

MINUTES OF MEETING 10

Mount Lawley Senior School, Admin Building Boardroom, 6:30pm, Tuesday, 16 June 2026

6:30pm Meeting Opened

Present:

Remke Van Dan, Michelle Lehman, Paul Keogh, Julie English, Kevin Keary, Louise Aston, Monique Herbst, Gede Wirayuda, Kristy Black, Johanna Lynch, Gee Yap, Renee McLellan, Melissa Fong-Emerson, Kate Ondek, Paul Evans, Emma Eggleton, Maurice Nugent, Niles Jodhani, Andy Campbell, Michelle Wilkins, Paulina Tanuadji, Kerry Anderson, Kate Vasermann (late arrival)

Apologies: Veronica Holyoak, Janice Grant, Branko Pravica

Motion to accept the previous meeting minutes

Moved: Johanna Lynch

Seconded: Paul Keogh

All in favour

1.0 Convenor's report

- 58 bidders registered so far. More than this time last year. Last year there were 50 who registered on auction night.
- Raffle - 395 tickets sold so far - \$7900 worth. One last email will be sent out before it closes next week. More tickets usually sell on auction night.

Motion to approve artists' payments in accordance with terms and conditions

Moved: Louise Aston

Seconded: Monique Herbst

All in favour

- All Greg Ash's pieces sold - 1 more has been added to the website and 1 more in kiln. No further entrance fee charged.
- Sales - \$9700 sales in Irving Gallery so far - 18 out of 87 pieces sold.
- Need to make an A5 card of payment information to give out with bidders' cards. Emma to organise.
- Payment slide has been added to auction PowerPoint and Mr Raphael will run through this information.
- Next year - to consider applying for liquor licence earlier to avoid maximum of 500 people limit.
- Music is starting from 2 pm. Small bands will be downstairs and larger bands upstairs from 4 pm.
- The proxy bidders form has been checked by a lawyer on P&C.

2.0 Artist Coordinator's report

- A few artists have RSVP'ed yes to the invitation.

3.0 Curator's report

- No report.

4.0 Publicity Coordinator's report

- A few more ads left to go out and all artworks will have been promoted.
- Between January and June our instagram followers have increased from 583 to 815.
- Average likes per post 19.5-ish likes per post.
- Louise also posted and boosted some Facebook posts today as there was some marketing budget left. Targeted to Perth people over 35.
- Trends of people looking have improved.
- We have contacted Play magazine but not heard back.

5.0 Sponsorship Coordinator's report

- No other VIPs have responded to invite.
- Still waiting on Spice Town vouchers (they have not arrived) but otherwise have everything.
- Flowers from Chatsworth - main bouquet for Natalie Hoy. Remaining bouquets for people's choice and artists' choice awards.
- 5 door prizes - AFL poster, Adventure World family pass, remedial massage voucher, Bougie Smile teeth whitening, Vincent Ha Fremantle
- To add Roman Road winery to website as a silver sponsor.
- To consider relying more heavily on cash prizes for raffle next year.

6.0 Treasurer's report

- \$35000 in bank account.
- Don't forget to email Kate with invoices so she can raise bills - send email and notify Kate on what's app.
- Remaining payment for panels - to be paid.
- Artwork payments and raffle ticket payments are coming in.

7.0 Database Manager's report

- Auctioneers pack given to Natalie Hoy. She also requested a copy of the presenter's pack so she could look at bios and profiles of artists.
- Other packs are ready for collection for Friday night or Saturday. Presenter's pack ready for Mr Raphael.
- 2 additional pieces - 1 has been added to database and 1 more coming.
- Bidder numbers have been allocated to registered bidders, but there is an issue on Squarespace that resulted in the numbers being stripped. Might have resulted from creating email list using Squarespace. Need to think of a different approach. Option to use their last names to raise invoice. Database team to troubleshoot.
- Will run a couple of payment tests on Friday evening.
- There should only be 1 person in Squarespace issuing invoices.

8.0 Graphic Design and Catalogue Coordinator's report

- Catalogue is done and will be collected tomorrow or Thursday.

9.0 Event Coordinator's report

- Events team took the photos of the classrooms this afternoon. The map will be prepared by Friday. Michael has asked for a copy of the photos and map. There was 1 room we didn't have access to.

- Artists and sponsorship slideshows are done.
- Picked up last supplies including red “sold” dots.

10.0 Bar Manager’s report

- Kevin has ordered all the alcohol and ice from Devine cellars. Will be delivered between 2 and 2.30 on Saturday.
- Kevin will be there from 4 pm ready to serve but unlikely many will be drinking at that time.
- Andy and Monique will bring eskies. If other people have large eskies please bring.

11.0 Catering

- Kate has decided to order sushi from Woolworths Morley.
- Wraps platter from Woolworths as well.
- These can be removed from Costco list.
- Kate will do Costco shopping on Friday at 5.30 pm. Costco will be \$400ish. Kerry and Kate will go to Costco on Friday and will bring food straight to school.
- Pickup from Woolworths on Saturday.
- Pizzas to be collected 5.30ish Saturday.

12.0 Website Coordinator’s report

- 3 sponsors including Roman roads as silver have been added.

13.0 Volunteer Coordinator’s report

- We have received all RSA certificates except for one.
- All reminder emails have been sent.
- Friday volunteers have been asked for 4 pm, but earlier if possible.
- Still need spotters. Julie Eglin has volunteered but more people needed. Maurice, Johanna, Melissa and Renee happy to assist as needed.
- Consider where to put committee member’s students after their volunteer shift has ended. We need to put them in a single place. Please remind your kids to stay quiet and not roam around.
- Emma has designed the lanyards - they will be printed and we will put them in the sleeves on Friday.

14.0 Other business

- Committee members from 4 pm Friday.
- Committee members from 4 pm Saturday.
- Sunday pack down from 11 am to 2 pm Sunday. Cleaners are in from 6 am Monday morning. We have to vacuum floors and empty bins, reset classrooms, move furniture etc.
- 2nd collection date 28 June.
- We will meet 1st week Term 3 and have a “lessons learned” meeting and dinner 2nd week of term 3.

CLOSE MEETING: 7.37 pm

NEXT MEETING: 21 July 2026