



# BLAZING SWAN INC

## Committee Meeting Minutes

<b>Date:</b>	Monday 23 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
Gerard Laumen	Ordinary Committee Member
Jess Schwendinger	Treasurer

Apologies
Sharyn Maes

Declaration of a Material Personal Interest (Conflict of Interest)

## Previous Minutes

### Governance Items

#### Treasury - Insurance

- Our insurance broker has asked us to provide information that he will then use to seek a policy that will cover us in circumstances where we engage contractors, for instance in the case of security. It was noted that we had anticipated this in the budget and expected something in the range up to \$15,000.

#### Committee - Association Official Address

- Jess advised that the change of address had been passed to the accountants to pass on to the Australian Taxation Office.

#### Committee - Operation of Events Sub Committee

- Lewis said that he would be meeting the Head of Department Event Services this week and will talk with her about roles and leadership within the ESC. Genevieve noted that if we take on board an Events Operation Manager the situation within the ESC may change.

#### Treasury - Accounts

- Jess asked Lewis to follow up the paperwork involved in the purchase of the second hand container recently.

#### Treasury - Audit

- Jess advised that the Auditors had asked us to respond to some routine questions regarding policies and procedures. The Auditors required two members of the Committee to respond. Jess and Lewis agreed that they'd get back to the Auditors. Jess was also following up some information from Pasan. Jess noted that the Audit company, 'Australian Audit' had been running late this year. There have been changes to the Corporations Act, which although they don't affect us directly, have put a lot of pressure on the Audit industry this year.

#### Secretariat - Correspondence

- John said that he had instituted a process whereby all inbound email addressed to positions (rather than people) is being archived. We will need to build some procedures around managing this data. We also need to look at finding some way to capture business related outbound mail

#### Treasury - Accounts System

- Paul advised that he had put over 20 hours this week into working in Xero with our historical expenditure and the new chart of accounts we've developed with our accountants. Paul said he was going to be busy over the next few weeks, but the accountants could carry this project forward.

#### Treasury - Budget

- The intention was to give Members something equivalent to an Executive Summary of the Budget papers. Jess observed that the Members were hoping to see both the Financial Audit and the Budget by the end of October or the beginning of November.

#### Committee - Tenders for Events Operation Manager

- The deadline for submission is 5pm on 25 October. John said that he was aware of four potential responses. The Committee was keen to start reviewing the submissions given the tight timeframes. John said that he would be OK with that, as long as the Committee affirmed that it would not make any extension to the deadline once it saw who was applying. This would avoid any perception that the deadline was being altered to give advantage or disadvantage to any actual or potential applicant. The Committee agreed, and decided to extend the deadline for submissions before they came into possession of the information about current applicants. **John McCann moved, "This Committee approves the extension of the deadline for submission to the Tender for the role of Events Operations Manager from 25 October 2023 to noon on 29 October 2023. Seconded Jess Schwendinger. Motion carried.** This would fit neatly with the Committee Meeting occurring on the evening of 30 October. Genevieve will arrange to have this change visible in our Social Media and John will update the website and inform the current applicants.

**Committee - Membership feedback on Volunteer Benefits and 2024 Tickets**

- Jess reported that there had been very little response from Membership on either of these issues. One person had observed that there was scope to improve the detail in the Volunteer Benefits proposal. Jess had responded saying that our proposal was pragmatic rather than perfect.

**Membership Consultant Hard Disk Drive**

- The Committee heard that the recording of the first Mentoring Session had been lost when a hard disk failed. Also on the disk were aerial photos of the Blazing Swan Site. The Committee has agreed to fund an attempt to recover the contents of the Hard Disk through a company offering a “No success - No fee” deal. The full cost would be \$300. **Tim Viljoen moved, “This Committee approves up to \$300 toward the cost of the recovery of data from the defective Hard Disk Drive with the proviso that the Blazing Swan material be made available to Blazing Swan.” Secoded by Lewis Viljoen. Motion carried.**

**Treasury - Assets**

- Lewis told the Committee that he had set in train an investigation of hiring costs for structures for 2024 and beyond. As noted previously, some of our structures needed replacing and we needed to look at the advantages of hire vs buy. Lewis noted that if we hired this included having contractors both erected and directed the structure and arranged for its transport to and from site. It wasn’t so much the case that we could save money if we purchased the structures and did the erection and diserection ourselves, but that we didn’t have the people and the time to do that, and no prospect of that situation changing. Purchasing also brought into play problems of storage, and the extra work involved in ensuring that the items weren’t stored wet and then affected by mould. Lewis noted that Kulin Bush Races had two new structures and we might end up hiring them, and have the KBR people do the erection and disassembly. The Committee discussed both sides of the question and decided that we’d wait for more information to come back from the investigation.

**Event Items**

**2024 Fire Safety**

- Lewis has been told by WA Fire that we can train our own people to test and tag fire extinguishers.

**2024 Toilets**

- Following up on the KBR/Blazing Swan upgrade to the sewerage infrastructure, Lewi is looking into an option to hire individual portaloos rather than blocks of 16. This would give greater flexibility in regards to placement and might be cheaper. He will keep the Committee informed.

**2024 House**

- Team Lead House advises that a high quality second hand meat slicer has come up for sale. The Team Lead believes that this would improve safety within the kitchen. It was noted that meat slicers were still a hazardous piece of equipment. John recommended that we do a safety audit of the kitchen before it opens, and noted it was standard practice with dangerous equipment to post a list of trained personnel next to the item of equipment, along with a notice that all other persons were forbidden from using it. **John McCann moved, “This Committee approves up to \$500 towards the cost of a meat slicer for the House Team.” Secoded Jess. Motion carried.**

**2024 Centre Kiosk**

- The FM Radio Theme Camp has expressed an interest in running Centre Kiosk. Committee’s view was that the Radio would be a valuable adjunct to Centre Kiosk and it may be best to have the Radio Theme Camp fully committed to that. Committee had previously heard Jess Schwendinger offer to do it and this was OK with the Head of Department Event Services. **John McCann moved, “This Committee appoints Jess Schwendinger to the role of Team Lead Centre Kiosk.” Secoded Gerard Laumen. Motion carried.**

**2024 Department of Public Works**

- Lewis has heard from HoD Public Works. She will be back on deck very shortly.

## Event Items

### **2023 Container Clean Up**

- A team will attend the Kewdale yard on 26 October and start reorganising the contents of the containers. Starting with the Ops Container and the DPW Container. Jess asked if we could also do some assets recording.
- Lewis reported that the Operations Container had been repaired under warranty.

### **2024 Art Grants and Temple Applications**

- John noted that there was only one Art Grant Application at the moment. We have received two applications for Temple. Committee can access these applications directly on GDrive. It was agreed that the Arts Grants should be more heavily advertised in Social Media.

Lewis Viljoen closed the meeting at 7:45 pm