



BLAZING SWAN INC

Blazing Swan Inc.

Annual General Meeting Minutes

Date:	13/09/2022
Time:	7.00 pm
Place:	Port Community School 62 Wheeler Rd, Hamilton Hill WA 6163

Committee	
Pasan Tennakoon (PT)	Chair
Gerard Laumen (GL)	Secretary
Paul Castle (PC)	Treasurer
Lena Neumeier (LN)-via Zoom	OCM

Attending Members				
Billy Amesz	Joseph Andrin	Elicia Anders	Clinton Arnott	Major Banvait
Nichols Barnaby	Jerome Bowan	Tim Braybrooke	Petr Cervenka	Adie Chapman
Marie Clarke	Vanessa Dancer	Emily Davies	Isabella Di Chiera	Leila Folland
Justin Guild	Drew Johnston	Gwynneth Jones	Nimrod Kazoom	Ben Kimberley
Ryan Linkowski	Anton Lord	Alicia Manolas	Shona Mills	Graham Moles
Clint Moore	David Moyses	Anthony Peacock	Stuart Porter	Hana Priest
Kirsty Rochford	Peter Roehrig	Eva Sirantoine	Cindy Stingel	Kimberly Strong

Daniel Taylor	Nicholas Turner	Lewis Viljoen	Adam Ward	Jerome Duval-Fleury
Jack Viljoen	Jane Hawdon	Murray Porter	Obi Mason	Tim Viljoen
Gemma Conroy	Joy Foster	Matt Field	Stean Vitasovic	Kirsty Rochford
Matt Miller	Brett Iddon	Christopher Lake	Hannah Moltoni	Peter Phillips
Gaetan Schurrer	John McCann			

Proxies

In format: Member acting as proxy, Member who granted them proxy.

“*” Indicates proxy granted with restrictions

Passan Tennakoon	
Paul Castle	

Disclaimer

It is not possible to capture what is said during a meeting word for word. The Minutes are an attempt to capture key points and the intention of questions and comments, as well as the spirit of what was happening in the meeting. In proofing these minutes for release, one of the main jobs is to go through what is recorded and make sure things make sense by either adding context, or using best judgement to edit what is recorded to represent the assumed intention of the question or comment. Motions are the exception to this, and should reflect exactly what the people who moved the motion intended, as they are checked at the time of recording.

If you see a section which quotes something you said or asked but feel it does not represent the intention of your question or comment, please contact secretary@blazingswan.com.au, quote the problem section, and provide detail on what you were trying to convey so the minutes can be amended or an appropriate note added.

Notes

Committee and presenters may be referenced by their initials, eg. PT for Pasan Tennakoon.

FTF - Question or Comment From the Floor

FZoom- Question or Comment from Zoom

FTF; Name - Provides the name of the person who made the comment or asked the question.

Names were primarily recorded where they were considered relevant, such as if the person had a stated conflict of interest, or if the person is known to a reasonable portion of the Committee or Membership as someone with relevant insight.

Note: Is a note added by the Secretary while reviewing the minutes, to provide background or further information on what was happening at the time.

Sections with underline - Are sections which have been added to or modified from the minutes recorded on the day based on feedback from members reviewing the minutes. These modifications are only intended to allow points raised on the day, but missed in the minuteing, to be included as part of the record. They should not represent something which did not occur in the room on the day, but are underlined for transparency.

Meeting Open

Meeting chaired by Pasan Tennakoon, Chairperson of BSI Committee.

Meeting opened at 7:03 by PT

- Acknowledgement of Country
- Went through agenda of meeting and meeting protocols
- Went through voting rules

Conflicts of interest declared for agenda items

- Anton declared self as audio person

Previous minutes

Confirmation of AGM minutes from
2021-09-12

Motion to accept previous minutes started by Stuart , seconded by Peter, majority in favour, motion passed.

Welcome and Apologies

Special Resolutions

PT: Gerard will take everyone through 4 amendments to the constitution, largely corrections needed

GL: First Special resolution is to correct a numbering issue. Committee was making reference to a section of the constitution that didn't exist.

GL moved first special resolution, majority voted in favour, special resolution passed.

GL: Special resolution two is making a change to mediation arrangements. Committee appoints mediator to assist in conflict resolution. We propose that constitution be modified to require mediator be fully qualified.

