



# BLAZING SWAN INC

## Committee Meeting Minutes

<b>Date:</b>	Monday 22 January 2024
<b>Time:</b>	6.00 pm opened by Lewis Viljoen
<b>Place:</b>	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	
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
Paul Castle	Ordinary Committee Member
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 20240115 were approved in the Special Committee Meeting 16 January 2024.

## Special Committee Meeting

16 January 2024. **John McCann moves, This Committee Approves the Instrument of Delegation giving powers under Section 62(4) of the Constitution of Blazing Swan to the Events Operation Manager, The Procurement Coordinator and the Safety Coordinator as [detailed in the Instrument.](#)**

16 January 2024. **John McCann moves this Committee endorses the use of regular paper for the WTF guide and approves the quote of \$5102 plus GST for the production of an 88 page booklet'. The full Committee rescinded this Motion.**

## GOVERNANCE

### TREASURY - BUDGET

- The Committee was asked to remove the \$10,000 previously allocated to the Camping Team as there is no prospect of that Team being formed in time for the 2024 Event. There might be some additional pressure on the Signage Budget in DPW which we can monitor and manage.
- The Committee was asked to add \$6,000 to the expenditure budget representing purchase of ice. This had been completely left out of the budget planning up to now because the amount was expected to be fully recovered by ice sales. It's preferable to actually show this in the expenditure and the income pages of the budget.
- The Committee was asked to confirm a projected ticket income of \$1,079,000, down from the previously understood \$1,117,000. The reduction is a result of a impact of free tickets being offered to volunteers in the 25 to 49 hour zone, offset by a small increase in ticket volumes in Tier 3 due to a shortfall in uptake of Association Member tickets, and likely to be further offset by a (possibly) limited number of \$400 tickets being offered to volunteers in the under 12 hour zone. In these projections, the assumption is that the Tier 3 price will be \$550, but this is under review.
- It was agreed that the Line Item Budget would be made available to Department Heads.
- **John McCann moved, "This Committee accepts the Blazing Swan Budget dated 22nd January 2024 incorporating the following changes:**
  - **Remove \$10,000 from Camping**
  - **Add \$6,000 to Ice in expenditure, and in income**
  - **Ticket sales projection of \$1,079,000**
- **Seconded Jess Schwendinger. Motion carried.**
- **STAKEHOLDERS - HoD DPW, HoD Assurance, HoD Arts**

### TREASURY - EXTENSION OF DELEGATION TO AUTHORISE EXPENDITURE

- The Treasurer recommended to the Committee that powers under Section 62(4) of the Constitution of Blazing Swan to authorise expenditure should be extended to the Head of Department Event Services, the Head of Department Rangers, the Head of Department Public Works and the Packdown Lead. This would facilitate the purchase of items from their budgets.
- **John McCann moved, "This Committee approves an amendment to the Instrument of Delegation giving powers under Section 62(4) of the Constitution of Blazing Swan so as to include the Head of Department Event Services, the Head of Department Rangers, the Head of Department Public Works and the Packdown Team Lead with each limited to approving \$2,000 on any single purchase, and on the basis that purchases are restricted to their own budget areas. Seconded Jess Schwendinger. Motion carried.**
- **STAKEHOLDER - Treasurer, HoD Event Services, HoD Rangers**

#### TREASURY - REIMBURSEMENT

- The Committee noted that the refrigerator borrowed and used in Medical at the 2023 Event was damaged beyond repair while being returned last week. The Committee agreed that in future, and giving regard to issues of liability, Blazing Swan should look to purchase or hire equipment instead of borrowing it from individuals.
- **John McCann moved, "This Committee authorises payment of \$500 to the owners of the Medical Team fridge that was damaged beyond repair while being returned to them after the 2023 Event." Seconded Jess Schwendinger. Motion carried.**

#### TREASURY - BANK DEBIT CARDS

- We are arranging to get prospective Corporate Credit Card holders to NAB Branches to verify their identity. Paul and Jess are coordinating.
- **STAKEHOLDERS - Treasurer**

#### COMMITTEE - POST EVENT VOLUNTEER BENEFITS PROPOSAL

- The Committee continued to consider benefits that might be made available to post Event crew onsite.
- **STAKEHOLDERS - HoD DPW**

#### COMMITTEE - SPECIAL COMMITTEE MEETING MOTION RESCINDED

- The Committee determined to go ahead with the recycled paper option for the Blazing Swan 2024 WTF Guide.
- **John McCann moved, "This Committee rescinds the motion made at the Special Committee Meeting of 16 January 2023 to use regular paper for the 2024 WTF Guide, and approves the use of recycled paper as recommended by the WTF Coordinator." Seconded Kimberley Strong. Motion carried.**
- **STAKEHOLDERS - HoD DPW**

#### COMMITTEE - SITE INFRASTRUCTURE

- **John McCann moved, "This Committee approves expenditure up to \$20,000 associated with the development of a storage site and facility adjacent to the Event Site at Kulin." Seconded Jess. Motion carried.**
- **STAKEHOLDERS - HoD DPW**

## 2024 Event Items

#### 2024 REFRIGERATED CONTAINER

- It was agreed that Sharyn Maes would arrange for a mechanic to check the refrigerated shipping container prior to it being sent up to Kulin.
- **STAKEHOLDERS - HoD Event Services**

#### 2024 DINGO

- **John McCann moved, "This Committee authorises payment of up to \$1,000 towards the service of the Dingo machine owned by Kirk Hawthorn. Furthermore Kirk will be offered a gratis ticket and 2024 Event TShirt in recognition of his support for the Association." Seconded Gerard Laumen. Motion carried.**
- **STAKEHOLDERS - HoD DPW**

#### 2024 TICKETING

- Committee agreed on the following dates for ticketing:
- Fully subsidised tickets and guest tickets for volunteers would be released on 12 February
- These tickets will only be available until 19th February at which time they will be withdrawn
- Tier 3 will be advertised (price TBA) on 19th February
- Tier 3 will be released on 26 February.
- **STAKEHOLDERS - HoD Community Relations, HoD Volunteering**

## 2024 Event Items

### 2024 MUTANT VEHICLE APPLICATIONS

- John McCann moved, "This Committee approves the 29 Mutant Vehicle applications submitted and supported by the Team Lead Mutant Vehicles." Seconded Sharyn Maes. Motion carried.
- John McCann moved, "This Committee approves a budget of up to \$2000 for the Mutant Vehicle Teams in the Arts Department to defray the cost of licence plates for Mutant Vehicles and other vehicle and operator licensing costs." Seconded Sharyn Maes. Motion carried.
- **STAKEHOLDERS - Treasurer, HoD Arts**

Lewis Viljoen closed the meeting at 8:20 pm