



BLAZING SWAN INC

Committee Meeting Minutes - Redacted

Date:	Monday 28 August 2023
Time:	6:02 pm opened by Lewis 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
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

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

Governance Items

Committee - AGM

- Kimmy has prepared a draft Agenda and outline presentation.
- The Committee agreed on the following
 - Introduction, Welcome to Country and Rules and Agenda by ShazCat (Slides 1,2,3)
 - Message from the Chair by Lewi (Slide 4)
 - Volunteer Recognition/Thanks by Gerard (Slide 5)
 - Treasury Report by Jess (Slide 6)
 - Constitution Changes and Inclusion Statement by John (Slide 7,8)
 - Problems Identified by Tim (Slides 9,10,11)
 - Key Improvement Projects by Lewi (Slide 12)
 - Consent by Jess (Slides 13,14)
 - Volunteer Benefits by Paul (Slide 15,16)
 - 2024 Event Artwork by ShazCat (Slide 17)
 - 2024 Event by Lewi (Slide 18)
 - Our year-round volunteers by Lewi (Slide 19)
 - Event Operations Manager by Lewi (Slide 20)
 - Recruitment by Genevieve (Slide 21)
 - Committee vacancies election by Lewi (Slide 22)
 - Follow up and Thank You by Lewi (Slide 23)

Committee - Statement of Inclusion and '5 Core Values'

- John explained that the Statement of Inclusion was something we'd never done before. It started in the Documentation Team in 2021 when they were revising the role statements and drafting the Volunteer Agreement to meet national Volunteering Standards. It was also a response to the 'Radical Inclusion' Principle, and how we could interpret that to exclude people who were intolerant of our values.
- John noted that the '5 Core Values' of Blazing Swan are referenced, but there is no document or webpage. They are actually contained within the 'Code of Conduct' document linked from the Blazing Swan Committee page on our website. John suggested the Core Values deserved to stand alone and be better known. He also noted that while the 5 Core Values were well chosen, the explanation attached to each Core Value in the Code of Conduct needed to be re-written. ShazCat offered to look at them.

Committee - Confidential Discussion

- A communication from a member of our community was received and discussed. The matter will be followed up with the person.

Treasury - Improvements

- Jess has been talking with the accountants about revising our chart of accounts - so that we can better attribute (and report on) expenses.

Treasury / Volunteer Management - Volunteer Benefits

- Jess advised that the accountant had confirmed that receipts were not essential where we were paying an allowance to offset volunteer's fuel/travel expenses Perth-Kulin-Perth where the purpose of the travel was to volunteer at the event. Jess will have further discussions with Paul. The proposed arrangements proposed for free and discounted tickets were accepted:
 - Two free tickets for year-round volunteers, regardless of when they took up their role, or
 - One free ticket for each 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.

Secretariat - Organisation Structure

- Jess reiterated the need for deputies to the Treasurer and the Secretary. She said these would need to be Committee Members (in the existing or an expanded Committee) because the Deputies would be dealing with confidential information. It was agreed that if the Committee was expanded this did not have to be done before or at the AGM.
- John advised that Shona had offered to take up the vacant role of Head of Department Assurance subject to our re-creating the Safety (Fun Police) Team and the Safety (Fun Police) Team Lead. John reminded the Committee that when the Head of Department role was created the Safety Team responsibilities were placed directly under the Department Head. This created an impossible workload for the Head of Department Assurance, given that it now manages nine different Teams. John reminded the Committee that roles with smaller spans of control were easier to recruit people into and retain them. **John McCann moved, "This Committee approves the creation of a Safety (Fun Police) Team in the Assurance Department, and approves the creation of a role of Safety (Fun Police) Team Lead to lead that Team, reporting to the Manager of the Assurance Department." Seconded by Genevieve Howe. Motion carried.**

Secretariat - Registered Address Change

- The Agreement document signed by Kulin Arts has been located in Perth.

Volunteer Management - Appointments

- Noting that Shona Mills had offered to take up the Manager Assurance role if Committee re-established the Safety (Fun Police) Team, and Committee having done that, **Paul Castle moved, "This Committee appoints Shona Mills to the role of Manager of the Assurance Department." Seconded by Sharyn Maes. Motion carried.** John noted that Shona believed that she had identified a candidate to step into the now vacant role of Medical Team Lead.
- The Committee noted and accepted Anton Lord's letter of resignation from the role of Head of Department Rangers. The Committee noted that Stuart Porter was Anton's recommendation to fill that role. **John McCann moved, "This Committee appoints Stuart Porter to the role of Head of Department Rangers." Seconded by Lewis Viljoen. Motion carried.** John noted that Stuart could talk with the Committee later about the day-to-day title he'd like to assign to that role. The Committee agreed that a formal letter of thanks would be sent to Anton recognizing his years of valuable service in that role.