FTF: Louis: so this is the only change that is actually changing something, the remainder are minor corrections.

PT: Correct

FTF: Eva S - How do you implement that specially trained mediator?

PT: Can't be a member of the organization, would be someone hired.

FZoom: John Mack: do remote connections count towards quorum?

PT: Yes, proxies don't count though.

FZoom Caysho: if committee not available for meeting, can members run it?

PT: Yes, they can appoint chair

Gov: The resolution just clarifies the constitution to make it clear that members can chair meeting in event that committee can't.

GL moves second special resolution, majority voted in favour, second special resolution passed.

GL: Third resolution is to make a number of minor corrections. Specifics read for all in attendance

Point one: removes gendered language

Point two: no more than

Point four: allows appointment of proxy during meeting

FTF: Louis: Previous AGMs have had problems with people wanting to leave because meetings were so long. We can hold more than 5 proxies as long as each item has a directive?

PT: Correct

All in favour of passing special resolution three, special resolution three passed.

GL: Final special resolution allows young people to be recognised as members to support and encourage their involvement. Further details read out to the room:

- Individuals previously needed to be 18 to apply for a class of membership.
- When a junior member applies, they must have an adult member to second
- Application for membership must be signed by applicant's guardian.
- Membership will last 12 months. Must be at least 12 years of age.

FTF: Daniel: Resolution specifies card payment, most young people don't have credit cards?

PT: They don't need to pay by credit card. Can they pay with cash?

PC: Yes.

FTF: Tim Viljoen: Do committee need to have WWCC?

FZoom: John Mack: General members resigning don't get the ability to receive a refund of their membership fee.

FTF: Anton: Seeking clarification on WWCC requirements.

FTF: Tim V: Can junior members attend meetings without guardians?

GL: Meeting like this would be fine, but they can't vote.

PT: The intent behind this is to allow junior members to see how the organisation works in the hopes that they will be interested in participating in future, rather than enabling them to be an active contributor.

FZoom: We already have unaccompanied minors attend blaze with a blazer signed on as their parent for their week.

FTF: Dan: Unsure what the purpose of allowing junior members is. The moment we allow children to participate, everyone who is involved in blaze will need a WWCC. Has the committee thought through how this will work and what our responsibilities are?

FZoom: John Mack: This is about creating pathways, we don't control memberships. Simply having members in the association doesn't create a WWCC responsibility.

FTF: Jem C: Who would be responsible for underage people at meetings?

GL: Depends on the age of the participant and time of day. If they are 17, they can probably handle themselves, and if it's later in the day, then we would expect all minors need to be accompanied.

FTF: Tim V: Is there some way of making it possible to further refine this resolution without having to make changes to the constitution?

PT: The specifics discussed won't be in the constitution, just the rule to allow minor membership.

GL moved fourth Special Resolution, majority voted in favour, fourth special resolution passed.

Report on the Association activities

PT: Thank yous given to people contributing to BSI. Displayed org chart on projector, as well as vacant positions required.

PT: Additional volunteer benefits created this year.

- Volunteer Wellness Team started for event set up and packdown: will hopefully include activities like massages, chill space, yoga etc.
- Implemented week on roster for site and safety to prevent burnout and ensure no one person is on site for excessive periods of time
- End of 2023 goal to ensure that no one person is in multiple roles
- First aid training budget approved for all volunteers. Intention is to provide opportunity for volunteers to develop skills
- Food to be provided for members and volunteers (such as tonight's meeting)

FTF: Dan: How much first aid training is going to be done?

PT: Initially 20 places

FTF: Shona: Per year?

PT: Correct

FTF: Stein: I will need 5 for kitchen.

FTF: Shona: Medical contractors are offering us discounted first aid training.

PT: Special mentions for people

- John Mack: held several huge roles, and committed countless hours every week.
- Anton Lord: held several big roles, and did an awesome job
- Anthony Peacock: took on safety manager and event plan coordinator after previous coordinators had to resign due to personal issues.
- Shona Mills: Medical Lead during a year that was very difficult to be one
- Emily Davies: signed up as DUI admin but then volunteered to be event coordinator of recombobulation.
- House of Orb: Contributed entire crew to for set up and packdown of recombob,

contributed significantly to reconvergence.

