

MOUNT LAWLEY SENIOR HIGH SCHOOL

Music Support Committee

Date: 7pm, 27 July 2017

Venue: Penny Scott Music Room

Attendees: Cam Brook, Michael Forster, Emma Ellis, Michelle deRozario, Cheree Skewes, Jason van Straalen, David Rose, Amanda Humphreys, Andrew Lippiatt, Alan Kop, Serene Chong.

Apologies: Michelle Fornasier, Ali Westera, Fiona Hornung, Sonia Dorrant-Russ

1. Welcome				
Cam opened the meeting and noted apologies.				
2. Previous Minutes				
The Minutes of the meeting held 1 June 2017 were accepted subject to an amendment to the first music concert date. Moved: Jason van Straalen Seconded: Andrew Lippiatt				
3. Actions Arising from Previous meetings				
Ref	ITEM	DISCUSSION	ACTION / DECISION / PROGRESS	By Whom & When
3.1	Art Auction Committee Report (Amanda)	<ul style="list-style-type: none"> Amanda noted a greater involvement of music parents compared with previous years which is greatly appreciated. The proceeds raised will contribute approximately \$14,000 to MSC funds. Amanda noted that it would be good to earmark specific expenditure from Art Auction funds that can be used in promotion for next year's event, i.e. to show the benefit the funding has provided to the music program at MLSHS. 	<ul style="list-style-type: none"> The Music Support Committee would like to sincerely thank all who contributed to the Lawley Art Auction, particularly those involved in the Art Auction Committee who gave significant time in the planning and preparation for the event. 	Amanda to pass on the thanks of the MSC to members of the Art Auction Committee
Ref	ITEM	DISCUSSION	ACTION / DECISION / PROGRESS	By Whom & When

3.2	Motion 117: Pictures / Canvases for Music room (Michelle)	<ul style="list-style-type: none"> The 4 canvases are now displayed in the Penny Scott music room. Another spot in the room to hang an additional 2 canvases was identified. A photo will be taken of students holding up a sign thanking Officeworks Malaga for their generous support in front of the hung canvases. 	<p>COMPLETED pending submission of the invoice (Michelle to submit invoice).</p> <ul style="list-style-type: none"> Costing for the additional canvases will be provided at the next meeting. 	Michelle
3.3	2017 Music Camp report (includes Motion 118)	<ul style="list-style-type: none"> Contingency funds were not required (Motion 118). 	<ul style="list-style-type: none"> Motion 127: Cancel motion 118 as funds were not required. Moved: Michelle deRozario Seconded: Alan Kop 	
3.4	2017 Music Concerts Report (includes Motion 119)	<ul style="list-style-type: none"> Both concerts were filled to capacity or near capacity. There is high demand for tickets for the Junior concert. This year it sold out prior to the event which causes angst at the door on the night when people attend with the expectation of buying tickets. The group provided some feedback on the concerts and Michelle noted they were always looking at improvements to the structure and timing of the concerts, for example: <ul style="list-style-type: none"> the first concert will be organised earlier next year so that there is a greater gap between the concerts. the stage set up for items where ensembles had provided stage plans was significantly better than where there were no plans. The venue hire was less than quoted, as the lighting tech support requested didn't eventuate. However, the lights were re-hung which was sufficient and a more cost-effective option. The next concerts are 5 September (Term 3, week 8). 	<ul style="list-style-type: none"> The Committee agreed that door sales would no longer be offered to the junior concert. Ensemble leaders / teachers will be advised: <ul style="list-style-type: none"> A maximum of 2 pieces per ensemble only for concert performance. A stage / performance plan is required to be submitted to Michelle well in advance of concerts to facilitate effective concert planning. The next MSC meeting will look at helper roles for the next concert. A suggestion was made for bottles of water to be sold for gold coin donation in lieu of tea and coffee. Other arrangements for the next concert, i.e. ticket price, venue hire will remain unchanged. 	<p>Cam / Emma to add concert helper roles to next agenda</p> <p>If you are unable to attend the next meeting but would like to volunteer for a helper role, please email: mtlawlevmsc@gmail.com</p> <p>or sign up using the Sign-up Genius link on the concert email from the music department.</p>

