

MINUTES OF MEETING 7

Mount Lawley Senior School, Admin Building Boardroom, 6:30pm, Tuesday, 19 May 2026

6:30pm Meeting Opened

Present: Johanna Lynch, Maurice Nugent, Kevin Keary, Louise Aston, Monique Herbst, Kristy Black, Gee Yap, Branko Pravica, Kate Ondek, Renee McLennan, Kerry Anderson, Emma Eggleton, Paul Keogh, Michelle Lehmann, Anoushka Alexander, Remke Van Dam, Janice Grant, Nilesch Jodhani (late arrival), Kate Vasserman (late arrival), Andy Campbell (late arrival)

Apologies: Paul Evans, Veronica Holyoak, Paulina Tanuadji, Gede Wirayuda, Julie Eglin

Motion to accept the minutes of the previous 2 meetings (4 and 5)

Moved: Johanna Lynch

Seconded: Emma Eggleton

All in favour

1.0 Convenor's report

- Mr Steven Raphael (Middle School Coordinator) will be the MC.
- We will have more gallery space this year as the wrapping room is moving upstairs.
- DevelopmentWA is asking for a photobooth to be incorporated for memories of Mt Lawley campus. Development WA will set up, man and remove this booth.

2.0 Artist Coordinator's report

- Artist drop off day went well.
- Artists have been following up with queries on why they are in exhibition/auction.

3.0 Curator's report

- Curation meeting has been held and artworks have been selected for auction and gallery.
- Currently reviewing the sizes of the artwork so we know we have enough panels. Need to confirm in the next few days.

4.0 Publicity Coordinator's report

- Posts are continuing to go up and communications going out.
- Lots of traction and an increase in Facebook and Instagram followers.

5.0 Sponsorship Coordinator's report

- Plenty of raffle prizes obtained.
- Still working on catering sponsorship.
- Also trying to get vouchers from Woolworths.

- Raffle will go live on 20 May 2026. 25 prizes: 1st prize Olmada window treatments, 2nd prize \$1000, \$500, 22 other prizes from sponsors. Will be drawn after auction.
- Year 7 river cruise is a good opportunity to give fliers to parents for raffle and auction. The date is 4 June 2026. Will need some volunteers.
- Julie requested a few more social media posts for main sponsors.

6.0 Treasurer's report

- Not much activity to report. All sponsors have paid.
- Deposit has been paid for Barretts panels.
- Refund for Nira Roberts has processed (\$25).
- To consider (longer term) whether Squarespace or Stripe is better value.
- Bank account balance is \$22 960.
- Anoushka has paid for banner overlay stickers - will submit invoice and receipt for reimbursement.
- Still waiting for P&C reimbursement for Sign up genius.

7.0 Database Manager's report

- Bidders card has been prepared. There will be 250 cards printed. First 100 allocated for pre-registered bidders. Remainder will go to persons who register on the night. Each bidder will be allocated a bidder number.
- To investigate whether the cards can be printed on a brighter colour than white. 160 to 180 gsm is preferred.
- Artwork database is pretty much locked in. There will be 1 more update to the database. This will be used to generate auctioneer's pack, wrapping room pack, chairperson's deal-making pack. All have currently been created in draft. Any remaining issues about artists' details, pricing etc. should be raised as soon as possible.
- Louise and Monique have confirmed the correct names for Danica Wichtermann's pieces on the website. Gee will use this information to update database.
- There is 1 Irving Gallery piece that does not have a good photograph - Branko will photograph tomorrow.
- Numbers 55 and 103 are the same piece - somehow entered twice on the database. Gee to confirm this has been fixed.
- To create a copy of the database with the bank details removed for Emma to access.
- Gee to document payment solution for the evening. A number of committee members will need to process payment and collect artworks on the night. This will be circulated before next meeting.
- Natalie Hoye has asked to get her auctioneer's pack early - about 2 weeks before.

8.0 Graphic Design and Catalogue Coordinator's report

- Catalogue is mostly prepared.
- Emma will send the catalogue to get a proof back for 9 June 2026.
- To get a quote on getting flyers printed professionally. DL flyers - 5000 to be printed for real estate agents, coffee shops etc.

9.0 Event Coordinator's report

- Banners and advertising are up to date.
- The tennis club has not yet responded to our request for free banner hanging.
- Signage can go up as soon as it is ready.
- Considering the layout and flow of the wrapping room. The customer liaison will be separate from the wrapping.
- Lot numbers and artwork ID numbers are not the same. On Friday night, we need to cross out the

artwork ID numbers and write the lot numbers. Gee to make new labels with lot number on it to stick over the top of the ID number label.

- Need to know the volunteer numbers so we have enough lanyards.

10.0 Bar Manager's report

- Licence for the night has been issued. 4 pm to 10 pm.
- 500 people in the licensed area at one time, 650 through the course of the night.
- We will order alcohol from Devine cellars based on what was used last year.
- Request for eskies from the committee - we will need several on the night.
- We currently have 2 RSA volunteers - more needed.

11.0 Catering

- Kate has a plan for the catering - budget is \$716 for 1280 pieces, not including anything from Crust or the Taco place.
- The sushi has not been ordered. Possibility of getting sushi from Costco. Kate has a Costco card.
- We also need a coffee and tea station. SVAPA may have some things for this.
- There was a discussion about parent food donations and whether we should charge for desserts.
- There will be gluten free and vegetarian options but full ingredient lists will not be provided.

12.0 Website Coordinator's report

- Louise has updated the website. Bidders' registration is open and working, we have some registrations already including some first time bidders.
- Irving Gallery is 99% done, just waiting on 1 picture.
- There is a link to the raffle, the raffle will go live 20 May 2026.
- Photos of the auction artworks to be added.

13.0 Volunteer Coordinator's report

- 2 shifts for wrapping room - 6 volunteers per shift.
- Good response from student volunteers.
- Friday night volunteer shifts are full.
- RSA volunteers still needed. To contact previous RSA helpers to ask them to help again.
- Someone will be delegated to supervise the kids serving food to ensure they do it properly and the food circulates correctly.
- The kid servers will volunteer from 4.30 to 6.30 pm. We will stop serving food at 6 pm. They will all go back to the meeting room and be collected at 6.30 pm.
- Volunteer coordinators will liaise with Events about role descriptions for the night.

14.0 Other business

- No other business.

CLOSE MEETING: 8.12 pm

NEXT MEETING: 2 June 2026