



BLAZING SWAN INC

Committee Meeting Minutes

Date:	Monday 7 August 2023
Time:	6:00 pm opened by Lewi Viljoen
Place:	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
Lewis Viljoen	Chairperson
John McCann	Secretary

Apologies
Genevieve Howe
Sharyn Maes

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

- The Committee agreed that the Documentation Team would start working on a Risk Management Plan for the Organisation, alongside the existing Event Risk Management Plan.

Treasury

- Jess will talk with the accountants regarding the annual tax returns situation
- Jess is looking at finding a volunteer to assist with building a budget in Xero. The work will require around 20 hours
- Jess will do a repeat call-out for Budget submissions. We have Greeters and Gate and an early version of DPW at the moment. Lewis will have a look at the DPW budget
- Jess is getting ready for the AGM finance report, including a look back at 2023 and a projection for 2024. The 2024 budget will tie in with decisions on ticket pricing.
- Jess agreed to manage the Base of Operations Survey - pending anyone in the Event Management role who could do so. This will identify the requirements for all headquarters on site, noting that several headquarters structures may need replacement soon.
- Jess has created a form for meals reimbursement which will be a template for generic reimbursements less than \$500. The form will incorporate a call for receipts or a declaration, and capture bank details for the purpose of reimbursement.
- Jess has met with WPAC who have a specialised NFP service. Their offering was impressive.

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

- Lewi asked the Committee to look at and comment on the Event Manager role description by Wednesday.
- The Committee agreed to take a proposal to the AGM that we continue to seek a volunteer event manager, but in the event that fails, we will look to the AGM to suggest where we go from here.
- Committee agreed to a Social Media post calling for people with generic skills to contact us. Lewi undertook to talk with anyone who expressed interest. The Committee agreed that the recruitment post put up by Community Relations should be taken down. The skills that Community Relations are looking for will be included in the generic skills call out.
- John will look at the Blazing Swan LinkedIn page

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.

Event Items

Kulin Site Remediation

- Paul is organising a site visit the weekend following Recombob to do a final clean up on site. This year's DPW and House volunteers will be canvas first, followed by a call out from other volunteers and members if required. It was understood that 6 to 8 people in two vehicles for one day would do the job.

Event Items

Lessons Learned

- Lewi asked the Committee Members to look at the 'Lessons to be Learned' list and come back with their ten priority picks, also noting that addressing some low-hanging fruit would be good. It was noted that some of the issues have already been 'fixed'.

Recombob

- 147 tickets have been sold so far. Lewis said this was good progress given that we hadn't pressed hard yet to advertise

Lost Property

- The Committee agreed to follow-up the remaining 2023 lost property when we had a Logistics & Assets recruit. It's believed that the remaining items are in a shipping container.

Applications for Art, Temple and Effigy

- Committee has agreed to announce design submissions opening at the Recombob.

Lewis Viljoen closed the meeting at 7:25 pm