



# BLAZING SWAN INC

## Committee Meeting Minutes

<b>Date:</b>	Monday 9 October 2023
<b>Time:</b>	6:05 pm opened by Lewis Viljoen
<b>Place:</b>	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)

## Previous Minutes

### Governance Items

#### Committee - Theme Camp Symposium briefing

- The Committee agreed it would be good to get back to a regular survey and symposium. The PMO said that they would be happy to continue to organise both. The major points from the 2023 symposium were:
  - The placement process didn't allow enough time for Theme Camps to prepare and respond
  - Electrical maps and fire exclusion zone maps needed to be available earlier
  - Ground condition maps (flooding and rock areas) needed to be available

#### Treasury - Logistics and Assets

- Lewi reported that discussions were ongoing regarding establishing a storage compound away from, but close to the Bush Race Track. The area under discussion would be suitable for road train access. The potential existed here to have Kulin as our default storage option, and only bring containers down to Perth if they were required here.

#### Volunteer Management - Information required for Volunteer Management System

- Kimmy and Genevieve said we needed basic information to plug into any Volunteer Management System. This included a list of all roles and subroles, details of any qualifications required in these roles, and identifying who would be approving these people and their qualifications. John said all of this was in the completed role statements. Lewis recommended that we ask the Events Subcommittee to review the Organisation Chart, get back to us with their required Team numbers and check their role descriptions.

#### Treasury - Accounts System

- Jess and Paul were meeting the accountants this weekend to look at accounts and the budget. There was still some double checking to be done with the numbers, but the next question would be how the papers should be formatted for the Membership. Tim pointed out that members were used to seeing the Financials rather than the budget, so we should concentrate on getting the former out in the same format we'd provided in previous years. Paul suggested showing the budget to a few members first and getting feedback on the optimum level of detail.

#### Treasury - Ticketing

- It was agreed that Community Relations should be given a briefing about the proposed ticket tiers and timing. It was further agreed that Teams should be asked to submit their crew number requirements as soon as possible to Genevieve. John will give Genevieve last year's numbers.

#### Committee - Tenders for Events Operation Manager

- The Committee agreed that the tender for the Events Operations Manager would be released in the next couple of days.

#### Committee - Membership feedback on Volunteer Benefits (fuel)

- Paul said he was ready to send a proposal covering a range of options and scenarios for fuel reimbursement to Members.

#### Committee - Volunteer Benefits (food)

- John asked for clarity on the situation with meals for volunteers, were we going to provide meals to volunteers where their voluntary work fell across a meal period? Sharyn Maes questioned whether the kitchen would have the capacity to do this. Lewis said that the sandwich bar set up in 2023 was intended to provide a service while minimising the load on the kitchen. John said that we could also consider frozen meals and setting up a couple of microwaves for people to heat their own meals. Sharyn suggested that we talk with the Team Lead of House.

**Secretariat - Change of Registered Business Address and Postal Address to Kulin**

- John advised that we are ready to transfer our Registered Business Address from 38 Amherst Street, Fremantle to a new address, 62-64 Bull Street, Kulin. This is the location of the Kulin Arts Council who have agreed to act as host to our address. **John McCann moved, "This Committee approves the transfer of Blazing Swan Incorporated's Registered Business Address from 38 Amherst Street, Fremantle to a new address at 62-64 Bull Street, Kulin." Seconded by Genevieve Howe. Motion carried.**
- This transfer has involved expenses including hire of the Post Office Box and an annual fee payable to Kulin Arts Council to host our registered office and forward our mail. This fee is consistent with that charged by other hosting venues. **John McCann moved, "This Committee approves annual expenditure of up to \$750 to pay for PO Box hire costs and Registered Business Address hosting fees at Kulin." Seconded by Jess Schwendinger. Motion carried.**
- DMIRS and ATO will be advised.

**Treasury - Insurance**

- Lewi advised that we were working with our insurance broker to extend our coverage to include coverage of our liability in respect to contractors. This would include such positions as the EOM and our security contractors. Jess queried why this wouldn't be required for our fire and medical contractors. Lewis said that we would organise a meeting with the insurance broker to explain.

**Committee - Events Sub Committee**

- Genevieve agreed to be the minute taker for the Events Sub Committee Meetings.

**Event Items**

**2024 Toilets**

- Lewis advised that the sewerage works onsite had been completed. All toilets on site were now on pumped sewerage with the exception of those located behind the Kulin Bush Races big tent. There was also the option to plumb blocks of portaloos into this sewerage system. At the same time power had been extended up to the Koasis Creek Theme Camp site.

Lewis Viljoen closed the meeting at 8pm