



BLAZING SWAN INC

Committee Meeting Minutes

Date:	Monday 26 September 2023
Time:	6:05 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 - Meeting

- This meeting was held on a Tuesday due to a number of Members being unavailable on the usual Monday.

Committee - AGM

- John has asked the caterer to submit an invoice for the 30x catering (\$11.50 each plus GST).
- John will write to Port School

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.

Secretariat and Volunteer Management

- A reorganisation has been proposed for the Assurance Department. This will involve some existing Teams being brought under the Safety Team, the creation of a new Team and various appointments
- **John McCann moved, "This Committee directs that the Sound Safety Team Lead role, the Laser Safety Team Lead role, the Mutant Vehicle Safety Team Lead role and the Fire Safety Team Lead role will come under the control of the Safety Team Lead which will be renamed the Safety Coordinator. Seconded Sharyn Maes. Motion carried.**
- **John McCann moved, "This Committee creates a role of 'Electrical Test and Tag Lead, and places it under the control of the Safety Team Lead role.'" Seconded Sharyn Maes. Motion carried.**
- **John McCann moved, "This Committee renames the role of 'Theme Camps Safety Lead' to 'Theme Camps and Arts Safety Team Lead'**

Role Disengagement

- Noting that Nina Triche has been appointed by Joseph Andrin to the role of 'WTF Coordinator' **John McCann moved, "This Committee has ceased the appointment of Nina Triche to the role of Theme Camps Advisor, effectively immediately." Seconded by Lewis Viljoen. Motion carried.**

Website

- After discussion with Community Relations, John McCann has taken on the role of updating the website. This is an interim arrangement to get us up to the 2024 Event, after which the whole website and arrangements around it will be reviewed. The Website Lead has offered to assist John if he needs help.

Treasury - Assets

- Lewis told the Committee that we are going through last year's purchases and constructing an Assets Register.

Committee - Legal Consultation

- The meeting with the lawyers was recorded. Lewis recommends that all Committee members view it and we will discuss it further next week.

Treasury - Accounts

- Jess has worked up a new model Chart of Accounts for Blazing Swan and was seeking feedback.

Volunteer Management - Power to Appoint

- John advised it was not necessary for the Committee to give him ongoing authority to update and issue Instruments of Delegation to Appoint Volunteers under rule 50 of the Constitution, and this authority had previously been put in place by the Committee on 25 October 2022. The Instrument would be reissued each time a new Team Lead role (or Head of Department role) was created.

Event Items

2024 Fire Safety

- Lewis recommended that we look at - if necessary - paying someone to test and tag our fire extinguishers.

2024 Ticketing Strategy

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

2024 Road Layout

- Lewis has briefed our Town Planner on the investigation being conducted into whether the KBR road layout will work for us. We will check out the layout onsite during the KBR and consult further.

2024 Effigy and Temple Timber

- We have purchased approximately \$40k worth of untreated pine for around \$12k. Lewis is organising storage at the Kewdale yard. Lewis noted that this is possibly three or more year's worth of materials. The purchase was previously approved by the Committee (20230508). Costs associated with storage have been estimated at \$1500 p/a for a 5m by 5m space. These costs will be more than offset by the savings achieved. Lewis noted that if we hired some extra space to store the timber, that space could also be used for goods-receival at the Kewdale Yard, eliminating the need for Blazing Swan crew to be onsite to receive goods straight into our shipping containers.
- **John McCann moved, "This Committee approves up to \$1500 to pay for additional storage space at the Kewdale storage site." Seconded Jess Schwendinger. Motion carried.**

2023 Lost Property

- FluffBox advised that the remaining Lost Property had been sent to recycling.

2024 Plant Purchase/Hire

- For some years we've been borrowing a Dingo with a trenching attachment to help us lay our electrical cables. The owner of the Dingo/trencher has offered to give us the first option to purchase it as he's decided to sell it. We understand it may be worth between \$5 and \$10k. The alternative might be to acquire or hire a trenching attachment for a bobcat we have access to. While it was clear that we would need a trenching solution each year, the Committee didn't have sufficient information to see which way forward would be cheapest and most practicable. The Committee would look further into this, considering the relative value of this instance of hire vs buy.

Lewis Viljoen closed the meeting at 7:20 pm