



BLAZING SWAN INC

Committee Meeting Minutes Redacted

Date:	Monday 29 January 2024
Time:	6.06 pm opened by Tim 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	
John McCann	Secretary
Sharyn Maes	Ordinary Committee Member
Jess Schwendinger	Treasurer
Tim Viljoen	Deputy Chairperson
Gerard Laumen	Ordinary Committee Member
Paul Castle	Ordinary Committee Member
Genevieve Howe	Ordinary Committee Member
Kimberley Strong	Ordinary Committee Member

Apologies	
Lewis Viljoen (present first ten minutes)	Chairperson

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 20240122 were approved

Special Committee Meeting

GOVERNANCE

TREASURY - BUDGET

- The Committee was asked to endorse moving \$2500 from the Security Budget to the Safety Budget where it will be used to pay for IDs and lanyards across the entire organisation.
- The Committee was asked to increase the budget allocation to WTF printing from \$6250 to \$7000 to accommodate printing on recycled paper and possible growth of the WTF beyond 88 pages - noting that the WTF Coordinator was keeping close check on that growth.
- **John McCann moved, "This Committee accepts the Blazing Swan Budget dated 29nd January 2024 incorporating the following changes:**
 - **Move \$2500 from Security to Safety**
 - **Add \$750 to WTF printing.**
- **Seconded Sharyn Maes. Motion carried.**
- **STAKEHOLDERS - HoD Community Relations, HoD Assurance**

TREASURY - STORE ACCOUNTS

- The Committee noted that the store accounts for Officeworks and Costco were being set up. It was noted that the Costco Account will be linked to the Corporate Credit Card issues to the HoD Event Services, reflecting their role in supervising the House Team which are expected to be the main users of that account. Sharyn Maes to set up with HoD Event Services Credit Card.

COMMITTEE - MEMBERSHIP

- **John McCann moved, "This Committee approves the member application presented by the Secretary." Seconded by Tim Viljoen.** The details have been entered in the Association Membership Register.

COMMITTEE - TRAINING AND QUALIFICATIONS FOR COMMITTEE

- Committee noted and agreed that training and qualification requirements for Committee Members are:
 - Ranger standard training
 - Working with Children Check (mandatory)
 - White Card (mandatory if onsite pre or post Event)
 - First Aid (recommended)
 - Mental Health First Aid (desirable but noted that it is difficult to source)

TREASURY - WORKLOAD MANAGEMENT

- Jess Schwendinger has asked for assistance in processing payment Approvals. Gerard Laumen has offered to help. Paul Castle said that he'd look to increase Gerard's Approval limits if necessary.
- **STAKEHOLDERS - Treasurer**

COMMITTEE - POST EVENT VOLUNTEER BENEFITS PROPOSAL

- The decision taken at this meeting was reversed by a motion of Committee on 19 February 2024
- **STAKEHOLDERS - HoD DPW, HoD Volunteering**

COMMITTEE - NYOONGAR CUSTODIAN ENGAGEMENT

- **John McCann moved, "This Committee agrees that the role of 'Aboriginal Coordinator' in our organisation should be renamed as 'Nyoongar Custodian Engagement'. Seconded by Sharyn Maes. Motion carried.**
- **STAKEHOLDERS - Nyoongar Custodian Engagement Coordinator**

COMMITTEE - APPOINT OF DR KATE DERRY TO CO LEAD NYOONGAR CUSTODIAN ENGAGEMENT

- John McCann moved, "This Committee appoints Dr Kate Derry to the role of Nyoongar Custodian Engagement as Co-Lead with Frank Mitchell." Seconded by Genevieve Howe. Motion carried.
- **STAKEHOLDERS - Nyoongar Custodian Engagement Coordinator**

COMMITTEE - ACCESSIBILITY

- The Treasurer is still waiting on a properly formulated budget submission from Accessibility via the Head of Department Assurance. Paul Castle said that he would follow that up. John McCann advised that the initial budget allocation at this time was \$7500, the same as last year's.
- The Committee declined to approve the quote presented to Committee for the engagement of a consultant to develop an Accessibility Plan for Blazing Swan. The Committee requested that further quotes should be sought, including from appropriately qualified people in Western Australia. John McCann noted that the Committee could - at its own discretion - provide assistance to allow people interested in quoting to attend and experience the 2024 Event. This would be without prejudice to consideration of any quote they subsequently submitted.
- The Committee agreed that Jess Schwendinger would contact the Team Lead Accessibility and advise them that we wished to come to a quick resolution of matters currently before us. We would also announce our intention to commence a process of consultation with stakeholders with a view to developing an Accessibility Strategy and Plan for Blazing Swan going forward.
- **STAKEHOLDERS - HoD Assurance**

