



BLAZING SWAN INC

Committee Meeting Minutes Redacted

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| Date: | Monday 13 November 2023 |
| Time: | 6.40 pm opened by Lewis Viljoen, following Events SubCommittee Meeting |
| Place: | 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 |
| 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 |
| Kimberley Strong | Ordinary Committee Member |

| Record of Special Committee Meeting |
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| 9 November 2023. Convened by Lewis Viljoen. Genevieve Howe moved, "I move that the Committee accepts all the provisions of the Agreement for the Provision of Event Operations Management to the Blazing Swan Event and authorises Lewis Viljoen and John McCann to sign the Agreement on behalf of the Committee, and authorises Genevieve Howe to present the Agreement to Vida Barrett for her acceptance and signature, at which time the Agreement comes into force." Seconded Kimberley Strong. 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

Committee - Rangers

- Lewis said he'd been talking with Anton and we were tying up the loose ends following Anton stepping back from the role of Head of Department Rangers.
- John told the committee that Blazing Swan had never formally created positions in Rangers below the level of Head of Department. We were now working through them fixing this. **John McCann moved, "This committee creates the position of Green Dot Lead reporting to the Head of Department Ranges in the Rangers Department." Seconded by Lewis Viljoen. Motion carried.**

Committee - Tenders for Events Operation Manager

The Committee noted that Vida Barrett signed and accepted the Contract Agreement on 10 November 2023, bringing it into force with immediate effect. Vida commenced work on 10 November.

- The committee agreed that members would receive first notice of Vida's appointment, with the news then being shared publicly via Blazing Swan's social media and website. It was agreed that a letter would be sent to our key stakeholders and suppliers. Genevieve Howe undertook to draft the text of these announcements.

Volunteering - Volunteer Management System

- Genevieve Howe reported that she was waiting on Heads of Department and Team Leads to get back with any suggestions or requests for improving the recruitment forms which we had created for each Team. If no feedback was received they would be released on 22 November 'as is'. We were still dependent upon having the revised Ticket Terms and Conditions ready by this date, as a volunteer signing on certified that they would abide by the Terms and Conditions.

Volunteering - Volunteer Benefits (Tickets)

- Genevieve reported that the feedback sought from members had included a query in relation to Event cancellation. In that case, would the entitlement to tickets accrued in one event-year carry forward to the next. John observed that the limit of a maximum of 3 tickets should still apply. The Committee concluded that we didn't need to address this question until the situation arose, and in that case the question of carrying forward an entitlement might be considered in the context of the Associations financial situation.

Volunteering - Volunteer Benefits (Fuel Reimbursement)

- Lewis suggested that a form with the minimum necessary questions, a facility to attach a receipt, and a certification by the person submitting the form would be the simplest option. There was an inconclusive discussion around how (and from who) pre-approval would be obtained and certified

Committee - Lawyers

- Sharyn Maes said that she had booked a meeting with the Lawyers for Monday 20th November with a view to having the Terms and Conditions finalised by then.

Secretariat - Email System

- Lewis asked that we replace or upgrade the email system. We currently use cPanel. John said that we were currently working to establish with suppliers that we were a Not-for-Profit and potentially eligible to receive free or heavily discounted software. We had asked Jess to obtain confirmation from the Australian Taxation Office.

Secretariat - Organisation Chart

- John showed the Committee a redesigned Organisation Chart, with the Events Operation Manager as a contractor, supervising the three roles of Shift Manager, Worksite Manager and Event Planner. He noted that the role of Event Planner might in practice be merged with that of the Event Operations Manager. In that case the onsite Admin Support Team that would have been under the Event Planner would be under the direct management of the Event Operations Manager onsite.
- John noted that the redesigned Organisation Chart elevated the HoD's Community Relations and Volunteer Management to the same level as the other HoD's
- John was asked why the EOM was not positioned as the intermediary between the Events SubCommittee (ESC) and the Committee. John said that this was because the EOM Contract did not give the EOM authority over the ESC or the Heads of Department. The EOM is to work with and through the HoD and the ESC. The ESC might choose the EOM to carry information from the ESC to the Committee, but the lines on an Organisation Chart indicated organisational control (which did not exist here), rather than informational relationships.

COMMITTEE - CONFIDENTIAL DISCUSSION (Redacted)

- Further discussion on a personal representation to the Committee, and commitments to attempt to progress that issue.

Treasury - Credit Cards

- Committee discussed access to credit cards linked to BSI funds. Paul confirmed that these cards did not automatically draw down from the BSI accounts, but relied on BSI to transfer funds into them. The bank required that the cards be issued to persons, rather than roles, which led to a workload as people moved into and out of roles in Blazing Swan. When people left roles that were associated with credit cards, any funds in the card were pulled back and the individual was asked to return the now inoperative card. Paul said that he would provide the Committee with a list of all the current card holders.
- The Committee noted that in the past it had seemed to take a long time to get cards issued in new names, but there was no alternative but to start the process. Other requirements might be identified when Paul gave the Committee the list of current card holders.

Event Items**2024 Mutant Vehicle Safety**

- The Committee noted that applications for Mutant Vehicles opened today, as flagged in our letter to the Shire Environmental Health Officer.

2024 Temple

- Sharyn advised that she was helping the Temple Lead set himself up with access to business accounts.

2024 Fireworks

- Lewis has been discussing this with Effigy Lead. Lewis suggested that the initial budget of \$15,000 for fireworks be reduced to no more than \$10,000 and that the display should focus on the effigy. It was noted that in 2023 fireworks had been set on the north side of Cave Rock which increased the complexity of the job of managing the fire risk. Lewis said that he was still waiting to hear back from the Drone operators.

2024 Ticketing

- Genevieve said that she did not have the capacity to organise the ticketing round table that John had suggested was necessary. John said it was up to HoD Community Relations to work with HoD Assurance (Accessibility) and HoD Event Services (Gate Services). He said he'd lay out the parameters and it was then up to them to coordinate their planning and activity under the broad direction of the new Event Operations Manager.

Lewis Viljoen closed the meeting at 7:58 pm