



BLAZING SWAN INC

Committee Meeting Minutes

Date:	Monday 15 January 2024
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
John McCann	Secretary
Sharyn Maes	Ordinary Committee Member
Jess Schwendinger	Treasurer
Lewis Viljoen	Chairperson
Gerard Laumen	Ordinary Committee Member
Kimberley Strong	Ordinary Committee Member

Apologies	
Tim Viljoen	Deputy Chair
Genevieve Howe	Ordinary Committee Member

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.

Previous Minutes

The minutes of 20240108 were approved. Moved John McCann, Seconded Sharyn Maes. Motion carried.

Guests

The EOM was invited to the Committee Meeting and joined at 7pm.

- The EOM reported that sign-ups for Shift Managers were very healthy, and that training of the Shift Managers would commence shortly. Shift Managers would receive Rangers Training as well. Committee members are welcome to attend.
- John McCann would assist the EOM with any venue booking for training.
- Authorisation for the EOM to incur expenditure and a means to do so (card and account) is being arranged.
- Blazing Swan is looking into our Superannuation obligations in relation to the contact with the EOM. This does not change the EOMs status as a contractor to Blazing Swan.
- The EOM queried what was happening with First Aid Training and Mental Health First Aid Training and was referred to the HoD Assurance. There is a \$3k budget for this.

Special Committee Meeting

10 January 2024. John McCann moved, "This Committee declares that Columns A to P on the Expenses Sheet of the Google Spreadsheet 'Blazing Swan Inc - Annual Budget FY 2023-24 FINAL' Version: 'Committee Approved Budget 10 Jan 2023' in the Treasury GDrive is the approved Association Expense Budget of Blazing Swan Incorporated." Seconded Kimberley Strong. Motion carried.

10 January 2024. John McCann moved, "In accordance with Rule 64(3) of the Association Constitution, this Committee authorises the Association Treasurer to expend funds on behalf of the Association up to \$20,000 in any single instance without requiring approval from the Committee for each item on which the funds are expended, subject to those items being consistent with the Committee approved Association Expense Budget. The Treasurer will provide timely information to the Committee on their exercise of this authority." Seconded Paul Castle. Motion carried.

GOVERNANCE

TREASURY - BUDGET

- Jess has arranged a weekly review of our budget each Sunday, taking into account policy decisions, actual expenditure and forecast revisions. The meeting recommended changes to the previously accepted Blazing Swan Budget, noting that there was zero net effect.
- John McCann moved, "This Committee accepts the Blazing Swan Budget dated 15th January 2024 incorporating the following changes:
 - Increase 'Council' (Line 9) from \$36,000 to \$40,800 to reflect 3400 tickets (not 3000)
 - Move 'Burner Exchange' (Line 13) \$10,000 to 'Contingency' (not happening this year)
 - Move 'Build Location' (Line 40) \$15,000 to 'Contingency' (money already in Effigy and Temple Budget)
 - Change 'Kulin Investment' (Line 65) to 'Kulin Infrastructure'
 - Rename 'Structure Hire' (Line 93) to 'Structures'
 - Move 'Structures' (Line 93) from Section 'People Management' to DPW
 - Increase 'Structures' from \$10,000 to \$20,000 with money withdrawn from 'Contingency'
 - Move \$3,000 from 'Accessibility' (Line 83) to 'Toilets' (Line 43) for disability toilets/transport
 - Increase Consent (Line 92) from \$5,000 to \$10,000. Money coming from 'Contingency'
- Seconded Gerard Laumen. Motion carried.
- **STAKEHOLDERS - HoD DPW, HoD Assurance, HoD Arts**

TREASURY - CREATION OF ROLE OF BUDGET MANAGER

- Jess said that a Budget Manager would assist the Treasurer by helping:
 - Coordinate budget submissions and updates from Department, Teams and Specialist areas
 - Ensuring Budget and Expenditure data is accurately recorded and accessible
 - Preparing Budget scenarios as requested.
- Jess noted that we were still waiting on many areas to submit their detailed budgets, which is something a Budget Manager could follow up. As we delegate authority to expend money and give cards to volunteers we need to be able to both track their expenditure, and tell them where they stand in relation to remaining funds - and again the Budget Manager could assist with this. Finally, as was evident from the discussion around ticket pricing, the Budget Manager could assist by providing the Committee, through the Treasurer, with analysis of the financial impact of various options.
- **John McCann moved, "This Committee creates the role of Budget Manager in the Treasury Department reporting to the Treasurer." Seconded Paul Castle. Motion carried.**
- **STAKEHOLDER - Treasurer**

TREASURY - BUDGET SCENARIO 'BREAK EVEN'

- Lewis Viljoen asked the Treasurer to prepare a report to the Committee showing what Ticket volumes and prices would be needed in order to 'break even' financially in 2023-2024. Jess undertook to return to the Committee with an answer. This could have a bearing on decisions on the volume and price of Tier 3 General tickets, or if any are released at all.
- **STAKEHOLDER - Treasurer**

