



BLAZING SWAN INC

Meeting Minutes
Blazing Swan Inc.
Annual General Meeting

Date:	2nd August 2020
Time:	15:00 - 17:00pm
Place:	The Swan's Nest - 38 Amhurst St Fremantle

Attendees:

Adie Chapman	David Latham	Kim Lucas	Russel Clarke
Alana Meade	David Moyses	Kimberly Strong	Ryan Alexander
Alicia Anders	Fei Ngeow	Kirk Hawthorn	Ryan Linkowski
Allan Allsop	Gaetan Schurrer	Laura Flora	Sabine Benz-Pohland
Amy Richardson	Georg Raithel	Laurie Caddy	Sarah Lamont
Andre Georgieff	George King	Lewis Viljoen	Seteve Soames
Andy Marsh	Gln Kernick	Lia Smith	Sharon Banks
Anne Sorenson	Hana Priest	Mark Langridge	Sheridan Lamb
Anne-Gael Viljoel	Holy Schulze	Matthew Bray	Sonia Vivienne-Thorpe
Anton Lord	Jakub Pyrchla	Minouck Duin	Stean Vitasovic

Ben Foster	James Hastings	Neesha Peacock	Tay Kruger
Billy Amesz	Jana Sturis	Neoemi Reynolds	Thomas Owen
Brooke Andrews	Janice Rundle	Nimmi Carlose	Tierney McPartland
Bruce Garrod	Jerome Bowan	Parvel Perina	Tim Braybrooke
Bryan Somerville	Joanne Morup	Pasan Tennakoon	Tim Viljoen
Cameraon Broad	Jonathan Watts	Peter Roehrig	Tom Draffen
Chloe King	Jorja Christensen	Petr Cervenka	Vida Barrett
Daniel Taylor	Kai Paul Kench	Richard Morup	Wesley Lamont
Dave McGuinness	Karen Becker	Rodney Mason	Zara Rusk

Attended by Proxy

Kristan Angel - by Tierney McPartland
 Toby Joske - by Tierney McPartland
 Craig Williams - by Tierney McPartland
 William Dixon - Tierney McPartland
 Tay Kruger - by Andy Marsh
 Siridean Uan - by Andy Marsh
 Chloe King - by Andy Marsh
 George King - by Andy Marsh
 Anne Sorenson - by Pasan Tennakoon
 Jakub Pyrchla - by Pasan Tennakoon
 Tom Draffen - by Rodney Mason
 Janice Rundle - by Rodney Mason

Item and description

Minutes

Formalities	
Welcome and apologies	VB welcomed and opened the meeting at 3:16pm and acknowledged country
Previous meeting/s minutes	Previous minutes moved by SB and Seconded by NC - Minutes minutes accepted
Declaration of any conflicts of interest for items on current agenda	No conflicts declared

Item and description

Minutes

General business	
Matters Arising from the Minutes	Lan Meade queried wording of extenuating circumstances motion. PT clarified that wording did not change but follow up motion was passed by committee and included as update in minutes
Acceptance of New Members by Committee	19 new members accepted by committee [Prior to Meeting] PT moved to accept member applications, TV seconded, committee passed

Chairs Report

VB listed and introduced new applicants for BSI committee for treasurer and ordinary committee

VB expressed gratitude to the 5 members leaving the committee.

Membership applause for each

VB introduced committee members that are continuing on their terms either by default application or two year terms

VB summarized admin achievements such as change in org structure to better distribute load and updating policies and procedures. JDFs were written for most position and an asset register was organised for nest
VB summarised communications overhaul thanks to comms team Bruce and Andy and the streamlining of social media.

VB summarized theme camp achievements with special thank you to TV and John Mack. Also mentioned new theme camp map

VB summarised accessibility achievements with SB in league with camp bruhaha. Improved accessible toilets and accessible areas

VB summarized art achievement including 35 art projects and 8 art cars, and bus stops, thanks to Neesh's lead

VB summarised good work of Hana on flame effects unit certification. Hana Priest expressed that she would like there to be more fire at Blazing Swan

VB summarised builds with Dan Taylors effigy build and Ronnie Boards temple build

VB summarised site work including onsite compound and pack up, fresh start for site next year

VB summarised other projects including virtual perception, nest feasibility report by risky as requested by many members. As well as budget and finances

VB went onto challenges with cancellation 3 weeks prior to event with angry ticket holders and compliance by the department of mines and had to seek legal advice. Result was that most people have received their 33% refund. Bank dispute total was 9922.32.

