



BLAZING SWAN INC

Committee Meeting Minutes

Date:	Monday 11 September 2023
Time:	6:03 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
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

- The Committee agreed that there would be a Special Committee Meeting on 17 September at 10:30am, prior to the AGM.

Committee - AGM

- Arrangements were progressing. It appeared that we'd achieve the quorum of 43 (in person, online and proxies).

Committee - Legal Opinions

- We are looking at setting up an online discussion with the lawyer asap. Justice Connect have advised that we don't qualify for their free legal advice service.

Treasury - Budget 2024

- Jess said we could expect market driven price rises of 25% across the board. Portaloo, generator and vehicle hire costs could go up even more. Another factor driving up our costs will be an acceptance that we need to obtain reliable and adequate services and products and this may come at a premium price.
- Jess recommended two applicants be appointed to the Treasury Team. **John McCann moved, "This Committee appoints Josh Morris to the role of Finance Lead." Seconded Genevieve Howe, Motion carried. John McCann moved, "This Committee appoints Sharon Gibson to the role of Treasury Consultant." Seconded Genevieve Howe. Motion carried.**

Volunteer Management

- We are continuing to assess the proposed volunteer management software.

Consent

- The Committee reaffirmed that its approach would be to consult widely prior to designing and building the Consent Team.

Event Items

2024 Event Site Infrastructure Improvements

- Lewi reported that the site improvements work at the event site had commenced.

2024 Electrical Services

- Lewi advised that the usual volunteer might not be available next Easter, in which case we may have to find a replacement volunteer, or look for an electrical contractor..

2024 Cleaning Services

- Committee agreed to look at cleaning services strategy before re-engaging contract cleaners.

2024 Art Grants

- The Committee discussed the Arts budget. The starting position was \$15k each for the Temple and Effigy, with additional funding for fireworks and engineering reports. The Art Grants pool would be around \$60k, noting that this wasn't spent in 2023, but also noting that some of the artworks presented in 2023 had been funded as part of the cancelled 2022 Event. These numbers need to be worked on more by Cerrie and Jess.
- There was discussion around criteria for Art Grants. Committee agreed that successful submissions should incorporate themes such as Consent, Sustainability and reflect the Blaze Principles and/or the Event Theme.

Event Items

2024 Fire Extinguishers

- We need an audit, but we purchased 86 last year and we probably need around 100 for 2024. The Committee noted that testing and certifying the extinguishers may cost in the order of \$1500.

2024 Lighting Towers

- We own these towers, but they were reported to be initially defective when set up (lessons learned). Committee agreed we need to reassess our needs for lighting towers and if there is a shortfall hire some.

2024 Centre Kiosk

- Paul will work up a budget with the Head of Department Event Services. A tentative figure of \$10k was mentioned.

2024 Headquarters structures

- Lewis noted that many of the structures used at our HQ's were beyond their serviceable life. The option of hiring in marquees was attractive as they'd be erected by the contractors, saving us time and also potential injuries. At a previous meeting Jess took on responsibility for managing the 'Bases of Operation' survey which seeks to define how many HQ structures we need and where they need to be located.

2024 Camping

- The Committee acknowledged that the Shire EHO was driving requirements here for site marking and maintenance of fire breaks within camping areas. The Camping Team had only just been designated but advice from the 2023 Traffic Lead is that we would need a vehicle largely devoted to this function and more signage.

2024 Signage

- Lewi said that some people had shown an interest in taking on coordination of signage across the event site. Lewi said that we'd hope that signage in 2024 could use more substantial mounts, and ideally incorporate elements of the Event Theme. At the same time there were advantages in standardising the utilitarian signs and making them from robust materials so they could be used from year to year.

2024 First Aid Training

- Committee noted that we had funded first aid training for volunteers in 2023 and should do so again in 2024. The uptake of this offer in 2023 had been very low, so we might expect the cost to be higher in 2024 with more publicity and time to make the arrangements.

2024 Accessibility Team

- The original budget request for the Accessibility Team was \$15,000 in 2023. John will provide a copy of this submission to Jess.

2024 Rangers Interstate and International Travel Budget

- The Committee noted the great value of this program. It was proposed that BSI could run a fundraising event to create a pool of funds specifically for travel subsidies (not just Rangers).

2024 Event Budget Contingency item

- Genevieve suggested that once we complete the Event Budget for 2024, and no matter how confident we feel about it, we add 10% on top for unexpected items and price increases.

2024 Safety Team

- Lewis advised that Safety Team is coming together. There are several very promising candidates.

2024 Ticketing Strategy

- The Committee agreed that volunteer, Member, Theme Camp and Artworks tickets would be released first, followed by GenPop tickets in three tranches. Various pricing profiles were discussed. It was agreed that GenPop tickets would be set at a higher price point than other tickets, but all ticket types would rise in prices around 25% to 30%, to reflect the increase in the cost of putting on the event.
- The Committee agreed that children under 10 (or 12 or 13 - it has varied over the years) should not be charged admittance, but would require a ticket.

Event Items
<p>2024 Event Management</p> <ul style="list-style-type: none">- Responses continue to trickle in. Most applicants appear more suitable for Shift Manager or Event Planner roles.

Lewis Viljoen closed the meeting at 8 pm