



MINUTES OF MEETING LAA held at MLSHS on 11th June 2019

OPENED & ATTENDANCE

Meeting opened at 7:15 pm

ATTENDANCE: Carolyn Monaghan, Annaleise Grubisich, Felicity Mason, Peta Kalaitzis, Amanda Humphreys, Regina Eccleston-Wirth, Kerri Bland, Sarina Cary, Rachelle Rose, Andrew Lippiatt, Andy Druyan, Helen Davey, Hayley Emmett, Deborah Chinnery.

APOLOGIES: Amanda Rintoul

PREVIOUS MINUTES

Moved: Kerri Bland Seconded: Rachelle Rose **Carried**

GENERAL BUSINESS

1.0 CONVENOR - Carolyn

1. Have a bell! (Regina gave to Carolyn to ring on night)
2. Annaleise confirmed black cloth is in cleaners' cupboard.
3. Floats & square reader for cake table and vouchers for coffee van organised i.e. Purchase cake and coffee voucher at the cake stall (see Treasurer's report below)
4. Confirmed grazing table near sales office & cake stall near coffee van
5. Students can keep bags under back stair well. **Helen** to co-ordinate.

2.0 TREASURER's REPORT

Balance at Bank is \$4,090.52 as at 10 June 2019

Payments made:
Aust Culinary Foundation \$2,000

Payments requested:
Amanda gloves \$45

Item 2 Funds committed:

2019.006 Alcohol (\$600 - \$289.06)	\$310.94
2019.013 Lighting	\$200
2019.014 Ring fasteners	\$30
2019.015 Stretch wrapping	\$50
2019.016 Bubble wrap	\$200
2019.017 Printing	<u>\$1,800</u>

\$2,591

Item 3 Requesting \$1,500 cash to organise floats for the night

Item 4 EFTPOS Machine – CBA fees attached.

Cost excerpt from email:

*As these terminals will only be on a temp basis there will be also an additional cost of \$270 delivery/collection fee. **Paul has arranged for CBA to cover up to \$1000 of merchant fees.** As confirmed with you the full fee will be debited from your account and a refund of those fees up to \$1000 will be credited to your account.*

The transactional charges for credit and tap payments is 0.7% plus interchange. The interchange rate is set by Visa and Mastercard and is calculated based on the type of credit card processed.

Interchange rates (with the exception of international cards) is capped at 0.8% plus interchange so worst case scenario for the highest end card you would be charged 0.7% plus 0.88% = 1.58%. Please note all the fees in the fee schedule are inclusive of GST.

*I confirm that you have given your verbal authority to proceed.
I will arrange for an urgent process of this and provide you with an update tomorrow morning.*

Apologies this has taken so long to get underway.

1. SQUARE READERS

- a. Have got the SVAPA Square reader - NECESSARY TO download the Square app on your device Also have Helen and Annaliese's ones, so total of three. They can be used at Bar/Catalogues/Tea & coffee
- b. The catalogue square can then move into the money room and be a second device for art payments. I'll show the catalogue sales volunteer how to use it when they arrive.
- c. each Square needs to be attached to a phone or tablet so we need more devices (Felicity to bring ipad/Andrew's phone)
- d. We need WIFI Password for school. Carolyn please check with M Camillieri
- e. Helen is changing her Square device to pay into the Art Auction bank account and I'll send details to Annaliese to do the same.

2. **CASH FLOATS** – as per Alan's instructions attached we need \$1,500 in floats. It may end up being over what is needed with the Squares but I've been caught out with not enough float before so would rather more than not enough. I am not able to cover \$1,500 out of my own funds so I'll ask for a motion for this amount to be transferred to me so I can then withdraw the cash from the bank.

Motion 19.018

Pay **\$1500** to Rochelle Rose to cover floats **\$1,500**

Moved: Annaliese Grubisich

Seconded: Kerri Bland **Carried**

3. I am still following up with the CBA merchant team re EFTPOS machines but have been assured all will be organised in time.

3.0 ARTIST COORDINATOR UPDATE- Peta

1. Insurance will cover for public liability.
2. Peta has 25 artist RSVPS. Will remind them to RSVP when she sends letter explaining new negotiation policy.
3. Negotiation policy is in final stages of edit by Kerri – will be distributed to relevant people.
4. A contact at Perth Public Arts has contacted 369 people connected to visual arts – hopefully produces more buyers.
5. Matt Donnelly has catalogue and he is adding his own notes to those provided by Peta.
6. Another email sent to ‘the West’ – follow up will be sent in next few days – might get a bite

4.0 CURATING TEAM REPORT - Regina

1. Plinths in theatre (possibly here or art room)& may have to be repainted.
2. Beautiful vases ready to go.
3. Reminder to check off art work as each piece comes out of storage.
4. Blackboards from Perth Expo to be delivered at 3.30pm – Regina to change drop off point with drivers – approach via staff car park on Bradford/Leyroyd St.
5. Carolyn to make sure bollards are down from 3pm Friday
6. Need to confirm that we have S hooks – hopefully in boxes in cleaners cupboard
7. Suggestion made to do an inventory of boxes on Art work pick up day – Carolyn to do
8. Suggestion made that the first 10 works to be auction to be placed downstairs so that there is space to rehang unsold works.

