



BLAZING SWAN INC

Committee Meeting Minutes

Date:	Monday 18 September 2023
Time:	6:42 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

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 Meeting

13 September 2023 11:29 AM - 11:35 AM

- **Lewis Viljoen moved, "This Committee allocates funds for NFP lawyer advice up to \$3500." Seconded by Genevieve Howe. Motion carried.**

Governance Items

Committee - Next Meeting

- It was agreed that the next Committee Meeting would be on Tuesday, 26 September 2023. This was due to a number of Members being unavailable on the usual Monday.

Committee - AGM

- Feedback was generally good. The technical arrangements for supporting remote connections were barely adequate, however. At the SGM we had used a mixing desk to feed audio within the venue, and simultaneously to the online audience. Jess and John suggested this could be done with much less bulky computer accessories, although Tim warned that there was a risk these could be mislaid.

The venue was excellent and the Committee thanks Port School for once again making it available. Lunch was provided for 30 which was well received.

Committee - AGM Follow Up Q&A

- There was a commitment at the AGM to have a follow up session for members with questions at a venue to be determined with either some or all of the Committee. The tentative time frame was early October.

Treasury - Systems

- Jess noted that there was a lot of interest in the financial report. Paul observed that there was a very long history behind Member's requests for more financial information more often. Blazing Swan has always struggled to meet this expectation. Jess's latest work to allow us to see expenditure across categories as well as areas should lead to a big improvement in output and a reduction in effort in creating reports for Members. In order to get from here to 'there' was going to take a one-off big effort, requiring up to 8 people. Paul has offered to give Jess some help this week.

Kimmy noted that an online Volunteer Management System would include modules that should allow us to attribute expenses incurred by volunteers to be attributed across different areas, which should tie in with the work Jess was doing.

Jess will post a proposed Chart of Accounts in Slack for comment.

Committee - Exclusion and Removal from the Event

- Some members of the Committee met with the Lawyers online. A recording of that meeting has been posted on Slack. The lawyers have suggested they could work up a package that covered our need to exclude and remove people. They would need to look at, and modify, our existing Ticket Terms and Conditions, Volunteer Engagement Agreement, Membership Form and our Privacy Policy. A figure of \$4000 was suggested and a lead time of 3 to 6 weeks. Our existing versions of all these documents have been provided to the lawyers. Funds had already been allocated to this project.

The bottom line is that we can knock people back. Generally it was best in such cases not to over-explain, but simply say “No, thanks.”

Sharyn said that she had looked into other Burns in Australia and overseas. Legislation differed, so it was important to get a Western Australian perspective on this. Feedback generally was that in Australia it was “Easy to find grounds to remove, less easy to have grounds to exclude.”

Sharyn raised the duty of care issues involved in removing someone from the Event where the Event was being held nearly 300 km from their ‘home’. At one level, once a person was ejected from the Event they were no longer Blazing Swan’s concern. That could, however, create difficult circumstances for the person and for the town of Kulin.

There were limited options for assisting people to get back to Perth (a bus Kulin to Perth every Tuesday at 1:52pm, or buses every day of the week except Tue from Pingelly (120 km from Kulin). If we provided a ‘taxi service’ for people to get them back to Perth there might be concerns about the safety of our driver. Sharyn noted though that if a person was unstable it was a mental health situation it would be handled as a medical evacuation. Jess observed that we hadn’t made a decision on whether people ejected from the event would have their ticket refunded. It may be that a refund could be contingent upon the person returning to Perth. What we couldn’t do was expect the Police to act as a taxi service. John suggested a sit-down conference with local and regional police would be a very good idea.

Lewi suggested that we could look at reinstating the Burner Profile requirement in order to be able to purchase a ticket. This would at least ensure that people who purchased tickets had a basic understanding of our Blazing Swan Principles. This was built into the Quicket Ticketing System when we used that but had lapsed when we switched to Humanitix Ticketing. It may be that Humanitix can be customised to incorporate something like this. Kimmy suggested we follow through on this.

Noting that \$3500 had already been approved for legal expenses, but also that the costs had become clearer, **Lewis Viljoen moved, “This Committee approves increasing the previously approved \$3500 for legal expenses to \$7000 in total.” Seconded Gerard Laumen. Motion carried.**

Volunteer Management

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

Consent

- The Committee agreed that Marie would be invited to meet representatives of the Committee on Wednesday evening next week to give her the opportunity to give feedback on her experience with the Mentoring Program at Burning Man.

Event Items

2024 Medical Services

- Lewis mentioned that some observations had been made about the breadth and depth of experience in the SDS Contractors onsite, and the view had been expressed that we should have a FACEM (Emergency Medicine) qualified doctor on site as part of the contract.

2024 Ticketing Strategy

- Genevieve, Paul and Jess continue to work on ticketing scenarios from the perspective of the budget and volunteer management.

Event Items
2024 Effigy and Temple Build Location <ul style="list-style-type: none">- The Committee heard a proposal that the offsite prefabrication/build location for the Effigy and Temple should be specified by the design/build applicant, and that any costs associated with that should be included in the budget submitted by the applicant.
2024 Effigy and Temple Timber <ul style="list-style-type: none">- The Committee had previously approved expenditure of up to \$20,000 to acquire timber for the 2024 Effigy and Temple (20230508). An auction of timber is coming up shortly and it has been suggested we should put in a bid.

Lewis Viljoen closed the meeting at 8 pm