



# BLAZING SWAN INC

## Committee Meeting Minutes

<b>Date:</b>	Monday 31 July 2023
<b>Time:</b>	6:02 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

### Committee

- Committee agreed that people attending Committee Meetings MUST RSVP by Sunday or they'd not be catered for.

### Treasury

- Lewi will talk with our insurance broker regarding our property and public liability insurance that fell due on 31 July. Jess had previously been trying to contact him.
- Tim suggested setting our bookkeepers M2 up as the ATO contact for annual tax returns, and Jess as the contact with M2. Jess proposed that she should be included in the ATO access shadowing M2. It was noted that prior to 2020 BSI was not recording positive incomes. It was also noted that from 2023 (?) NFP's would be required to submit an annual tax return even if they had previously been exempt.
- Bendigo Bank in Kulin has been non-responsive. Jess advised that she had lined up a meeting with WPAC who had a specialised NFP unit, and was also looking at CommBank which has a Community unit. It was noted that we were supposed to have a personal 'Bank Manager' at NAB, but we had mostly been unable to contact this person.

### Organisation Structure - EventPlanner/Director, Assets Lead, Logistics Lead

- We are following up discussions with a prospective lead for a combined role of Logistics and Assets, with a prospective Head of Department Arts, and with a possible Safety Team Lead, .
- We are to agree on the wording for a call out to the community for Volunteers, and post that on Social Media

### Governance - Legal Opinions

- More questions have been added to the list to put to a lawyer. John suggested looking at the NFP Law free legal advice offer.

### Systems - Membership, Volunteer and Community Support Systems

- One of the initial systems we looked at has been found to be unsuitable.

### Event Community

- Committee agreed to hire Starlink Internet Access to the Blossom Festival. Blossom are coming up with an offer.

### Assets

- Making an inventory of the Operations and the DPW containers was a priority.

## Event Items

### Kulin Site Remediation

- Agreed to do it ourselves. Paul will arrange a site visit the weekend following Recombob. It was noted that replacement sanitary bins would not be required until our Easter event, and that we should purchase smaller ones that will fit.

### Lessons Learned

- Lewi recommended everyone read them so we could make some decisions on what we would do with them.

## Event Items

### Volunteer Benefits

- Committee agreed that the following proposal should be put to members at the AGM:  
2 tickets FoC to each year occupant of a year round role  
That people appointed to year round roles any time prior to event would be eligible  
Otherwise 50 hours = 1 tickets FoC, 100 hours = 2 ticket FoC  
12 hours = discount  
That there be a cap of 2 tickets FoC in all cases

### Recombob

- We are trying to get information on ticket sales. Lineup information is being collated.
- We will announce Theme at Recombob.

### Event Budgets

- Budgets have been received from Greeters and Gate. Paul received one form DPW earlier and will forward it to Jess.

### Applications for Art, Temple and Effigy

- Agreed to announce these at the Recombob.

Lewis Viljoen closed the meeting at 7:25 pm