



BLAZING SWAN INC

Committee Meeting Minutes Redacted

| | |
|---------------|---------------------------------|
| Date: | Monday 27 November 2023 |
| Time: | 6.02 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 |
| Genevieve Howe | Ordinary Committee Member |
| Jess Schwendinger | Treasurer |
| Kimberley Strong | Ordinary Committee Member |

| Absent with apologies | |
|-----------------------|---------------------------|
| Sharyn Maes | 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.

GOVERNANCE

TREASURY - INSURANCE

- Payment of the latest account has been processed. John McCann noted that we didn't have copies of the latest certificates of insurance. Jess Schwendinger said that she was still unable to get a response when she emailed the broker. Lewis Viljoen contacted the broker and the certificates were emailed to us during the meeting. They have been copied into the Treasury GDrive and linked into the Blazing Swan Insurance Register

COMMITTEE - COORDINATION WITH THE EVENTS SUB COMMITTEE (ESC)

- The joint session with the ESC tonight was cancelled. The EOM is calling it together on Tuesday night this week. Tim Viljoen said that he would be sitting in on that ESC meeting - not specifically to represent the Committee but to show support for the ESC. The EOM has said that she will meet with the Committee and the Sub Committee and be a conduit. John McCann said that we had undertaken to get the Committee Minutes available to the ESC the next day. Gerard Laumen said that he saw merit in having regular joint meetings, but not every week or fortnight.

COMMITTEE - CONSENT

- Jess Schwendinger said she wanted to join the ESC as de facto Team Lead Consent to directly represent the Consent work which was coming together. John McCann recommended that Jess ask the Head of Department Assurance to invite Jess to attend what was otherwise a meeting of Heads of Department.
- Jess Schwendinger said that she needed assistance given that the Head of Department Volunteering had had to pull back from this work. Gerard Laumen and Tim Viljoen offered to assist from the Committee. John McCann said it seemed that the project had reached the point where an Administrative Assistant might be needed and said he'd send some details of candidates through to Jess. Gerard, Jess and Tim will meet at 5:30 pm on Tuesday

COMMITTEE - ARTIFICIAL INTELLIGENCE (AI) TOOLS

- Paul Castle said that real life situations were coming up within Blazing Swan where we'd chosen not to use AI tools. Paul asked the Committee to take a position on whether they should be used or not. After discussion the Committee agreed that material that was to our knowledge prepared by AI or with AI assistance should be identified as such. It was also agreed that Blazing Swan's policy should be that where art work was required, we should go to recognized artists in our community. Whether they used AI was a matter for them, but Blazing Swan would not undermine the role of original creative artists in our community by directing work to AI tools instead of sending that work to artists. John will add this to the draft Blazing Swan Arts policy and the draft Blazing Swan Documentation Policy

COMMITTEE - CHRISTMAS GATHERING

- The Committee had flagged before the AGM that we should arrange a meeting for the Committee and our regular volunteers before Christmas. Time to arrange anything was running out. Lewis Viljoen suggested some dates including 22nd and 23rd December. Venue options were discussed, including a volunteer's home, South Beach and a pub. Lewis said that he would work on an idea and come back to us.

GOVERNANCE

COMMITTEE - INDEX TO EVERYTHING

- John McCann has noted that people continue to ask him where things are - a case in point tonight was the Arts Grants Applications. The link is in the Index, under 'Arts' and 'Key Documents'. Again people were asking tonight where the Blazing Swan policies can be accessed. Again they are in the Index under 'Policies' and 'Key Documents' and 46 other subject and area related headings, including 'Committee'. The Committee expressed concern that the system was so complex that it could not be maintained by anyone other than John. John said that it had expressly been designed so as to be able to be maintained by anyone (and everyone) who had the most basic spreadsheet skill, and he had made short video tutorials for using and for updating the Index..

COMMITTEE - TECHNOLOGY TOOLS

- It was noted that we should check, but it was likely that the standard technology being accessed by Blazing Swan volunteers was a phone and not a laptop or computer. We may need to ensure that all of our tools and data is accessible on a phone.

