

MINUTES OF MEETING 5

Mount Lawley Senior School, Admin Building Boardroom, 6:30pm, Tuesday, 28 April 2026

6:30pm Meeting Opened

Present:

Monique Herbst, Emma Eggleton, Paul Keogh, Kevin Keary, Anoushka Alexander, Gee Yap, Maurice Nugent, Kate Ondek, Kristy Black, Branko Pravica, Remke Van Dan, Veronica Holyoak, Johanna Lynch
Paul Evans, Niles Jodhani, Michelle Wilkins, Paulina Tanuadji, Michelle Lehmann

Apologies: Melissa Fong-Emerson, Renee McLennan, Kerry Anderson, Janice Grant, Louise Aston, Andy Campbell, Gede Wirayuda

1.0 Convenor's report

- There was a discussion about the auction day plan with the proposed early opening.
 - Open from 2 pm on the day for exhibition.
 - 5 pm to 6 pm: music and canapes.
 - 6 pm: ring bell and move into auction room.
 - 6.15 pm to 6.30 pm: welcome and formalities.
 - 6.30 pm: Hammer down.
 - 6.30 pm to 7.30 pm: Lots 1 to 40 until 7.30 pm.
 - 7.30 pm to 8.00: 20 minute break, 10 minutes raffles and prizes.
 - 8.00 pm: Lots 41 to 88 to 9.15 pm. This assumes 90 seconds per artwork.
 - 45 minutes for payment, art collections and paydown.
- Banners can say "viewing from 2 pm", "hammer down 6:30 pm".
- There is no hard finish time but it is preferred not to go too late.
- A few committee members will be needed from 2 pm but not all.
- Natalie Hoye will be the auctioneer.
- We are considering adding cash prizes to the raffle, which could be a good incentive and reduce pressure on the sponsorship team to get sponsorship prizes. Olmada window sheers as main prize. Cash prizes as 2nd and 3rd prize. Tickets are \$20.
- We made \$10 000-ish on raffle last year, sold approx 500 tickets.
- Discussion about how much the appropriate cash prize would be.

LAA2026.28.4.14 Financial motion to allocate \$1500 from cash sponsorship dollars to put towards raffle.

Moved: Monique Herbst

Seconded: Johanna Lynch

All in favour

2.0 Artist Coordinator's report

- Report on behalf of Janice Grant.
- 121 artists entered, about 37 new artists. 166 artwork entries. 15 artists have submitted more than one entry. 10 of the works are donated.
- Final reminder about drop off day sent to artists this week.

3.0 Curator's report

- Branko is preparing for ADO day on Sunday.

4.0 Publicity Coordinator's report

- City of Stirling Events Calendar will include the event.
- Remke has been reaching out to feeder primary schools.
- Instagram posts continuing from Gede.

5.0 Sponsorship Coordinator's report

- Sitting at \$32000 total sponsorship, close to \$14000 cash.
- Just secured Hermanos for \$700 catering. Trying to get more sponsorship catering.
- Amazing Co mystery picnics have sponsored an online party experience.
- Kristy is going to go visit businesses in person and use facebook messaging to follow up businesses.
- Small prizes are useful for the raffle wheel.
- Andy has secured another 2nd hand guitar for a prize.
- Mount Lawley art framers and Devine Cellars to be silver sponsors.
- Thank you to publicity for the social posts. Some sponsors have been reposting.

6.0 Treasurer's report

- No pending payments.
- Accounts balancing.
- \$21 727 in account.
- 1 outstanding sponsorship payment not made yet.
- Query whether main P&C has reimbursed us for Sign up genius. Gee to follow up.
- Anoushka to send Kate invoice for panels deposit.
- Gee to refund Nira Roberts 2nd entry fee.
- Emma to submit invoice for subscription fee for service generating mockups of art on wall.

7.0 Database Manager's report

- Paul and Gee have put together systems for ADO day.
- There is a master tracker for each artist and artwork.
- Each artist to sign in with Gee, Paul and Nilesh.
- 1st form is Receipt Form. We will be getting artists to acknowledge conditions, including exclusive sale, auction date, and when artworks to be collected. Artists will receive half of form as receipt.
- There will be 2 images of artwork made. 1 will be stuck with non-marking masking tape inside wrapping and 1 on outside of wrapping.
- 2nd form is the Artwork Details Check Form, which requires details including name, contact details and bank account details. Forms will be pre-populated with details from database.
- If you are processing the form with artist, confirm details with artist, esp. bank account, email and phone number, minimum pricing, insurance amount etc. Go through whole form including artists' percentage from sale. Database is not 100% accurate so this will catch any discrepancies.
- Form to include whether or not photography is needed. Emma will confirm if photo required in database.
- Would be helpful to label each desk with post-it notes on ADO day to make it easier to put the classrooms back together as they were.
- Reminder calls to artists on drop-off day will start at 2.30 pm.
- Danika Witjeman has not submitted any details yet for her artworks (15 pieces).

8.0 Graphic Design and Catalogue Coordinator's report

- Nothing to report.

9.0 Event Coordinator's report

- Agreed to add Mount Lawley Tennis Club as sponsor, if they are putting up a banner.
- Panels deposit to be paid. May need to adjust order when artworks seen.
- Artists drop off day Overview and Information pack distributed to committee. Sets out run sheet and workflow for the day.
- Committee members please arrive at 12.30 pm. Student helpers please wear SVAPA T shirt or Mount Lawley Music Shirt, as they will appear in photographs.
- Michelle and Paul to welcome people.
- Gee, Paul and Nilesh will work at registration desk.
- Artwork details check desk - Janice, Karen and Branko, possibly others.
- Publicity will be handled by Gede and Remke.
- Amanda Humphreys is photographing event. Monique to follow up whether publicity committee members from previous years available to assist.
- Other volunteers will assist with wrapping and whatever else is needed.
- Baked goods donations for artists and volunteers welcome.
- Cardboard boxes good for 3D artworks, please bring.
- Artworks need to be received ready to hang (framed, stretched etc.).

10.0 Bar Manager's report

- Nothing to report.

11.0 Catering Coordinator's report

- None present.

12.0 Website Coordinator's report

- 3 new sponsors added to website.
- Stats have been very low on website over last 3 weeks.
- Devine cellars to be added to website as silver sponsor.

13.0 Volunteer Coordinator's report

- None present.

14.0 Other business

- No other business.

CLOSE MEETING: 7.50 pm

NEXT MEETING: 19 May 2026