



BLAZING SWAN INC

Committee Meeting Minutes

Date:	Monday 20 November 2023
Time:	6.00 pm opened by Lewis Viljoen
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
Lewis Viljoen	Chairperson
Gerard Laumen	Ordinary Committee Member
Sharyn Maes	Ordinary Committee Member
Jess Schwendinger	Treasurer
Kimberley Strong	Ordinary Committee Member

Absent with apologies	
Genevieve Howe	Ordinary Committee Member

Record of Special Committee Meeting

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.

Volunteering - Volunteer Management System

- Kimmy reported that we were still going ahead looking at Systems.
- John noted that Genevieve had prepared the ground to go ahead with the interim volunteer sign up system and was essentially waiting on the Terms and Conditions, and from feedback from Teams about any items they wanted to add to their sign-up forms.

Volunteering - Volunteer Benefits (Tickets)

- Genevieve wasn't available. It was noted that HoD Community Relations is organising a Ticketing Round Table for this Wednesday, inviting all stakeholders. Discussion would include the Terms and Conditions but also a wide range of operational issues, for example wristbands.

Committee - Events Sub Committee

- The Committee agreed with Tim's suggestion that the HoD Community Relations should have a standing invitation to attend the Events Sub Committee Meetings. This would apply to the HoD Volunteering as well.

Committee - Consent

- Jess said that we needed to have someone or some people in the Committee take on an oversight role of the Consent Working Groups. This is an oversight role, not the actual lead of the Working Group. At the Working Group level we have a lead for the Learning Working Group, but were still to identify a lead for the Process Working Group.

Committee - EOM

- John confirmed that the announcement had gone out to members in an email, that it had been announced on the Website, and in the BSI Community facebook page. We had not yet written to stakeholders. Lewis asked if there was a list of stakeholders. John directed people to the Central List of Stakeholders.
- Lewis advised that the Events Operation Manager is expected to be involved in another project from this Friday for a fortnight - as had previously been flagged.
- EOM joined the Committee discussion for 30 minutes. The minutes of that discussion will be recorded separately.

Treasury - Budget

- Jess will pick up the budget work and the Chart of Accounts work now that she is back. The aim will be to load the budget into Xero as soon as possible and get a financial statement out to Association Members in line with our commitment at the AGM. Paul will assist Jess.

Treasury - Insurance

- Lewis queried whether the insurance bill had been paid. Paul said he would arrange to do so.

Treasury - Credit Cards and Credit Lines

- Paul will follow up identifying who needs Credit Cards and start arranging for people to apply.
- ShazCat is following up getting Temple and Effigy Leads access to business accounts.
- Lewis said the priority should be as above, adding Heads of Department Public Works and Rangers.

Governance Items

Committee - Event Terms and Conditions

- Jess has linked the lawyer's draft copy of the Terms and Conditions in Slack. Some general principles have been established:
 - Everyone needs to have a ticket to be bound by the T&C, even people with a zero cost ticket
 - This is a basic set of T&C. Volunteers may have a super-set of T&C
 - We can use information from affiliated events and give information to affiliated events, but this information seeking and dissemination should be done as part of a standard / routine process that applies to any and all people who fit criteria. We should not be seen to be targeting one person while ignoring others.
 - As a general principle, BSI will refund tickets where people are removed or otherwise denied use of their ticket.
 - BSI will not be liable for expenses consequent upon a person's removal from the event. Removal on acute medical grounds or where it is a police matter is straightforward.
 - We will collect details of some kind of 'NoK' on the ticket application and require certification from the ticket purchaser that the ticket purchaser accepts responsibility for getting themselves back to Perth and authorises us to contact 'NoK'. This will apply to subcritical medical issues and ejection from the event.
 - Agreed that Theme Camps (and Art Camps) will be required to accept responsibility for their crew - including getting them back to Perth or to public transport if necessary. We need to talk with HoD Theme Camps and HoD Arts about this.
 - It was noted that public transport back to Perth IS available daily from Williams/Narrogin.
 - Survival Guides, WTF and Website should all reinforce the message about the need for people to have a 'get back home' plan.
 - John flagged that T&C should include a right to deny ticket or withdraw ticket if applicant makes a false declaration or provides insufficient or false information.
 - Lewis said that we should keep the T&C as simple and clear as possible.
 - John clarified that we retain Copyright over our T&C (Creative Commons Licence)
- Jess will update the draft to reflect the above discussion. By Tuesday morning an amended draft should be available for distribution to Committee and to Vida to review.

Event Items

2024 Mutant Vehicle Safety

- Lewis said that there had been no response from the Shire EHO. We had gone ahead and started registering applications on 13 November in line with our advice to the Shire EHO.

2024 Fireworks and Drones

- Lewis hadn't heard back from the Drone display company. ShazCat agreed to follow through with this.

2024 Road/Site Layout

- Lewis said he'd been in talks with the Town Planner. We would go with the standard Blazing Swan layout this year, and likely stay with that in future. This would result in some cropping areas being compacted and consequently we would arrange to have that ground ripped post event.
- We were waiting on a decision on whether we go for single or block portaloos and would then map that.
- Lewis advised that we are talking with WA Fire (contractors) about firebreaks. We are proposing to make these actual roads or trails.
- John advised that he'd been speaking with our computer mapping person over the last couple of years. Last year we identified that if this person continued working for us we should provide the mapping software. John noted that an upgraded version of this software was available to NFP's at 90% off the listed price and it should provide improved accuracy. **John McCann moved "This Committee approves up to \$400 to be spent providing a licence for mapping software for this Event". Seconded Paul Castle. Motion carried.**

2024 Department of Public Works

- Lewis advised that it's understood that HoD Public Works will be available from the end of November.

Lewis Viljoen closed the meeting at 7:45 pm