



BLAZING SWAN INC

Committee Meeting Minutes

Date:	Monday 16 October 2023
Time:	6:48 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
Kimberley Strong	Ordinary Committee Member
Gerard Laumen	Ordinary Committee Member
John McCann	Secretary
Genevieve Howe	Ordinary Committee Member
Lewis Viljoen	Chairperson
Sharyn Maes	Ordinary Committee Member
Jess Schwendinger	Treasurer

Apologies
Tim Viljoen

Declaration of a Material Personal Interest (Conflict of Interest)

Previous Minutes

Record of Special Committee Meeting

10 October 2023, 8:15 AM - 6:57 PM.

- Lewis Viljoen moved, "This Committee accepts the finalised tender document, to be put out to public Thursday 11/10/23. Seconded by Tim Viljoen. Motion carried.

Governance Items

Volunteer Management - Mentoring Program

- The second session of the Mentoring Program will be held at 'The Hub' this Sunday. Genevieve reminded Committee intending to attend in person or online to register on Humanitix

Volunteer Management - Volunteer Management System

- It has become apparent that the Volunteer Management System that we had previously favoured requires extensive customisation by the suppliers in order to meet our needs and even then may be difficult to use. Our next most favoured system may be easier, but lacks many of the features. It may be that we revert to spreadsheets and Cognito again this year, at least to do the initial capture of information. In that case it will be important to capture all the information we need the first time around. It was agreed that the situation would be reviewed in a week and the final decision whether to go ahead with the spreadsheets and Cognito would be made then.

Volunteer Management - Ticketing

- Genevieve asked if we could pre-allocate free event tickets to the DPW crew. Jess and John clarified that this was built into our arrangements. When volunteer tickets were allocated next month (and ongoing) Supervisors would be asked to make an assessment of how many hours each volunteer will have put in by the time the event and packdown was completed. If that assessment was at least 50 hours the volunteer would be pre-allocated a free ticket. If the volunteer who had been pre-allocated a ticket subsequently told us they could not attend, or if they failed to attend required training, the pre-allocated ticket could be cancelled, depending upon how much (if any) work they had already done.

Treasury - Audits and Budgeting

- Work is ongoing.

Committee - Tenders for Events Operation Manager

- It was agreed that the tender for the Events Operation Manager would be released across all of our social media, internal and external facing.

Committee - Absence

- Jess Schwendinger said she'd be away for approximately a month. She would connect to meetings when she was able, but wasn't sure if she would have access to NAB.

Committee - Consultation with Lawyers

- We've been advised that the Lawyers will come back to us with some suggested wording for our key documents by the second week of November. The intended effect here being to clarify our rights to refuse entry and to remove patrons from our event site.

Event Items

2024 Art Grants

- Lewis will talk with the Arts Department, making it clear that Artists are not entitled to free event tickets. They and their core crew will have access to tickets at Theme Camp prices.

Event Items

2024 Centre Kiosk

- Jess has offered to be Team Lead of Centre Kiosk, adding that she had a core group of volunteers ready to crew it. Jess proposed to have an event to publicise the creation of the facility. Entry to the event would be available to anyone who brought a ball with them, with the balls being used to create a ball pit.

2024 Firewood

- We need to line up a firewood deal as early as possible for the 2024 event. We could anticipate problems finding a supplier next year, and much higher prices if we could. At the moment we have an offer of between 8 and 12 tonnes. John noted that a proportion of the firewood is on-sold by us to the Theme Camps each year. **John McCann moved, "This Committee approves expenditure of up to \$6000 towards the cost of purchase of firewood for the 2024 event." Seconded Sharyn Maes. Motion carried.**

Lewis Viljoen closed the meeting at 8pm