COMMITTEE - CONSENT

- Jess Schwendinger gave the Committee an update:
 - The Consent Steering Groups (Process and Education) were coming together
 - Someone had stepped up to lead the Consent Education Group
 - Nobody had stepped up to lead the Consent Process Group.
 - The onboarding of the EOM and the work that she was pushing forward in the area of Emergency Management may have shifted the focus of the Consent Process Group away from creating processes from the ground up, towards reviewing and fleshing out frameworks being put in place by others (some of whom such as Rangers are working with both the EOM and with the Consent Process Group).
 - Notwithstanding this, we expect that the Consent Process Group will have a major role in bringing awareness of best practice in supporting people affected by consent violations, and in advancing the importance of mechanisms to support the people responding to an incident.
 - The Steering Groups are scheduled to meet on 9th December.
 - Jess again alerted the Committee to the urgent need for someone to step up to provide support for the operation of the Consent Steering Groups as neither she nor Genevieve Howe had the capacity to do that.
 - Jess confirmed that individuals from SARC were still interested in attending. They wouldn't be there representing SARC but they would be volunteering with our Consent Team observing and providing assistance. We, and they, hoped to apply for funding to set up an ongoing relationship in future years, not only with Blazing Swan but covering other Events in Western Australia as well.
 - Jess noted that the volunteers with the Consent Team this year would be people with qualifications in mental health support. We would look at mentoring and training options in future years, but not this year.
 - Lewis Viljoen said that there would still be a role for training, in terms of awareness training across the organisation, and particularly across the emergency responders onsite.

TREASURY - AUDITORS

- Jess Schwendinger said the Auditors were still working with us. The latest request from them was a multi-page questionnaire that covered a wide range of compliance issues. It was agreed that Paul and John would work on a response to this on Tuesday.

COMMITTEE - VOLUNTEER MANAGEMENT SYSTEM

- Kimmy Strong confirmed that while the decision to select a particular product in time for the 2024 Event had been deferred, work on the project was ongoing. She said we needed to do more work on articulating the problem we were facing. It may be that what we needed might be a scheduling system to help Team Leads manage rosters rather than a full HR system. On the other hand it may be that Team Leads would prefer to use their own tools, noting that some such as Rangers already are. John McCann noted that Greeters have a rostering spreadsheet they've used over multiple years.

Governance Items

TREASURY - DELEGATION OF THE POWER TO APPROVE EXPENDITURE

- John McCann noted that we'd approved a budget for 2023-2024, but we did not have a mechanism to allow Departments or the EOM to initiate expenditure within their budget thresholds. This would require us to Delegate the power to incur expenditure which at the moment rests solely with the Committee. Currently the Committee is required to separately pre-approve all expenditure via a specific Motion. Subject to certain precautions, it would be much better if this happened at the Head of Department and the EOMs level. We would need to provide these people with up to date measures of remaining funds and details of everything that had already been spent in their areas, and put in place other checks and limits.. The Committee broadly agreed with the concept. John said that he would work with the Treasury and bring a detailed proposal to the next Committee Meeting.
- Tim Viljoen noted that we'd received a budget from Rangers which we needed to review and integrate into our own. The process of integrating Rangers with Blazing Swan systems and procedures was ongoing.

COMMITTEE - CONFIDENTIAL DISCUSSION (Redacted)

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

COMMITTEE - POLICIES

- John McCann told the Committee that he had looked for a basis for the widely held belief that a decision had been made at an AGM or Committee level to ban drones from the Event. He said that he could find no such ban. Given that we were now talking about the possibility of hiring an aerial drone performance, it would lead to people questioning what our policy was. John said that he had already spoken with one of the people who had extensive experience with drone operation at Blazing Swan. Gerard Laumen noted that Drones appeared to be permitted - subject to conditions - in the draft Photography Policy. John said that he would work on a new draft policy that incorporated appropriate operational and consent safeguards along with registration of permitted drone operators and would bring that to the next Committee Meeting.
- Paul Castle noted that there were a large number of Policies that were in draft that had been waiting on Committee for years. He suggested the Committee make a concerted effort to review and approve those ones it was happy with, and seek amendments to others as required. John noted they were already listed in the Index, but will post them in the WIP and in Slack as well. John mentioned that there were four Policy documents referenced in the Ticket Terms and Conditions that were very out of date, and others referenced in other places that only existed in draft form.