General updates, PT

PT:

- Been keeping membership updated with emails, facebook and live streams
- Three successful grant applications: getting back on the road, rent assistance and hardship grant.
- Successful recombobulation fundraiser: raised about \$20,000
- Successful new event reconvergence to bring community together.
- BSI moved to being a sub-tenant of the nest.
- Association is in best financial position it's ever been.

PC: Not quite correct, we did have a cancellation.

FTF: Peter: Half of the money in the bank is owed to people who chose to transfer tickets to next year.

Financial report, presented by PC

PC: We aren't quite in the best position we have ever been.

- As peter pointed out, some of the balance in the bank is from tickets that were transferred to next years event.
- We didn't spend any money on consumables, only on items that will be used next year (such as art grants and infrastructure)
- Liabilities are the tickets that were transferred to next years event.
- No auditor concerns, or transactions of interest (i.e. dodgy transactions).
- Last year auditor recommended we make an asset register: we now have one of those.
- Received \$50,000 from getting the show back on the road grant, intended to assist events that are likely to be cancelled. We applied for it before the event,
- Recombobulation: made \$26,000
- Reconvergence: no money made, as it was not intended as a fundraiser, cost us \$7,400
- Small business hardship grant \$5000
- Made some rough projections based on this years event and expenses incurred, we may make \$61,000 in profit. Have to emphasize that this is a very rough estimate.

PT: Future years after 2023 expected to make more profit. Unfortunately 2020 event did not allow us to fully refund tickets. We are benefiting on the back of community, and want to return the favour. If we continue financially doing well, we had the idea to refund another third of the tickets that were only partially refunded.

Supplier of stretch tents pulled out of the 2022 event which could pose a risk to event not being able to go ahead. Suggestion has been made to purchase stretch tents and rent them out the theme camps.

FTF Stein: Would we be using these stretch tents to rent to other people during the year, and become a company?

PT: We are able to make a profit, but need to reinvest profits in BSI.

FZoom: Not giving people online enough time to write questions.

PT: Noted

FZoom: \$7000 for event on Sunday. How much did the club charge us?

PT: \$2,200 for club hire.

FZoom: Hiring out tents could create liability for BSI.

FZoom: Where did the rest of the \$7,000 go?

PC: \$2000 went on toilet, \$1,400 on food, \$4,000 on effigy. Lesson learned as 5 toilets hired were too far away from activities and not used much.

PT: Toilets were a council requirement. Issue with running a free event is that we can't ensure that people who purchase tickets show up. As far as council is concerned, if 500 tickets are 'sold' we need to cater for 500 people.

PC: Did the council take into account that club had toilets.

PC: Apologies, \$7000 expenses did not include club fees, total cost of event was \$9,000

FTF: Hana Priest: Effigy burnt is an asset that can be burned repeatedly. Environmentally sustainable effigy.

FTF: Major Singh:

FZoom: Anthony Peacock: club was really happy with event and would be happy to do again next year.

FZoom: Can we have a full breakdown of event expenses from reconvergence?

PT: Yes, this will be compiled. Only happened a couple of days ago.

FTF: Obi:

PT: Any further questions? Suggestions for future visions? Until covid, we were in debt for 5 years.

FTF: Louis: It's pretty strange that we are in a better financial position now after two event cancellations. Observation: we are definitely in a better financial position, but from my view and a lot of others in the community, we have money in the bank but a bit of a gap in the energy and enthusiasm in the community. We really need to work out where we are going with BSI and where we are going to put our finances. Need to make sure people movement follows financial movement.

PT: Agreed. We will make sure this additional money goes back into theme camps and the event.

FTF: Tim V: Figure of 3000 participants used, but it wasn't specified how many volunteers are required to make an event like this viable?

PT: We need 300 people to make the event happen.

FTF: Tim V: What is the plan to find these people, get them engaged and trained and make it happen. Or do we need to make the event size be determined by number of volunteers, rather than the other way around.

PT: We started thinking about this for the 2022 event, and will keep this in the forefront of planning for next years. One big issue from previous years was the lag time responding to volunteer applications. We have a new volunteer management system being implemented that will make it easier for leads to access information they need. One of the major concerns for future is the absence of people in key leadership positions, and a lack of succession planning.

FTF: Jem C: Wondering about the 3000 capacity figure, whether membership was consulted in determining this number and how it was determined. Question about concerns from theme camps regarding map and layout, and whether there will be consultation with the membership on this.

