



# BLAZING SWAN INC

## Committee Meeting Minutes

<b>Date:</b>	Monday 24 July 2023
<b>Time:</b>	6:05 pm opened by Lewi Viljoen
<b>Place:</b>	Hamilton Hill and Online

### ACKNOWLEDGEMENT OF COUNTRY

The Blazing Swan Committee acknowledges the Traditional Custodians of Country throughout Australia and their connections to land, sea and community. We pay our respect to their Elders past and present and extend that respect to all First Nations Australia peoples today.

Attending	
Paul Castle	Ordinary Committee Member
Kimberley Strong	Ordinary Committee Member
Jess Schwendinger	Treasurer
Gerard Laumen	Ordinary Committee Member
Tim Viljoen	Deputy Chair
Sharyn Maes (ShazCat)	Ordinary Committee Member
Lewis Viljoen	Chairperson
John McCann	Secretary

Apologies
Genevieve Howe

Declaration of a Material Personal Interest (Conflict of Interest)
Lewis Viljoen is a Director of Easy Access, a company that might be invoicing Blazing Swan for services in March and possibly April 2023. Easy Access is also storing the Koasis Theme Camp shipping container.

## Previous Minutes

## Record of Special Committee Motions

## Governance Items

### Secretariat

- John has sent a follow up letter to Kulin about transferring Blazing Swan's registered address.
- John sought endorsement of a revised Instrument of Delegation to give Heads of Department and Team Leads the power to appoint people to volunteer roles within their Departments and Teams. The Committee asked if it could override such appointments. John said that the Committee could move to disengage a volunteer so engaged, but could not nullify the appointment. If the power of appointment was given to Heads of Department and Team Leads it was either given, or not. The discussion lapsed.

### Treasury

- Jess reported that the bulk of the unreconciled invoices had been cleared. Discussions with our accountants are ongoing.
- Pasan has replied to our question about how income tax was handled in previous years. He said that it was his understanding that we were exempt because we were a cultural arts organisation. Gerard said that he understood that from 2023 forwards we would be required to submit a nil return.
- Jess is working on setting up systems for reimbursement
- Jess confirmed that she wants to have budgets from all areas by mid August.

### Organisation

- The option of combining Assets and Logistics in one role and appointing someone was discussed. Lewi will follow up

### Governance - Legal Opinions

- ShazCat is still collecting questions to put to the lawyer

### Systems

- IT and Community Relations are looking at options to replace the existing website

## Event Items

### Kulin Site Remediation

- We are looking at options, with the first choice being engaging a local contractor

### 2023 Lost Property

- John asked where the Lost Property was currently stored. It is believed to be stored in a shipping container.

### 2024 Theme Designs

- ShazCat has made a call out for artists to submit designs.

Lewis Viljoen closed the meeting at 8pm