TREASURY - BANK DEBIT CARDS

- We have been repeatedly told that the style of Bank Debit Cards we had been using in association with our Bank Account were no longer a product offered by the bank. Lewis Viljoen has managed to contact a business manager at our bank who has confirmed that businesses currently using the bank's cards will continue to be able to use them, and to have new Cards issued in new names. We are getting that in writing which should mean that we can fix this long running problem with our band and issue new Cards.
- **STAKEHOLDERS - Treasurer**

COMMITTEE - CONSENT

- Jess Schwendinger reported that the Consent Process Group will meet next week.
- **STAKEHOLDERS - Chairperson, HoD Assurance, HoD Event Services, HoD Rangers**

COMMITTEE - EMPLOYEE ASSISTANCE PROGRAM (EAP)

- Sharyn Maes has given the name of an organisation to Genevieve Howe to follow up.
- **STAKEHOLDERS - HoD Volunteering**

COMMITTEE - VOLUNTEER RECRUITMENT

- John reported that recruitment numbers were strong, with 296 applicants. We appeared to be 'on track' with our performance leading up to the 2023 Event.
- **STAKEHOLDERS - HoD Volunteering**

COMMITTEE - VOLUNTEER BENEFITS 2023-2024

- The Committee clarified that the 'Full price ticket' referred to in the Volunteer Benefits Proposal in relation to under 12 hour volunteers is a \$400 ticket. It was not anticipated there would be many in this category. Lewis asked if we could get some estimates from Teams. John McCann noted that the only effect of this on the budget would be to increase income very slightly, as pending clarification, forecasts had been built around nobody actually being in this cohort.
- **STAKEHOLDERS - Treasurer, EOM, ESC, HoD Community Services, HoD Volunteering**

COMMITTEE - THEME CAMP TICKETS

- The Committee noted that the expected uptake of tickets in the Arts area (including Mutant Vehicles) is going to be higher than expected, at around 140. Arts had originally been expected to need around 100 of the 900 tickets made available to 'Theme Camps/Arts'. John McCann asked the Committee to make the Theme Camps allocation separate to Arts, and set the Theme Camps allocation at 800 tickets. This would reflect the original intention of the Committee when the 'ThemeCamps/Arts' tickets were budgeted for. The Committee endorsed this approach.
- **STAKEHOLDERS - HoD Theme Camps, Treasurer, HoD Community Relations**

COMMITTEE - POST EVENT VOLUNTEER BENEFITS PROPOSAL

- The Committee returned to consideration of making additional Benefits for crew who were onsite following the Event Close (ie from Wednesday 3rd April onwards for a total of 9 days).
- It was noted that if we paid a 'camping' allowance it should be at a rate commensurate with the availability of meals for the first 5 days, and then at a self-catering rate (after the kitchen closed) for the last 4 days. The equivalent allowances in other awards are around \$50 and \$100 per day. Lewis asked the Committee to consider this and make a decision next week.
- It was noted that the entitlement to recognition that included a gifted ticket was based upon an estimate of how much a person might be engaged during the year leading up to the Event Bump Out date (11th April). John McCann suggested that the time a volunteer's engagement between Event Close and Bump Out could be recognized when looking at their engagement in the year leading up to the 2025 Bump Out. Lewis again asked the Committee to think about this and make a decision next week.
- **STAKEHOLDERS - HoD DPW**

COMMITTEE - SITE INFRASTRUCTURE

- Tim Viljoen reported that talks with the property owner and the Shire about creating a larger area for storage of our Containers adjacent to the Kulin Bush Race Track have been successful. This should have a very positive impact on our packdown workloads and schedule.
- **STAKEHOLDERS - HoD DPW, Assets Manager**

2024 Event Items

2024 FIRE CONTRACT

- Lewis Viljoen will follow up with the HoD Assurance whether we'd received a quote or contract from WA Fire yet.
- **STAKEHOLDERS - Chairperson, HoD Assurance**

2024 MEDICAL

- John McCann noted that although we are dealing with SDS, the actual entity we are contracting with is Perth Medical Volunteers (PMV). PMV has been set up as a registered charity by SDS and provide the staffing.
- **STAKEHOLDERS - HoD ASSURANCE**

2024 SIGNAGE

- Lewis Viljoen confirmed that we had a crew ready to run Signage. It was noted that the budget allocation is currently \$5k and this may need to be increased. John McCann noted that we needed to have these people taken on as official volunteers.
- **STAKEHOLDERS - EOM, HoD DPW, HoD Volunteering**

2024 ART GRANTS

- Lewis Viljoen asked John McCann to pass on to HoD Arts that we should set a date for closing the 2nd Round Arts Grant Applications if we hadn't done so already.
- **STAKEHOLDERS - Secretary, HoD Arts**

Lewis Viljoen closed the meeting at 7:48 pm