VB summarised our future with goal of making 2020 event go ahead as much as possible. Uncertainty on how many tickets lost for next year due to variety

	<p>of reasons such as loss in social capital, economic climate and no interstate travel. VB attended managing situation through covid pandemic.</p> <p>VB asked for need for more support from community in order to continue such as donations page, with \$13293. Call out to volunteer roles and energetic support. Lewis Viljoen expressed that whole event runs on peoples energy. And expressed luck of community for having nest warehouse space, and encourages more people to use nest. Lewis explained that this was 8th year of event, and stressed need to push support in community</p>
<p>Treasurer's Report</p>	<p>NC welcomed and thanked all. NC summarised how much in bank at start (refer to report) and how much liability paid at start and explained how Blazing Swan operates on yearly loss.</p> <p>NC summarised goals moving forward by running blaze sustainability by breaking even for future event. NC thanked Dan Taylor for assistance in audits. NC explained how auditor will go through everything to ensure all transactions and receipts are detailed. Lewis Viljoen thanked NC and DT for effort in going through everything. NC informed nest rental reductions through negotiations.</p> <p>NC summarised current balance from ticket sales and 33% refunds and tenancy till september.</p> <p>NC showed forecast budget for next 12 months and passed onto VB.</p> <p>VB summarised budget if event does not occur and budget required to survive till end of lease in 2021. Summarised annual running costs for event as well as annual running costs for nest. VB summarised annual income minus ticket sales including current donations and blaze fundraiser and nest income and merchandise sale. VB also informed that 20k redundancy held. If goals achieved then Blazing Swan will survive through to next year without ticketed event occurring. Further event expenses too early to determine.</p> <p>Kirk Hawthorn queried nest rent and outgoing 109k and asked clarity on how much it is after discount, Kirk also queried nest contractor payments. NC stated that contractor is nest manager and that discount only covered from April for current financial year. NC informed that risky is doing full presentation on nest later. NC explained difference between qualified and</p>

	<p>non qualified items on audit. Dave McGuiness asked software used and if its set up, VB stated that xero has been set up. NC stated that new committee can make qualifications more refined. AL stated that last 12 months did single largest upgrade to systems</p>
<p>Election of new committee members</p>	<p>PT thanked VB for her efforts as chair. PT explained election process for treasurer position (first past post) and ordinary committee (preferential). Noemi further clarified preferential voting system after query from Sarah Lamont.</p> <p>PT introduced Lan Meade and Dan Taylor as treasurer. LM presented her pitch as treasurer.No questions for Lan Meade. DT presented his pitch for treasurer.</p> <p>PT introduced ordinary committee members noimnations. Ryan Linkowski presented pitch for committee nomination. LM asked re Ryes passion for nest, Rye explained passion for creating space for building dreams. NC asked if he commits to full year of committee, RL answered yes. RM queried if he remains obligated to keeping committee discussions confidential. RL stated that being open about whats happening doesn't mean sharing that and Yes. David Latham presented his pitch for committee, Jorja asked what he sees for nest in future, David answered nest needs to be sustainable. Sarah Lamont queried if legal to have renters here, David clarified no-one lives here, SB stated that only Ryan lives here and is beneficial for security. Lan asked how to mitigate risk of long term leases if there is no lease next year. Rye stated no subleases signed. AL interjected that it was Dave Lathams question and he is to answer. DL stated there was no guarantee. Laura queried relevance of fremantle industrial arts quarter and that they will be renting and using nest and asked to elaborate. Dave stated he wasn't aware they were not aware. RM exclaimed that there is a conflict of interest here in regards to other interests. BA presented her pitch. Dave McGuiness asked if anyone from DPW for committee, BA informed she is only one. DT asked to elaborate on HR experience, BA clarified she is in government agency in HR and recruitment and works with ministry of disability</p>

