



BLAZING SWAN INC

Committee Meeting Minutes

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| Date: | Monday 21 August 2023 |
| Time: | 6:00 pm opened by Lewis Viljoen |
| Place: | 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 |
| Gerard Laumen | Ordinary Committee Member |
| Tim Viljoen | Deputy Chair |
| John McCann | Secretary |
| Genevieve Howe | Ordinary Committee Member |
| Lewis Viljoen | Chairperson |
| Sharyn Maes | Ordinary Committee Member |
| Jess Schwendinger | Treasurer |

| Apologies |
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| Declaration of a Material Personal Interest (Conflict of Interest) |
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| 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

Governance Items

Committee - Elections

- John advised that the only applicants for the positions of Secretary and Ordinary Committee Member were John McCann and Gerard Laumen respectively. In response to a question, John confirmed that regardless of the requirement for people to pre-nominate for vacant positions coming up for election at the AGM, any member at the meeting could invoke section 38(3) of the Constitution to spill a Committee position and call for the election of a person nominated from the floor of the meeting.

Committee - Presentation

- Jess reminded the Committee that three months following the election of most of the Committee we still haven't put all of our biographies up on Social Media. Jess had previously suggested that we simply post them ourselves on facebook. Notwithstanding this, Genevieve offered to coordinate a joint post if people sent their information to her.

AGM - Agenda

- John advised that the last possible day for the AGM Agenda to be (legally) published was 3 September. The Committee agreed that the entirety of the next Committee Meeting on 28 August would be given over to discussing and setting the Agenda for the AGM. At that meeting we would need to agree on a detailed plan including timing, decisions on who would speak to each issue, and drafts of the presentations.
- John advised that Port School had confirmed we could use their venue on the afternoon of Sunday 17 September. The Committee agreed that there would be catering with lunch from noon to 1pm, and the meeting running from 1 pm to 4:30 pm with half an hour for packdown. John will convey this to our contact at Port School.

AGM - Volunteer Benefits

- The Committee confirmed that a charter of Volunteer Benefits would be taken to the AGM for endorsement. The charter would include the provisions previously discussed which included:
 - - Two free tickets for year-round volunteers, regardless of when they took up their role, or
 - One free ticket for 50 hours work, up to a maximum of two free tickets for 100 hours work, or
 - A discount of \$100 on the ticket price paid by anyone who does more than 12 hours volunteering work.
 - There was further discussion on how we pre-approve and pay reimbursement of expenses (particularly vehicle expenses).

Organisation Structure - Treasury and Secretariat

- Jess recommended that we put in place deputies to the Treasurer and the Secretary. Whether this would be in the Constitution, and whether this would be a person on the Committee or outside the Committee were all questions which would have to be considered and discussed. There were a variety of views within the Committee.
- Jess said that looking at other Burns and NFP's suggested that we needed a Treasury structure including: Treasurer, Deputy Treasurer, Finance Probity Manager, Assets Manager, Procurement Manager.

Recruitment - Treasury, Department of Public Works and Theme Camps Department

- **John McCann moved, "This Committee appoints Major Banvair to the role of Assets Lead in Treasury." Seconded Gerard Laumen. Motion carried.** John McCann moved, "This Committee appoints Major Banvair to the role of Logistics Lead in the Department of Public Works." **Seconded Gerard Laumen. Motion carried.** Major will occupy this role AND the role of Assets Lead at the same time. They remain functionally different roles reporting to different Supervisors.
- **John McCann moved, "This Committee appoints Gwyneth Jones to the role of Theme Camps Manager in the Theme Camps Department." Seconded Paul Castle. Motion carried.**
- **John McCann moved, "This Committee appoints Cerrie Booth to the role of Arts Manager in the Arts Department. Seconded Jess Schwendinger. Motion carried.** Cerrie's appointment is conditional upon taking up Association Membership.

Recruitment - Event Manager and generally

- John reported that two people had responded to our recent advertising of the role of Event Manager and Event Planner. Tim reported he had a 'nibble'. Jess reported that as volunteer coordinator for Pox she was keeping an eye on volunteers signing up there as potential volunteers for Blaze. John noted that we still had over 400 CV's from volunteers who had signed up for the Blaze Event in 2023 and earlier.
- Notwithstanding these developments, the Committee decided to put it to the Membership at the AGM that if we did not have an Event Manager we would need to seriously consider whether we could have a 2024 event.

Treasury - Annual Tax Return

- Jess said that she'd send an instruction under our letterhead to our bookkeepers to lodge a nil return on our behalf. John has sent Jess 50 sheets of pre-printed official Blaze letterhead paper.

Treasury - Public Liability and Property Insurance

- The policy invoice has apparently been received but not yet paid. Jess and Paul will follow this up immediately after the meeting tonight

Treasury - Budgets

- Draft budgets for 2023/24 have been received from DPW, Greeters, Gate and Rangers. All areas had been asked to submit draft budgets by mid August.

Treasury - Assets

- The Assets Lead has recommended that we upgrade security and repair some water leaks and minor damage to the Containers stored at the Kewdale yard. John confirmed that the Operations Container was under warranty, although it was up to us to decide whether to make a claim. **John McCann moved, "This Committee approves expenditure of up to \$500 on container repairs and security at the Kewdale yard." Seconded Jess Schwendinger. Motion carried.**

Secretariat - Registered Address Change

- The Agreement document signed by Kulin Arts has apparently been lost in the mail. John will send another one up for them to sign and return to us. Our agent in Kulin will in future redirect mail to Tim Viljoen's address in Perth.

Event Items

2023 Event Site Remediation

- No further volunteers have come forward for a site visit the weekend following Recombob to do a final clean up. We have 5 volunteers confirmed.

2023 Event Incident

- An event participant has approached the Committee to discuss compensation for damage to their tent. The Committee has looked at the circumstances and without anticipating the final decision will ask the participant if they had a specific dollar amount in mind.

2023 Lessons to be Learned

- Kimmy has offered to come back to the Committee with a further distillation of the 2023 Lessons to be Learned.

Lewis Viljoen closed the meeting at 8 pm