



BLAZING SWAN INC

Committee Meeting Minutes

Date:	Monday 6 November 2023
Time:	6.07 pm opened by Lewis Viljoen
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

Absent	
Jess Schwendinger	Treasurer

Record of Special Committee Meeting
1 November 2023. Convened by Lewis Viljoen. Present: entire Committee. Lewis Viljoen moved, "This committee approves the temple design and build project by Neesh Peacock with the budget allocated up to \$15,000.00." Seconded Genevieve Howe. Motion carried.

Declaration of a Material Personal Interest (Conflict of Interest)

Lewis Viljoen is a Director of Easy Access, a company that might be invoicing Blazing Swan for services in 2023.

Governance Items

Treasury - Insurance

- The insurance broker will join the Committee in a couple of weeks for a chat about insurance generally.

Treasury - Rangers Budget and Accounts

- The Committee noted that a corporate credit card might be allocated to the Head of Department, Rangers.

Committee - Tenders for Events Operation Manager

- The Committee interviewed the only person to submit a tender for the Event Operations Manager function. A record of the interview was taken. Following the interview the Committee determined that the applicant was suitable. **John McCann moved, "This Committee determines that the tender submitted by Vida Barrett is satisfactory, and noting that Vida Barrett is the only person to submit a tender, the Committee proposes to offer Vida Barrett a contract to undertake Event Operations Management of the 2024 Blazing Swan Event." Seconded Genevieve Howe. Motion carried.**
- Genevieve Howe will finalise the contract document by the end of this week, obtain the Committee's endorsement of the Contract, have Lewis Viljoen and John McCann sign the contract on behalf of Blazing Swan and offer it to Vida Barrett to sign and accept.

Committee - Volunteer Management System

- Genevieve Howe reported that she was contacting Heads of Department and Team Leads asking them to provide content for the Cognito Application form that had been prepared for their Teams.
- Genevieve is facilitating the sign up of crew for the Temple and for the Effigy.

Committee - Lawyers

- Sharyn Maes said that she expected something back from the Lawyers within the next five days.

Event Items

2024 Mutant Vehicle Safety

- The Committee reviewed and approved the letter to the Kulin Shire detailing the advice from the Department of Mines, Industry Regulation and Safety. Our approach will be to advise the Shire that we will be opening applications for Mutant Vehicles on 13 November and await their response.

2024 Temple

- The Committee noted the Special Committee's approval of Neesh Peacock's Temple design and the decision to approve our previously calculated budget of \$15,000, noting that Neesh's estimate was less than this. Neesh has said he intends to come in under budget. Lewis is checking when the design will require a crane lift at Kulin.
- **John McCann moved, "This Committee appoints Neesh Peacock to the role of Temple Lead in the Arts Department." Seconded Genevieve Howe. Motion carried.**
- Discussion turned to allocating a corporate credit card to the Temple Lead. Paul would look into it.
- Lewis identified a potential conflict of interest and left the meeting. The Committee looked at options to transport timber from our yard in Kewdale to 38 Amherst St where Neesh was leasing space for the Temple build. Easy Access had a truck based at 38 Amherst St and offered to do the job cheaply. **Tim Viljoen moved, "This Committee approves expenditure up to \$350 for the cost of transporting timber from our yard in Kewdale to 38 Amherst St and further approves Easy Access as the carrier in this instance." Seconded Sharyn Maes. Motion carried.** Lewis Viljoen was recalled to the meeting.

2024 Ticketing

- Genevieve is organising a round table discussion with Heads of Department Community Relations and Event Services (representing Gate) about ticketing.

Lewis Viljoen closed the meeting at 8:23 pm