

## MINUTES OF MEETING 4

Mount Lawley Senior School, Admin Building Boardroom, 6:30pm, Tuesday, 31 March 2026

### 6:30pm Meeting Opened

**Present:** Monique Herbst, Gee Yap, Julie Eglin, Kate Ondek, Paul Keogh, Gede Wirayuda, Kevin Keary, Michelle Wilkins, Kristy Black, Paulina Tanuadji, Michelle Lehmann, Renee McLennan, Emma Eggleton, Maurice Nugent, Anoushka Alexander, Johanna Lynch, Andy Campbell (late arrival)

**Apologies:** Louise Aston, Veronica Holyoak, Janice Grant, Kerry Anderson, Remke Van Dam, Branko Pravica

### Motion to accept the minutes of the previous meeting

**Moved:** Johanna Lynch                      **Seconded:** Michelle Lehmann                      All in favour

### 1.0 Convenor's report

- Lots of artworks have been submitted.
- No fuss fundraiser - 73 parents entered and 212 tickets - made over \$2000.
- Drew winners of No Fuss Fundraiser: Clara Wren. Won \$100 Finlay and Sons and \$75 artwork on auction night.

### LAA2026.31.3.13 Financial motion to reimburse Nira Roberts \$25 for Artist Entry Fee

**Moved:** Monique Herbst                      **Seconded:** Kevin Keary                      All in favour

- Gee to process refund via Square.

### 2.0 Artist Coordinator's report

- Monique report on behalf of Janice.
- 127 paid artist entries and 9 donations. 4 or 5 artists have asked for a 2nd submission. Entries close at 5 pm tomorrow.
- Lots of returning and lots of new artists. Thanks to publicity for generating this interest.
- Janice will ensure that artwork details are submitted by artists.
- Gee will liaise with Janice to ensure that photos in Drive are named in the correct format.

### 3.0 Curator's report

- None present.

### 4.0 Publicity Coordinator's report

- Gede showed a presentation showing the publicity GANNT chart. Current phase is sponsor outreach and promotion.
- Gede has prepared multi-image social media sponsor posts for platinum sponsors and individual image posts for gold sponsors. Bronze sponsors are included in social posts with multiple sponsors together.

- Gede will film on artist drop off day for social.
- Monique noted that we have had an increase in instagram followers. Instagram seems to be the more popular social media platform for artists.

### **5.0 Sponsorship Coordinator's report**

- DevelopmentWA has confirmed their sponsorship for \$3000
- We are sitting at about \$35000 in total sponsorship - about \$13000 cash
- Mt Lawley framers willing to frame unframed donated artwork as donation
- Sponsorship team has been phoning and popping in to follow up emails
- Request publicity to revisit bigger sponsors closer to auction date - even if minor posts
- Might need to push harder on catering sponsors.
- DevelopmentWA wants to screen any publicity for them before it goes out.

### **6.0 Treasurer's report**

- A few more invoices have been paid. There is 1 outstanding.
- 98 artist entry fees have been paid - more to come through Square.
- Have resolved what payments to P&C referred to in previous minutes were - one for music and one for SVAPA.
- \$17000 in bank account.

### **7.0 Database Manager's report**

- Now that artist entry information is in, Gee is aiming to get all of this captured in the database so we can produce the documentation for artist drop off day.
- Gee asked if anyone was an expert in Mailmerge and could assist but there were no volunteers.
- Artists have been given a deadline of 8 April but they tend to be late.

### **8.0 Graphic Design and Catalogue Coordinator's report**

- Nothing to report.

### **9.0 Event Coordinator's report**

- We have locked in the invoice for the panels with Barretts. Need to pay deposit ASAP but no later than May. Quote is \$3214 if we have the same panels as last year. Anoushka to submit invoice to Treasurer.
- Stocktake has revealed that we need to buy a few things, including tape. Michelle to prepare a list and Julie will see what we can get through sponsorship (e.g. Officeworks).
- Monique has some tape and gloves from last year. We may need more white gloves.
- Events will order stickers for banners and reuse the last year's banners.
- Michelle will bring banner to display at festival of bands on 1 April.
- Michelle has been in touch with ECU caretaker - he wants to come down to confirm that we can display a banner near the corner of Alexander and Bradford. He has offered to come down to supervise placing the banner in this place.
- Removal of the panels on the Monday needs to be between 6 am and 6.30 am as kids will be arriving. Anoushka to liaise with Barretts about this.

### **10.0 Bar Manager's report**

- Kevin has some champagne glasses to donate, which should mean we have enough.

### **11.0 Catering Coordinator's report**

- Nothing to report.

### **12.0 Website Coordinator's report**

- New sponsors to be added to website.
- DevelopmentWA needs to be added to website.
- Rabble Books and Games to be added to website.
- Website to be updated to take down artist entry link from 1 April at 5 or 6 pm and to add a register of artists who are interested for next year.

### **13.0 Volunteer Coordinator's report**

- 30 slots are available for artist drop off day. These slots are usually filled by committee members and their students.
- This form will be left open for another week before opening to other parents.
- Committee members to add students and fill in student permission forms.
- The volunteer coordinator team will liaise with events about developing clearer role descriptions for the auction.

### **13.0 Other business**

- No other business.

**CLOSE MEETING:**

**7.19 pm**

**NEXT MEETING: Tuesday 28 April 2026**