COMMITTEE - MEETING PROCESSES

- Lewis Viljoen asked if we could set up a calendar that linked due dates mentioned in the Agenda and Minutes with people's personal calendars. John McCann said he would set this up on Tuesday.
- Kimmy Strong observed that a project currently underway to obtain the entire Google Workplace suite at Not-for-Profit pricing would deliver very useful products such as shared task lists. John McCann said that he had been working with the IT Team for a few weeks to obtain the product at this discount price. We were making progress with Google proving our Not-for-Profit status, but there was a way to go.

2024 Event Items

2024 EVENT - SKYDIVING

- John McCann advised that we'd received a request for permission to parachute into the 2024 Event. The Committee agreed that this would not be permitted.

2024 EVENT - CONTAINER STORAGE SHELIVING

- The Asset/Logistic Lead has asked us to approve expenditure on shelving. John McCann advised that an amount up to \$1,000 would be sufficient to equip multiple containers with robust shelving. **John McCann moved, "This Committee approves expenditure up to \$1,000 on shelving for Blazing Swan's storage containers." Seconded Jess Schwendinger. Motion carried.**

2024 Event Items

2024 TICKETING

- Genevieve Howe confirmed that the Cognito application forms would be ready to roll out as soon as we had the Terms and Conditions and the Volunteer Agreement ready to link to those forms. Teams had been helpful in providing material to add to the sign-up forms for each of their areas.
- John McCann confirmed that he had set up a fully automated system to upload information from each Cognito application form directly into a spreadsheet in each Team Lead's GDrive folder. There would be no need this year to manually download data from Cognito and send it out to Team Leads.
- Genevieve said that Kimmy Strong and John McCann had agreed to review the Volunteer Agreement document on Tuesday
- Depending upon the Terms and Conditions being available the date for the roll out was at best now 'Early December'.
- The Ticketing 'Round Table' sponsored by HoD Community Relations had been held. John McCann advised that the HoD Theme Camps had not received an invitation. She was following up with the EOM and Community Relations.

2024 TICKET TERMS AND CONDITIONS

- Jess Schwendinger told the Committee that despite our expectations there had been no further progress by the lawyers on this since the last meeting. The Terms and Conditions were still in a draft form document with a very large number of edits flagged but not processed. The Committee confirmed that the draft was with the lawyers. Lewis Viljoen said that he would contact the lawyers directly and share our understanding that we'd all agreed they'd be working to a timeline which has now been exceeded and we are being impacted.

2024 VOLUNTEER BENEFITS

- Genevieve Howe reported that we had established all the parameters and it only remained to set up a process for reimbursement of travel expenses built around a form that Jess Schwendinger was drafting. Approval for reimbursements would be vested in the Heads of Departments. It was agreed that Jess will pass the draft form on to John McCann for completion this week.

2024 CLEANERS

- Lewis Viljoen reported that the EOM was organising this for 2024, and the arrangements she puts in place should address concerns we had in 2023.

2024 ELECTRICIAN CONTRACTOR

- Lewis Viljoen reported that the EOM was working on a 'Plan B' and a 'Plan C' in case our very experienced usual onsite electrician was not available.

2024 CENTRE KIOSK

- Jess Schwendinger confirmed that plans for Centre Kiosk were going ahead. It appeared the FM Radio Station Theme Camp we were hoping to co-locate with might not be coming for the full event, or at all. Centre Kiosk this year would be - for the first time - conceived and operated as a Blazing Swan Team, and would need to submit a budget and work with HoD Volunteering to identify crew numbers. A crew recruitment form has been set up for Centre Kiosk.

2024 ART GRANTS

- The window for applications closed on 25 November. There have been 27 applications. Paul Castle said it seemed there were around \$70,000 worth of bids. This figure could 'move around' after we looked at instances where engineering certification might be required and worked out whether the artist had built it into their budgets. There was the possibility that Blazing Swan and the artist might reach agreement in some cases to modify the design to reduce or eliminate the requirement for engineering certification. Lewis Viljoen said that the HoD Arts had extensive construction experience and would be able to help the artists and Blazing Swan navigate this.
- The Committee agreed that, as in previous years, the Committee would work from the recommendations presented to it by the HoD Arts. Genevieve noted that a former Lead of Temple had offered to assist the HoD by forming an advisory panel. The Committee will leave that up to the HoD to take up or not.

Lewis Viljoen closed the meeting at 8:24 pm