



BLAZING SWAN INC

Committee Meeting Minutes

Date:	Monday 2 October 2023
Time:	6:27 pm opened by Lewis Viljoen following 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
Tim Viljoen	Deputy Chairperson
Genevieve Howe	Ordinary Committee Member
Lewis Viljoen	Chairperson
Sharyn Maes	Ordinary Committee Member
Jess Schwendinger	Treasurer

Apologies
John McCann
Kimmy Strong
Gerard Laumen

Declaration of a Material Personal Interest (Conflict of Interest)

Previous Minutes

Record of Special Committee Meeting

30 September 2023, 11.17 AM - 11:24 AM

- John McCann moved, "This Committee approves expenditure up to \$4,000 to purchase, refurbish, store and transport a 20 foot sea container" Seconded by Sharon Mayes. Motion carried.

Governance Items

Committee Guest - PMO

- The Committee will receive a briefing on the Theme Camp Symposium - Lewi to see if we can offer a meeting on Monday 9 October 2023

Volunteer Management - Ticket Releases

- Ticket release dates:
- Will draft a proposed timeline - and we will agree on these dates following terms and conditions. Agreed upon:
- Week 1 November - release volunteer, member and theme camp tickets
- Volunteer cut off aim for end of January
- Theme camp cut off aim for _____
- Artist cut off aim for _____
- Week 3 or 4 November - Tier 1 release
- TBC start of December - Tier 2 release
- Week 2 of January - full review of theme camp and volunteer numbers - and adjusting Tier 3 accordingly
- TBC - Tier 3 release (pending timing Tier 2 sales)

Treasury - Ticketing Prices

- The Committee discussed a proposal to make Theme Camps, Volunteer and Membership tickets the same amount. The decision was made to minimise the difference between volunteers and members/theme camps, but retain a small premium for Theme Camps, Artists and Members. **Tim Viljoen moved, "This Committee accepts the proposed ticket costs and allocation from column AH to AK in Blazing Swan Inc - Annual Budget FY 2023-24 DRAFT as working figures for the purposes of the draft budget."** Seconded Sharyn Maes. **Motion carried.**

- For information, columns AH to AK in the Budget document read.....

Ticket Type	Number	Price	
- Theme Camps + artists	900	\$300	
- Pre-Sale/Members	50	\$300	
- Tier 1	550	\$400	
- Tier 2	800	\$475	
- Tier 3	200	\$550	
- Kids - 10 to 17	100	\$100	
- 12-50 hour vollies	400	\$280	
- 50-100 hour vollies	50	\$0	
- 100+ hour vollies	200	\$0	
- Guests	200	\$0	

Treasury - Accounting and Crew

- Jess updating the Committee about meeting with new potential finance team members.
- Charter of accounts in Xero - discussing categories and tags - part of the finance project to streamline financial records of BSI. Teams are going to be given agreed categories and lead the way on categorising transactions.

Treasury - Budget

- Lewis Viljoen moved, "This Committee accepts the DRAFT budget, to be presented to the Membership. Current budget 8.15pm on 2nd of October at 2023 accepted as Point in Time budget." Seconded Jess Schwendinger. Motion Carried

Committee - Events Operation Manager

- No further volunteer enquiries have been received.
- Genevieve to prioritise pulling together a tender process.
- Lewi to discuss with our Insurance Broker.
- Greenlight on process, and aim to appoint week 2 of November.
- Release on Tuesday 10 October
- Responses by 25 October
- Interviews and assessment - 1 week
- Appoint by week 2 November
- Genevieve and Lewi will progress the tender process.
- Discussions about insurance needs for contractors.

Committee - Consent

- Jess and Paul lead discussion regarding outcomes from the Consent meeting.
- We have decided to set up two Steering Groups. They will operate in parallel, but be aware of each other. One will be focussing on responses and process. The other will focus on education and culture.

Committee - Consultation with Lawyers

- Discussing priority of documentation and processes.
- Terms and conditions for ticketing.
- Volunteer agreement.
- By the end of the week - to be engaged.
- End of October - lawyers back.

Committee - Consent

- Jess flagged that we wanted to have Rangers representation on the Consent Steering Group (Response & Processes).

Event Items**2024 Rangers**

- Another ranger training Sunday the 8th of October. Will be promoted via email.

2024 Safety

- Looking to simplify safety compliance for Theme Camps and Artists
- Storage container for cleaning, PPE, etc.
- Fire Extinguisher Tester Course - 1-2 days - \$600 - get someone from DPW to do the course and check the extinguishers (give someone in the community training and save costs)
- Container for WA Fire - part of the centre hub - with distribution of goods for theme camps etc. Right on the esplanade. Safety info. Weather. Channel 13 was tricky. Share with the fire guys - just have a space in there.
- Last week - updated risk register for the event. Committee to read.

Lewis Viljoen closed the meeting at 8:22 pm