PT: Yes we could always do with more consultation. It takes more volunteer hours to look through and integrate this feedback and any data collected.

FTF: Jem C: Do we even want to be a 3000 person event.

PC: The 3000 figure used in projections was never set in stone, just used for calculations. We will make sure that membership are spoken to before deciding on a maximum capacity.

Marie (Bubblegum): We don't have enough volunteers, especially rangers, we didn't just cancel because of COVID, it was also due to a lack of crew and volunteers. My understanding is that the new volunteer management system will require a lot of hours to get the system ready for next year. My suggestion is that we need to pay someone to get this done.

FZoom: Consultation is the price we need to pay for a democratic association. If we can't achieve consultation, we need to rethink the organisations goals (i.e. possibly downsize). It is about the community,

FTF Dan: Can we move motion to accept financial report so we can go on talking about these other items?

Motion to accept financial report made by PC, seconded by Dan, majority in favour, motion passed.

FTF Baraby: We will be making suring that map planning will be much more community led.

PT: Barnaby is town planner for 2023.

FTF: Anton: There is a large level of consultation with leads.

FTF: Pete: would love to get feedback on what people would like to see to improve culture and wellness of volunteers.

FTF: Tim V:

FTF: Louis: Biggest problem is a lack of volunteers. COVID saved us last year, because if we weren't able to cancel because of that . Initial expression of interest for volunteers was good, but then covid and other factors meant that many couldn't follow through. Maybe we need to increase the volunteer to capacity ratio, reduce the event size to 1500 and have 500 volunteers?

FTF: Eva: Sharing positive experiences from volunteers and committee and participants would be a good way to increase engagement from community and encourage people to get involved. I personally have not wanted to become involved previously because of the apparent issues and conflict. We need to communicate to people that these issues have been resolved. Also would be good to be transparent with how many hours are required to participate and be honest about the struggles, without bitching.

FTF: Shona: Was quite lost coming new into lead role. Would have been great to have a welcome pack taking people through the basics.

FTF: Tim V: This is the second smallest AGM we've had. Need to make a better attempt at reaching out to people. Need to make sure that we are constantly growing as an organisation.

PT: We did put a call out on social media for people to get involved and to come along.

FTF: Tim V: Didn't see anything on facebook.

PT: Unfortunately this is likely an issue with facebook algorithms. Basically they are forcing people to pay for advertising to be seen anywhere.

FTF: Anton L: We have a huge database of previous members and participants that we could email to get the word out.

PT: A question was posed previously about whether we can use these contact details.

PT: Are people present okay with us paying for online advertising?

Majority raised hands.

Elections

GL declared current committee dissolved.

Positions that only have one nomination:

- Chair: Pasan
- Treasurer: Paul
- Gerard: Secretary
- OCM: Lena

GL declares these positions filled.

GL: John Mack has nominated to become deputy chair.

GL declares John Mack as deputy chair.

We have two OCM positions available. Would anyone like to nominate?

- *Eva Sirantonie nominated herself for OCM*

FTF Bobo: Can the information about what is involved in committee positions be distributed before next year's meeting? Myself and others are interested in participating, but want to get a better idea of what is expected, including time commitment, what times of year are busiest, typical duties required?

PC: Just to provide information for anyone interested in nominating themselves today, we have meetings once every week or two. There are no specific duties, but any tasks that come up that don't fall into other committee member positions may be allocated to OCM members (with their consent).

- Emily Davies nominated herself for OCM

GL declared Eva and Emily new OCM members.

Membership fees

Committee moves motion to ratify the \$50 membership fee, majority in favour, motion passed.

PT: Proposed fee for membership cost of junior membership?

FTF: Tim: Could they pay in volunteer hours?

PT: No

FTF: Hana: Do we have to charge them a fee? If we want to encourage them to participate, maybe we should gift them?

FTF: Gov: No fee is required.

PT: Can I get a show of hands for those who think a fee should be charged?

Not many people put their hands up, multiple people piped up to say that \$5 should be charged.

All in favour of a \$5 membership fee for minors?

PT: Meeting closed. Thank you everyone!

Meeting Close

**Minute
taker:**

Leila Folland

Signed:	
Name:	
Date:	

ADMIN TEAM USE ONLY

Minutes ID#:	
Person Responsible:	Pasan Tennakoon
Date Filed:	