

Music Supporters Group

'Working Harmoniously Together'

Minutes: Wednesday 5th June, 2024 @ 6:30pm

1. Welcome, apologies and introduction of new members.		
Person	Details	Action
Melissa	Attendance: Lisa Heard, Melissa Bolton, Lyndall Schulze, Rob Stephan, Meredith Trew, Karyn Lowe, Anita Morgan, Catherine Farrugia, Sharon Rogers, Abbie Brooke, Kellee Green Apologies: Tamea Ramsay, Matt Ramsay, Jodi Cross, Kym Miller	
2. Confirmation of Minutes of last meeting (Wednesday 1 st May, 2024)		
Person	Details	Action
Melissa	Minutes accepted as accurate record of the meeting held 1 st May, 2024 Moved: Karyn Lowe Seconded: Lisa Heard	
3. President's Report & SPSSA Report		
Person	Details	Action
Melissa	3.1 SPSSA meeting since previous MSG meeting – main points: <ul style="list-style-type: none">• Insurance was in effect and covered MIP Event.• Still looking at the structure to change the Association to fall under the School (as per previous Minutes)• Starting to generate money through fundraising to cover SPSSA costs.	

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	<p>3.2 President's report</p> <ul style="list-style-type: none">• Mel has created list of considerations for future Music in the Park (MIP) events and will send this out for comment.• Thank you for all your efforts, prior to and during the event.• Thank you to those that volunteered all throughout the night. Feedback from general volunteers was positive and good communication.• Overall, it was successful event in terms of processes and organisation.<ul style="list-style-type: none">○ Cake stall donations were high. Kym produced an amazing effort manning the stall and providing the cupcakes.○ Raffle donations were down from last year. (Only asked Junior School groups – this could be the reason).○ Karen donated the “guess the lolly jar” - \$48.○ Thank you, Karen, for running the BBQ. Need to document her systems.○ Thank you to Rob for the split. Very well run.• Fundraising/sales were lower than previous years.• Next year – keep the same food and processes.<ul style="list-style-type: none">○ No Cherrios (\$76 – covered cost and slow cooker that needed to be replaced) – not popular and difficult to maintain.○ No Popcorn – sold only 100. Less than last year of 200.○ Sale quantities were down across the board. Thoughts are that this is the result of cost-of-living pressures and reduced attendance due to the weather. People chose to spend on a meal, but snacks were down.○ 116 meals less than last year.○ Less Vege and Chicken Sausages this year.○ May need a volunteer sign on sheet in the future.	<p>Karen Lowe to provide a written process of her systems used on the night for the BBQ.</p>
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5. Music Department Report		
Person	Details	Action
Kellee	<ul style="list-style-type: none">• MIP was amazing and thanks to all the volunteers<ul style="list-style-type: none">○ Layout and position of stage was good.• Solo comp is in progress and performances are good. Friday next week are the finalists.• Winter Tour is going ahead. Organisation is in progress.	
6. Correspondence Report		
Person	Details	Action
Meredith	N/A	
7. Treasurer's Report		
Person	Details	Action
Lyndall	<p>See Report attached.</p> <ul style="list-style-type: none">• MIP Profits (\$3000) and sales down. Did not make us the profit we had made previously.• Overall sales down \$1300. Costs were down as there was a budget of \$5000 and final costings were \$4500.• Solo comp will be profit due because we will reuse the MIP non perishable left overs (lollies, chocolates and drinks). Popcorn can be used for Battle of Bands.• \$16,829 in the Bank.	

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8. General Business		
Person	Details	Action
Melissa	<p>MIP- Thoughts and considerations raised from the event –</p> <ul style="list-style-type: none"> • Do Students who are non-participants have to wear a school uniform? We will need to check if this is a rule. Battle of the Bands the participants are no in uniform. • <u>What worked well:</u> <ul style="list-style-type: none"> ○ Simple burgers were successful. ○ Soft drinks were sold separately to the burgers and collected with the ticket purchased worked well for hygiene and process. ○ Separate emails from Mel was a great communication tool. The fact that it stated this is the only time we ask for parent volunteers, helped garner support. ○ Process in Burger stand was excellent. For example - One person to direct the volunteers, do the orientation, provide gloves and sanitisation; and safety check list. ○ Gluten free table and colour coded knife so it was the only one used for gluten free food. • \$230 was hire for the spit. Result was \$3.50 margin based on the number of serves for that night. Consider increasing prices next year. Potentially the spit could fit 2 more roasts on but may not be able to sell them. • <u>Future Considerations:</u> <ul style="list-style-type: none"> ○ No free food for Techies or Performers etc. ○ KG proposed an earlier start time for MIP i.e. 2pm rather than 2.30. Discussed the advantages and disadvantages. Voted, and all agreed to look at starting at 2pm. 	<p>Kelle Green to check if Students who are non-participants have to wear school uniform to the event.</p> <p>Karyn Lowe to send Mel the process.</p>

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	<p>Solo Comp</p> <ul style="list-style-type: none">• Only need to buy 24 lemonades. Voted on spending \$30 on Lemonade – Karyn moved – agreed by all.• Volunteers for the night – Lisa, Lyndall, Jodie, Anita, Catherine, Sharon is a maybe.• 3 people at the beginning and half-time break.• Tamea is bringing left over chocolates and sweets from MIP. <p>Battle of the Bands</p> <ul style="list-style-type: none">• Get a popcorn machine with no kernels and use up the remainder of kernels from MIP at Battle of the Bands. <p>Con Brio</p> <ul style="list-style-type: none">• Alumni performing - 2 weeks beforehand there is a rehearsal a night with them. MSG to provide food for this event.• KG – Proposed that we require more seating.<ul style="list-style-type: none">○ Discussion on tables vs chairs and the general agreement was tables are the better “feel” for the event.○ Will need to give preference to Year 12 families and limit the number of tickets for each family (eg 4 per family) and provide the list of names.○ Consider charging \$5-\$15 per person for the event.	<p>Mel to order Popcorn Machine with no kernels</p>
9.Next meeting: Wednesday 10th July 2024 6:30pm		
Meeting Closed: 8.40pm		

President's Report:

Treasurer's Report:

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