Volunteer Management - Recruitment Generally

- Genevieve advised that she was developing a Volunteer on-boarding package, noting that volunteer retention started with having the best possible engagement from day one.
- The Committee agreed that advertising of vacancies generally and the Event Operations Manager, Event Planner and Shift Manager roles would now go 'mainstream', having already been put out to the Membership.
- The Committee agreed that it would support external training and certification of people doing Sound Safety and Laser Safety.

Volunteer Management System - Assessment

- Kimmy is working with a team assessing Volunteer Management Systems. She reported that 'Volunteer Impact' was the best product they had looked at so far, and recommended that we go ahead with a free trial of the product in order to do further assessment with a wider pool of Blazing Swan stakeholders. Noting that this would potentially lead us to adopt Volunteer Impact **John McCann moved, "That this Committee approves proceeding to a free trial of the 'Volunteer Impact' product in order to continue the assessment process." Seconded by Genevieve Howe. Motion carried.**

Event Items

2023 Event Site Remediation

- The intended site visit on 26 August fell through due to illness, and the property owners not being on site. The visit has been rescheduled for 2 September.

2024 Sound Policy

- John reminded the Committee that we have had a draft Sound Policy since 2019 but it has never been endorsed and there has been some (a lot of) contention around it. Fundamental questions about if or when sound curfews or restrictions might be imposed have never been settled. Lewi asked that we put this on the Agenda for next week.

Event Items

2024 Site Shutdown and Clearance

- The Committee noted that participants needed to be clear of the site by noon on the Tuesday following Easter, and Theme Camps should have vacated the site before Wednesday night - unless they had been given specific permission to stay on longer due to the complexity of the packdown. After discussion Paul pointed out that this didn't require a new approach, simply the enforcement of the existing rules.

2024 Ticketing Strategy

- It was agreed that Volunteer, Theme Camps and Artworks tickets blocks would be identified and released first - starting in November. The first block of 500 GenPop tickets would be released late December. More blocks of GenPop tickets would be released in 2024 (taking into account any adjustments happening in the Volunteer, Theme Camps and Artworks blocks). Those 2024 GenPop ticket blocks would be 'sized' to ensure we came in around 3,000 total people on site (participants AND staff) during the Event.
- It was noted that average ticket prices (around \$270) had not increased since 2019. The Committee considered a proposal to increase ticket prices by 15% in all categories. The Committee agreed to look at arrangements to help people pay by instalment.
- Paul recommended that all Committee Members have read access to the Humanitix Ticketing System.

2024 Registrations

- Noting the ticketing strategy, and other time constraints, the Committee would like Registrations for the following to open in early October to allow for up to four weeks for submissions followed by assessment and approval which would lead to ticket requirements becoming apparent:
 - Theme Camps
 - ArtWorks
 - Effigy
 - Temple
 - Mutant Vehicles
 - Photographers
 - Event Crew Requirement identified by Teams and confirmed by Departments

2024 Consent Initiatives

- Jess is working on a google form to prompt awareness of consent issues. Gerard offered to assist
- The Committee agreed that Theme Camps and Artwork Crews will be required to have a Consent Plan, which will include endorsing designating people from within their own crews as Consent contacts and advocates
- The Committee reaffirmed its support for the establishment of a Consent Team who will be onsite points of contact, and undertake situational micro-training across the event site and event duration.
- The Committee agreed that Rangers, Event Management, Committee and Leaders from the Theme Camps and Artworks Crews would be required to undertake Consent training.
- The Committee agreed that Security Contractors should be more visible onsite.

2024 Event Management

- Efforts to recruit a volunteer Event Operations Manager are ongoing. The Committee had previously agreed that the issue would be brought before the Membership at the AGM. If a suitable Volunteer was not found the Membership would need to consider whether the Event could safely go ahead.
- The Committee had previously discussed the option of contracting out the Event Management function. Without pre-empting any decision of the Membership, and noting the timeframes we were working within, the Committee agreed that it would be prudent to start preparing a tender specification.

Lewis Viljoen closed the meeting at 9:12 pm