



BLAZING SWAN INC

Committee Meeting Minutes

Date:	Monday 30 October 2023
Time:	7 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
Tim Viljoen	Deputy Chair
John McCann	Secretary
Genevieve Howe	Ordinary Committee Member
Lewis Viljoen	Chairperson
Gerard Laumen	Ordinary Committee Member
Sharyn Maes	Ordinary Committee Member
Jess Schwendinger	Treasurer

Special Committee Meeting

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Declaration of a Material Personal Interest (Conflict of Interest)

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Previous Minutes

Governance Items

Treasury - Insurance

- Lewis is talking with the insurance broker regarding Insurance.

Treasury - Accounts System and Audit

- Work on this was ongoing. Jess will give members an update on progress.

Treasury - Rangers Budget and Accounts

- We will organise for Rangers accounts to come directly to the Treasurer.

Committee - Tenders for Events Operation Manager

- The deadline for submissions closed at noon on 29 October. John McCann reported that, at that time only one submission had been received. The Committee agreed that the applicants submission warranted the Committee moving to scheduling an interview and seeking referee comments. Genevieve will arrange this. It was understood that the applicant would be invited to an interview with the Committee on 6 November.
- It was agreed that when the application process was concluded, John McCann would reach out to those people he understood were 'intending' applicants and talk with them about their experience of the process.

Committee - Membership feedback on Volunteer Benefits and 2024 Tickets

- Genevieve Howe reported that around 7 people had responded to our request for comment. She will bring that to the Committee to approve shortly.

Committee - Volunteer Management System

- Kimmy reported that it was now inevitable that we'd use Cognito Forms to collect volunteer crew applications for the 2024 Event, and provide Team Leads with data downloads in the form of spreadsheets. Genevieve said she had lined up a forum with John McCann and the Volunteer Department to discuss the arrangements in detail. Genevieve requested that her Team be given access to the Cognito System.

Committee - Environmental Sustainability

- John McCann said he had followed up some leads, but it was his view that there was no prospect of introducing an opt-out scheme linked to out ticket sales. He said it was his view that the best we might achieve this year is raising awareness.

Committee - Lawyers

- Sharyn Maes said that she'd follow up with the lawyers tomorrow to check on their progress with the Event Terms and Conditions.

Event Items

2024 Mutant Vehicle Safety

- Lewis said that he would get the Department of Mines, Industry Regulation and Safety's opinion and letter regarding our Mutant Vehicles to the Kulin Shire and the Environmental Health contractor.

2024 Centre Kiosk

- The Committee reiterated its support for Centre Kiosk in 2024, noting the desirability of co-locating the FM radio Theme Camp alongside Centre Kiosk. Lewis suggested a display highlighting Blazing Swan's history might be appropriate, given that this is the ten year anniversary.

Event Items

2024 Fireworks

- Noting that the money set aside for any item in the Budget is 'predictive' rather than 'permissive' it was agreed that the declared budget should be \$10,000. Lewis noted that there was a drone display team in contact with Blazing Swan. We have not committed to this, but it was noted that drones might give the opportunity for more storytelling, including First Nations history and heritage, and the (relatively) silent operation of drones might suit the Temple Burn Event particularly well.

2024 Road Layout

- John asked if we were ready yet to make a commitment to the Kulin Bush Races road layout. Lewis said he would talk with our Town Planner.

Lewis Viljoen closed the meeting at 8 pm