<p>Communications Report</p>	<p>BG introduced himself as comms team</p> <p>Summarised that clarifying the communications around Blazing Swan. This included refining social media. Developed website work. Standardised social media responses and implemented document control system</p> <p>BG summarized social media reach numbers</p> <p>BG summarised comms challenges including the changes resulted in introducing comms, community challenges and cancellation aftermath. SB stated that comms not only managing comms but receiving bulk of community distress.</p> <p>BG summarised virtual blaze achievements. BG thanked the hard work of theme camps to put on content of the virtual blaze. Total of 66 events put on by the community</p> <p>BG and AM intent to continue to next year, and will be producing comms manual so it can be handed over in future. LM queried what was the favourite #gate, AM responded there was no #gate</p>
<p>Nest Feasibility Report</p>	<p>RM began presentation on nest feasibility report. Informed he has been looking into detail of what the nest costs.</p> <p>Summarised lease time period through to September 2021, and the 20k bond which is liable if nest lease broken. Summarised variable outgoings budget</p> <p>RM Presented outgoings and incomings spreadsheets. Presentation not visible. RM informed he will send out sheet to all members and summarised items verbally (refer to attachment). DT made corrections on process for fees. DT reiterated that Rye no longer paying Nest manager as done in past.</p> <p>RM presented nest financial overview summary including forecast for 2020/21 (refer to attachment). RM reminded that nest lease was originally signed at time of governments work for done program that paid for nest. LV stated that 30k per program run with 4 per year. RM elaborated this was not run till 2018. NC asked how much of it paid for supervisor. DT clarified that 10k was for materials, 10k to wages and 10k for nest. R pop M continued to summarise sheet (refer to attachment). RM explained difference of ppl using nest for storage and projects specifically for blazing swan vs other external parties, which represents only 20% being for Blazing Swan purposes. At the</p>

moment the numbers say that nest does not pay for itself despite hopes that it will into future 12 months. Kirk queried if he has factored in rent that effigy/temple build would've paid had it was stored elsewhere. RM responded that it was not factored in due to lack of documented evidence of how nest used. NC clarified dollar value on meetings at nest not placed. Kirk suggested doing internal charge such as effigy materials/tools and effigy nest rent. RM suggested this written as area of improvement. NC warned that care must be taken in auditing as transactions may require receipts/invoice. RM continued with forecast assuming pessimistic view that Blaze does not run in 2021. RM summarised findings of benefits for event logistics and original intent of having work for dole program. Summarised Ryes contributions to Nest. Concluded that 70k may be better applied if benefit of nest is not sufficient. RM stressed need for better record keeping, consider moving to annual lease, and containerising nest to increase flexibility. RM summarised containerised cost, Dave McGuinness exclaimed that this proves moving out of nest is not free and significant. LM queried if BSI staying in nest how to ensure nest sustainable. RM stated he has not looked into how nest made sustainable. LM suggested sending info to members for review. SS suggested responsibility of committee in financial liability of BSI becoming insolvent that nest will be locked up and assets dissolved. RM clarified that BSI reliant on donations and fundraising events to survive. DL suggested that for nest to break even, Nest earns all money required for nest to be credible and lost opportunity cost of moving out of nest. Raised other benefits such as ticket sales and members from Nest operations. RM stated that way nest is been managed does not give us data to make informed decisions on how to manage nest. JR stated that nest is great as a community hub.

[Preliminary Discussions] Proposed
 Constitutional Changes
 -Life Member
 -Committee Terms
 -General Corrections

PT presented 3 proposed changes to constitution
 LM suggested doing separate sub committee for constitution
 PT agreed, no general objections

Other Business Arising	Holly queried if conflict of interest should be discussed. RM called to stage by PT. NR suggested getting legal advice first. RM stated BSI will look into advice first before getting making a decision.
Results of Committee Election	<p>NR presented results of treasury election. Lan Meade elected as treasurer. NR presented results of ordinary committee member election results were Brooke Andrews elected, Ryan Linkowski elected.</p> <p>VB informed that potential conflict of interest discovered, it will be resolved later if there are any issues with the conflict of interest. AL queried if its a real conflict of interest or not sure if it is, VB stated does require further investigating.</p> <p>TV presented new committee, executive positions ratified by membership, PT duly confirmed as secretary, VB duly confirmed as chair and SB duely cofnrmed as vice</p>

Item and description

Minutes

Other items/wrapping up	
Review of agreed actions and motions arising from general business	NA
Late or urgent business	NA
Meeting Close	Meeting Closed by VB at 6:25pm

Minute taker:	Pasan Tennakoon, Secretary
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Signed:	
Name:	Pasan Tennakoon
Date:	02/08/2020

ADMIN TEAM USE ONLY

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Person Responsible:	Pasan Tennakoon
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