COMMITTEE - SPECIAL GENERAL MEETING 20 MAY 2024

- John McCann flagged an intention to call a Special General Meeting for 20 May 2024. Planning for this would need to start very soon. A tentative agenda could include:
 - Financial Report Blazing Swan 2022/2023
 - Event Report Blazing Swan 2024
 - Announce 2025 Event Theme
 - Confirm a triennial approach to reviewing and selecting suppliers for all major contracts, with preferred (not guaranteed) contractor status for those selected. Approximately 4 to 5 contracts would be reviewed each year on a rolling cycle.
 - Confirm the continuance of use of the tender approach for the EOM role 2025-2027
 - Confirm a Ticketing and Volunteer Benefits Strategy for 2025 (prices, volumes, benefits)
 - Confirm a Financial Reserves Policy for 2025-2030
 - Propose a Constitutional amendment, creating of non-voting class of membership 'Life Member'
 - Endorse increase Committee membership from 9 to 11
 - Deal with the resignation of John McCann from the Secretary role, who remaining as Ordinary Member
 - Selection and appointment of two members to two Committee vacancies
 - Other items as suggested via a membership survey.

2024 Event Items

2024 THEME CAMPS RSA AND SAFE FOOD HANDLING TRAINING

- John McCann confirmed that the HoD Theme Camps Support was passing on to Theme Camps our recommendation to have all Theme Camp crew who are involved in the service of Alcohol to have RSA training.
- Tim Viljoen noted that Theme Camps involved in Food preparation should have Safe Food Handling training. Tim noted that this was previously free via, but now appeared to be a fee based certificate. John McCann undertook to check and update the links to this service, and talk with the HoD Theme Camps Support.
- John McCann noted that the Theme Camps Support budget included \$2000 discretionary funding that would enable us to reimburse approved training and certification for Theme Camp crew. Any such arrangement would need to be further discussed in Committee before being implemented.
- **STAKEHOLDERS - HoD THEME CAMPS SUPPORT**

2024 REFRIGERATED CONTAINER

- The Committee agreed that the HoD Credit Card would be used to pay for the refrigeration container annual service, arranged by Sharyn Maes.Lew
- **STAKEHOLDER - HoD Event Services**

2024 Event Items

2024 MEDICAL CONTRACT

- The Head of Department has asked the Committee to approve the Medical Contract with SDS/Perth Medical Volunteers. The Committee noted that we had a request to pay a deposit which had standard terms and conditions. The Committee flagged our intention to arrange payment of the deposit immediately.
- **John McCann moved, "This Committee approves the engagement of SDS/Perth Medical Volunteers to provide Medical Services to the Blazing Swan 2024 Event and payment of \$51,640 for those services." Seconded Sharyn Maes. Motion carried.**
STAKEHOLDERS - HoD Assurance

2024 ARTS PROJECT - BLAZING SWAN PRINCIPLES

- Committee noted that Peter Roehrig has a proposal to prepare an Artwork for Blazing Swan highlighting the Blaze Principles. The Committee noted that this was a Blazing Swan project and not an individual seeking an Arts Grant.
- **John McCann moved, "This Committee approves up to \$4000 in funding for the 'Principles' art installation being developed by Peter Roehrig, with the money coming from unspent funds previously allocated to the Arts Grants budget. Seconded Sharyn Maes. Motion carried.**
- The Committee noted that other unspent money associated with the Arts Grant budget may be allocated to art work associated with the Greeters Gate and to purchasing tools for Arts Teams. The Committee made no specific direction in relation to these matters. The Committee did note that Blazing Swan needed to give urgent attention to developing a procedure for managing Assets (such as tools) and have that procedure in place before the 2024 Event.
- **STAKEHOLDERS - HoD Arts, HoD Event Services, Treasurer**

2024 TICKETING

- Committee agreed that information about the ticketing arrangements for volunteers and volunteer guests should be announced as soon as possible, and include notice that Guest tickets are not transferable, although Blazing Swan can facilitate reassignment of Guests tickets at the request of the volunteer.
- The timeline for ticket releases discussed in Committee last week was modified as follows:
- Fully subsidised tickets and guest tickets for volunteers would be released on 12 February
- These tickets will only be available for two weeks until 28 February at which time they will be withdrawn
- Tier 3 will be advertised (price TBA) on 19th February
- Tier 3 will be released on 29 February.
- The Committee noted that there may be a requirement to create a ticket Type 'Contractor'.
- The Committee reaffirmed that Kimberley Strong and Paul Castle are the Committee's leads on ticketing and with oversight over all ticket types, working with the following Stakeholders
 - HoD Volunteering for volunteer tickets,
 - Secretary for Association Membership tickets,
 - HoD Arts for Arts and Mutant Vehicle tickets
 - HoD Theme Camps for Theme Camp tickets
 - HoD Assurance for Carers and Assistance Animal tickets
 - Family and Children Coordinator for children tickets
 - HoD Community Relations and Ticketing Team Lead, and
 - Treasurer.
- **STAKEHOLDERS - ESC, Family Children Coordinator, Treasurer**

Tim Viljoen closed the meeting at 8:30 pm