Ref	ITEM	DISCUSSION	ACTION / DECISION / PROGRESS	By Whom & When
3.5	Email difficulties	<ul style="list-style-type: none"> The MailChimp account has been set up by the Music Department. Andrew will be assisting Denise with the rest of the setup this week. 		
3.6	Motion 123: AV equipment	<ul style="list-style-type: none"> Equipment has been ordered. 	COMPLETED (pending finalisation of invoice).	
4. Music Department Report				
4.1	Choir changes	<ul style="list-style-type: none"> Due to the large size of the Choir (approx. 60), it has now been divided into 2 student groups: years 7 and 8's, and years 9-12. Rehearsal times are also now split to 2 mornings per week (45 min per session, total 1.5 hours). Previously rehearsal for the full Choir was 1 hour per week. Currently Michaela Steels is not being paid for the additional 30 minutes per week. 	<ul style="list-style-type: none"> Michelle to meet with the Principal to discuss remunerating Michaela for the extra 30 minutes per week. <p>ADDENDUM: Michelle met with the Principal and he is extremely supportive of the revised Choir arrangements and has agreed for the School to meet the cost of the additional time for Ms Steels.</p>	
5. Treasurers Report				
Ref	ITEM	DISCUSSION	ACTION / DECISION	By Whom & When
5.1	Report	<ul style="list-style-type: none"> Music concert door sales have been banked and a couple of cheques drawn. The cheque for the Art Auction proceeds and the invoice for the concert venue hire have been received 		
5.2	Current Standing (figures attached)	<ul style="list-style-type: none"> Cash book balance \$25,063.66 Term Deposit \$30,658.34 Committed Funds \$7,800.00 Available Funds \$47,922.00 		

6. New Business				
6.1	Motion 126: To authorise funds up to \$5250 to support the Music Admin assistant for 3 days per week in Term 3&4 2017.	<ul style="list-style-type: none"> This Motion was approved through a special electronic meeting in the last school holidays, however was tabled at the meeting tonight for endorsement. <p>Moved: Andrew Lippiatt Seconded: Serene Chong</p>		
6.2	Future Strategic Issues for the Music Program	<ul style="list-style-type: none"> There was general agreement that MSC funds should be spent on music equipment, and enrichment experiences for music students. Currently the largest item of expenditure was for Music Department Administration support. There was general agreement that staff funding should be a responsibility of the school and not the MSC. A number of possible areas for music student enrichment were discussed and it was agreed these need to be compiled with a budget developed, prior to furthering discussions with School Administration. Andrew noted a committee of the P&C was commencing to scope the development of a 500 seat theatre for MLSHS. 	<ul style="list-style-type: none"> This discussion will be progressed as a standing agenda item in coming meetings. MSC members to contact Michelle / Cam with any specific issues they would like to discuss. 	Michelle to compile some enrichment activity ideas for the next meeting.
6.3	Other business for noting	<ul style="list-style-type: none"> Amanda brought several items to the attention of the meeting: <ul style="list-style-type: none"> Photography at arts event – Amanda has unofficially provided this service, and is happy to continue, but needs for this role to be formalised. Sale of photos taken at events – proposes making photos available for purchase with proceeds being split with parent support committees. Proposal for a summertime evening / 	<ul style="list-style-type: none"> Motion: The Music Support Committee supports the engagement of Amanda Humphreys as the official Arts Photographer at MLSHS. The MSC supported the sale of photos from school events taken by Amanda. 	Michelle to propose a new date for the final MSC meeting of 2017.

		<p>sundowner where students have the opportunity to perform.</p> <ul style="list-style-type: none"> ○ Need to update the school website information about the MSC. ○ The Music Handbook is still outstanding. ● The final meeting of the MSC needs to be moved. 		
--	--	--	--	--

7. NEXT MEETING

Date: Week 6, Term 3 7pm, Thursday 24 August 2017	Venue: Penny Scott Music Room	Please note: Please enter school through rear gate off Learoyd St as front gates will be closed.
--	--------------------------------------	---

MOUNT LAWLEY SENIOR HIGH SCHOOL

Music Support Committee

MLSHS P & C ASSOCIATION

MUSIC SUB-COMMITTEE - CASH BOOK, BANK RECONCILIATION, AVAILABLE FUNDS 27/7/17

CASH BOOK

Cash book opening balance	1/6/17		21,267.67
Add: Deposits			
Music Concert door sales		225.00	
Music Concert ticket sales		3,977.54	
Credit interest		0.72	
Total Deposits		<u>4,203.26</u>	
Less: cheques drawn	Chq #		
PA system	283	100.00	
Canvas prints	284	307.27	
Total Cheques		<u>407.27</u>	
Cash book balance as at	27/7/17		<u>25,063.66</u>

BANK RECONCILIATION

Bank balance as at	27/7/17		25,625.66
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	
Total Unpresented cheques		<u>562.00</u>	
Adjusted balance (agrees with cash book)			<u>25,063.66</u>

AVAILABLE FUNDS

Cash book balance as at	27/7/17		25,063.66
Term deposit balance as at	27/7/17		30,658.34
Less: Committed funds	Motion #		
Supper box	105	200.00	
Photo frames	113	100.00	
Admin Assistant additional Term 2 2017	115	1,000.00	
Music Camp	118	1,500.00	
Hire Geoff Gibbs			
Theatre	119	3,600.00	
Junkadelic Arts Day	122	300.00	
AV equipment	123	700.00	
Music Concert sound technician	125	400.00	
Total Committed funds		<u>7,800.00</u>	
Available Funds			<u>47,922.00</u>