



BLAZING SWAN INC

Committee Meeting Minutes

Date:	Monday 4 September 2023
Time:	6:51 pm opened by Lewis Viljoen (preceded by ESC Meeting)
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
Tim Viljoen	Deputy Chair
John McCann	Secretary
Genevieve Howe	Ordinary Committee Member
Lewis Viljoen	Chairperson
Sharyn Maes	Ordinary Committee Member
Jess Schwendinger	Treasurer

Apologies
Gerard Laumen

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 - Next Meeting

- Lewis asked that the next meeting focus on Treasury and Finance

Committee - Membership Fees

- The Committee agreed to take a recommendation to the AGM to keep memberships the same (\$50) this year
- Jess will check that we've been accounting for the GST on membership correctly.

Committee - Gift of Kulin Bush Races Tickets

- The Committee agreed to allocate two tickets to Lewi to allow him to attend and continue to build on relations with the Kulin community
- The Committee agreed to allocate one ticket to Genevieve Howe to allow her to attend and look at their arrangements for volunteer management.
- Three tickets remain unallocated.

Committee - AGM

- John recommended that everyone continue to check Kimmy's draft Agenda and outline presentation. The content was being filled out and people who 'owned' those changed pages needed to be aware
 - 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 - Legal Opinions

- ShazCat will assemble the final list of questions
- We will look at Justice Connect's free lawyer service as well as the Queensland lawyer.

Committee - Corporate Identity

- ShazCat will ask Community Relations to develop a standard format for our outgoing emails and correspondence.

Treasury

- Building this year's budget on the basis of last year's noting likely large increases in some areas.
- Looking to establish regular reporting on budget situation
- No further budget submission since mid August deadline.

Treasury - Insurance

- Lewi has been speaking with the insurance broker. Any contractor involved in directing people onsite should carry their own insurance
- Advice is that the increase in our premiums will be at the lower end of our expectations, but still up 300% on previous years.

Volunteer Management

- Genevieve advised that she had asked the website people to update the website volunteer page, and to provide a link on that page to a list of vacant positions which could be updated in future by editing a document in our Google drive, reducing our reliance on people who maintain the web pages.
- Looking to makeover the Volunteer Management Team
- Assessing the proposed volunteer management software
- Have sent Jess a candidate for the Finance role in Treasury.

Volunteer Management - Training/Mentoring

- We are looking at options for Mental First Aid training
- The second session of the Mentoring program will be on 22 October.

Volunteer Management - Delegated Authority to recruit

- The Committee noted the previous Committee's decision to delegate to Heads of Department and to Team Leads the power to appoint volunteers. This delegation needed to be followed up with an 'instrument of Delegation' that included all of the newly created Team Lead positions. Discussion, however, came back to whether we should have delegated that power at all. If we revoke that delegation then Heads of Department and Team Leads will recommend appointments to the Committee, but the actual appointment will be done by the Committee. This was the second time this had come before the Committee, and as on the previous occasion, no decision was reached.

Event Items

2023 Event Site Remediation

- The site visit to clear and clean the toilets was a success. Thank you to everyone. Lewis said that it had been an opportunity to strengthen the relationship with the Lucchesi's and some influential members of the Kulin community.

2024 Event Site Infrastructure Improvements

- Lewi told the Committee that the Kulin Bush Race organisers were looking at the need to do urgent work to improve sewerage handling at the site. This would involve running a sewerage line and underground electricity from Camp Hart to the Eastern fence line and from there up to the toilet block near Koasis, and then on to the Northern Paddock. Upgrading the carrying capacity of this electrical service would help Blazing Swan get more power from the main generator up to Sound Camp Alley. Given that the sewerage line would help Blazing Swan, and that an upgraded electrical service would particularly help Blazing Swan, Lewi recommended that Blazing Swan contribute financially to this project. The overall project cost was expected to be \$30k to \$35K. Lewis had sounded out KBR who'd indicated anything from \$5k to \$10k from Blazing Swan would be very well regarded. **John McCann moved, "This Committee approved expenditure of up to \$12,000 towards the costs of plumbing and electrical infrastructure improvements at the Kulin Bush Races / Blazing Swan Event Site." Seconded Lewi Viljoen. Motion carried.** John recommended that in future we use the expression 'Kulin Bush Races - Blazing Swan Event site' to refer to the location, to begin promoting the idea that Blazing Swan was a partner (the junior partner) in the operation of this site.

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 Ticketing Strategy

- Genevieve noted that Blossom tickets (3 days) were priced at \$360 - higher than Blaze's current highest tier.
- Lewis noted that Kiwiburn were supplementing their ticket 'income' by levying a vehicle charge, and even a burn barrel charge - with the income going back into the cost of managing or offsetting those activities.
- John flagged that he wanted to return to the practice of not charging for children under 10 (or 12 or 13 - it has varied over the years).

2024 Accessibility Team

- John reminded the Committee that the Accessibility Team (and Lead) were only created temporarily last year. If the Committee does not move to confirm them as a permanent fixture the Team and Lead role will cease to exist. There was agreement that the Team should exist, but no agreement on how it should/would operate in 2024. John recommended that we should also look at the Accessibility Consultant role at the same time.

2024 Event Management

- Efforts to recruit a volunteer Event Operations Manager are ongoing. A generic recruitment post on the Community facebook page is generating responses. It was agreed that a specific call for an Events Operation Manager and an Event Planner would be placed in our public facebook pages.

2024 Event Sustainability

- The Committee noted that we had been looking at setting up carbon offset arrangements since 2019. An obligation to follow sustainable practices is built into our Constitution, and we have a draft Environmental Sustainability Policy which includes (as one element) offsetting our carbon footprint. John suggested that we have some preliminary discussions with 'Activate the Wheatbelt'.

Lewis Viljoen closed the meeting at 8.45 pm