-20	<u>34,699.27</u>
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**BANK RECONCILIATION**

<b>Bank balance as at</b>	2016-10-20	35,261.27
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<b>Add: Outstanding deposits</b>	0.00
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<b>Total Outstanding deposits</b>	<u>0.00</u>
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**Deduct: Unpresented cheques**

Auction - return Entry Fee	153	10.00
Auction - Artist Commission	172, 186	552.00

<b>Total Unpresented cheques</b>	<u>562.00</u>
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<b>Adjusted balance (agrees with cash book)</b>	<u>34,699.27</u>
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**AVAILABLE FUNDS**

<b>Cash book balance as at</b>	2016-10-20	34,699.27
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<b>Term deposit balance as at</b>	2016-10-20	30,000.00
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**Less: Committed funds**

	Motion #	
Digital recording devices	84	2,500.00
Additional funding for administration assistant to	85	512.50
Licences for Sibelius program	93	2,500.00
Compactus	95	2,639.00
Music camp	98	1,500.00
Stage trolley system	103	650.00
Supper box	105	200.00
Admin Assist	107	5,250.00
PA	108	4,500.00
Stage management and sound	109	650.00
Hire Geoff Gibbs Theatre for Term 2 Concert	110	1,413.00

<b>Total Committed funds</b>	<u>22,314.50</u>
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<b>Available Funds</b>	<u>42,384.77</u>
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