

## SVAPA PARENT SUPPORT GROUP MINUTES

### MEETING

Wednesday 30 November 2011.

### OPENED

Meeting opened at 7.00pm.

### ATTENDEES

Dr Dale Irving, Kerrie Brown, David Rose, Shellie Carter, Sonja Davidson, Jo Allery, Jason Allery, Julie Parker, Teresa McClelland, Leanne Murray, Michelle Wray

### APOLOGIES

Melanie Wood, Sharon Cockroft, Jan Uridge

### PREVIOUS MINUTES

Motion to approve Minutes of Wednesday 2 November 2011 moved by Michelle Wray, seconded Julie Parker. Amendment to previous minutes Apologies - Kerrie Brown.

### BUSINESS ARISING FROM MINUTES

- 1 Planet Voucher to value of \$100 to be purchased and given to Dale Irving before 9 December arranged by Michelle Wray for reimbursement.
- 2 SVAPA Tour Fundraising Movie Night postponed until next term.
- 3 Petty Cash Float will be put in place by David Rose, Treasurer February 2012.
- 4 Meetings moved to Dome Maylands will be advised next year.

### REPORT FROM HoLA: ARTS, DR DALE IRVING

- 1 Funding for The Big Day Out: Bus and tickets to Spare Parts Puppet Theatre's *The Arrival* by Shaun Tan. @ \$15.50 each \$372 (24 students and 2 teachers) \$496 Bus \$260 Students to buy their lunch. Total: \$630/\$756
- 2 Possible Year 8 Music Early Morning Class for 2012 Term 1: Beat Salad. See information. Approximately \$1850.
- 3 SVAPA 10 Awards evening and supper.
- 4 Early morning classes 2012.
- 5 Discussion of the restructuring of the school and the effect on The Arts and SVAPA.

**TREASURER'S REPORT**  
**Mount Lawley Senior High School – P&C Association – SVAPA**  
**Income Statement**

For month ending

27<sup>th</sup> Nov 2011

	\$	\$
<b>Income</b>		
Membership Fees and Donations	-	
Fundraising - Art Auction	46,969.40	
Fundraising – Other	22.10	
Interest Income	292.26	
Reimbursements	-	
Other Income	-	
	<hr/>	47,283.76
<b>Expenses</b>		
SVAPA Projects	7,630.00	
Art Auction Expenses	29,549.05	
Art Auction Music Share	8,400.00	
Fundraising Expenses	-	
Stationery	-	
Bank Fee	163.50	
Other Expenses	-	
	<hr/>	<u>45,742.55</u>
		<u>1,541.21</u>

**Balance Sheet 2008**

As at 27<sup>th</sup> Nov 2011

**Assets**

Bank Balance	21,191.99
Term Deposit (613250194778 – Matures 28 March 2010)	6,033.36
Cash Float	-
Badges	500.00
Stamps	-
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	<u>27,725.35</u>

Equity 27,725.35

Certified as correct    Treasurer SVAPA    \_\_\_\_\_

President P&C    \_\_\_\_\_

## **GENERAL BUSINESS**

- 1 Approval for \$800 funds for the Big Day Out at Fremantle, motion put forward by Kerrie Brown and seconded by Michelle Wray.
- 2 Approval for \$1850 funds for Year 8 Early Morning Start Term 1, Beat Salad for 6 weeks next year, motion put forward by Sonja Davidson and seconded Kerrie Brown.
- 3 Budget \$800 for 1 other Early Morning Start Term 1 Workshop
- 4 Approval for Artist Mentors \$1600, motion put forward by Kerrie Brown and seconded by Michelle Wray.
- 5 SVAPA Year 9 Odyssey Wednesday 7 December, front of house and supper will be organised by Teresa McClelland. Kerrie Brown put forward motion to approve up to \$200 to replenish the supper box supplies if required and was seconded by Michelle Wray.
- 6 SVAPA Year 10 Awards Night Thursday 8 December. Kerrie Brown put forward motion to approve up to \$50 to replenish the supper box supplies if required and was seconded by Michelle Wray.
- 7 Supper Box Routine Checklist included for information in minutes as an attachment.

## **EXTRA BUSINESS ARISING**

- 1 SVAPA Parents Support Group seek clarification and information on the restructuring and reallocation of the administration of SVAPA. Extra meeting of SVAPA Parent Support Group required on the future of SVAPA at 6.00, Wednesday 13 December 2011 at Dome Maylands.

## **CLOSED**

Meeting closed at 8.35. The next SVAPA Parent Support Group meeting will be held Wednesday 15 February 2012 (Week 3) at 7.00pm at Tricycle Theatre.

**PERFORMANCE “SUPPER” CHECKLIST  
SVAPA Parent Support Group**

**TRICYCLE THEATRE**

**Before Event**

- check supper boxes, buy supplies (cups, spoons, tea, coffee, milo, sugar – only if required)
- organise float if required
- organise performing student group to bring a supper plate and parent assistance

**On the day/night**

- buy milk – 3 x 1 litres
- collect supper box from tricycle theatre
- set up supper area at front of house trestle tables are located at the back of the auditorium
- fill urn – urn is located in the Green Room, use bathroom water. Turn control to high
- set up tables with urn, signs, bowl for supper/tea/coffee donations, cups, milk, sugar, tea, coffee, milo, spoons, bowl bin for used tea bags, food, jugs of water and water cups
  
- sell door tickets (gold coin donation)
- collect \$ for hot drinks (people donate & help themselves)
- tidy tables as required
- attend door to auditorium
  
- clean up
- empty urn
- urn back to Green Room
- clean Tables and return to the back of the auditorium
- pack Supper Box and return to Green Room

**After Event**

- give any money collected for attendance and supper/tea/coffee to Treasurer for banking