5.0 PUBLICITY COORDINATOR'S REPORT – Amanda H

Publicity

- Still posting across all 3 platforms
- Lynda Kuntjy, Program Co-ordinator - The Arts at MLSHS has received permission for students to film from School Executive – request made to **not film alcohol consumption**. Amanda H will confirm which students will be able to film by end of week. Reminder to ask them to also film the live auction etc.
- Suggestion made to have a sign advising patrons that they may be filmed – not a legal necessity but a nice courtesy. Peta to supply wording to Hayley to make up sign.

Music

Music downstairs will be sorted on Friday.

Volunteers

- Most positions filled for students – letters providing formal permission and responsibilities will be sent out ASAP.
- Rachelle to plead with SVAPA parents to sign up at SVAPA meeting tomorrow night. (BUMP IN & BUMP OUT numbers are a bit low but better than same time last year)
- Amanda confirmed positions filled by committee members so we can accurately track how many people we still need.
- Helen & Rachelle will work on providing brief description of roles for both student and parents. Parents need a committee member to report to:
For example:

Wrapping room: Shift 1 - Rentia/Shift 2 - Felicity

Irving Gallery : Sarina

Art work management: Regina

Silent Auction/Raffle: Annaleise

Food supervisor: Helen

Car park: Todd Rintoul

6.0 WEBSITE CO-ORDINATOR'S REPORT - Andy D

1. Andy has almost completed both power points - continue to liaise with Carolyn for final edit.
2. Don't need to put new dates for next year on website after auction night – discuss next meeting.

7.0 CATALOGUE COORDINATOR EDITOR – Amanda R

Other:

1. The catalogue went to print on Sunday pm. I did take out the patisserie from the sponsors page.
2. I have purchased more wrapping stretch wrap from Officeworks East Perth.
3. I haven't made it to Elders Midland yet for the Jambro fencing clips but they are on my list.

4. The lighting rig is booked and will be \$190 minus 15% because it is a school and will be invoiced to Rachelle's Deep Green account.

8.0 CATALOGUE COORDINATOR DESIGN - Hayley

1. badges & signs pretty much all ready – artist name tags will be done by Thursday
2. (as above - ITEM 5.0) Suggestion made to have a sign advising patrons that they may be filmed – not a legal necessity but a nice courtesy. Peta to supply wording to Hayley to make up sign.

9.0 SPONSORSHIP COORDINATOR'S REPORT – Annaleise

1. Freshboost providing Barista from 5.00 – 9.45pm
2. Have 40 mini tarts from Fresh Provisions as well as 60 SVAPA cupcakes MJ Creations – should be plenty of cake with back up baking by parents.
3. Will have collected all sponsorship items by end of week.

10.0 EVENT CO-ORDINATORS'S REPORT - Carolyn

1. Carolyn had asked committee to help edit run sheet .
2. Mike Camillieri will supply computer for PPT/audio.
3. Peta to ask Julian Fischer's wife if she can draw the People's choice Award.
4. Carolyn to get red letter box for entry forms from Sue Faranda/Peta has another vessel to draw votes in auction room.
5. Need a sign to say that voting for People's Choice is closing - Hayley
6. Rachelle to count votes at 6.15pm - remember there are 2 prizes.
 - a. Artist who receives most votes
 - b. A random person who places a vote.

11.0 DATABASE COORDINATOR'S REPORT – Kerri

1. Have had a few pre-registration bidders
2. Can we have some new boxes for 3D art? (Annalesie/Felicity)
3. Kerri will contact school to check access to printer etc.
4. Kerri will write/edit/send procedures for Irving Gallery and Wrapping room.
5. Kerri will print out negotiators list.
6. Reminder to check off art work as each piece comes out of storage.

12.0 BAR COORDINATOR 'S REPORT – Andrew

1. **Annaliese** to bring kitchen miracle wipes for glasses
2. Andrew & Darren will set up bar Friday night. **Carolyn** please bring beer Friday night.
3. Add bin bags, sponges & dishwashing liquid to drinks shopping list for IGA vouchers (**Darren**)
4. **Felicity** to bring 20 + tea towels
5. Please give volunteers' drink tokens to **Rachelle** - she will hand out to parent volunteers
6. Hayley has made a sign for bar

13.0 ANY OTHER BUSINESS

1. **Felicity** to resend contact list to all.
2. Who from committee is coming to Art Work Pick up day? 23/06/19

CLOSE MEETING 8.45 pm

NEXT MEETING Tuesday 23rd July - 7PM

Website: www.lawleyevents.com

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