

**AFRIKA BURNS CREATIVE PROJECTS (Association incorporated under section 21)
REGISTRATION NO: 2007/020812/08**

**MINUTES OF THE ANNUAL GENERAL MEETING OF THE MEMEBERS
HELD AT CAPE TOWN ON 27 OCTOBER 2011**

MEMBERS PRESENT: Brad Baard
Richard Bowsher
Paul Grose
Conrad Hicks
Jonathan Hoffenberg
Liz Linsell
Jan Lohfeld
Travis Lyle
Charles Palm
Monique Schiess
Robert Weinek
Adriaan Wessels

APOLOGIES: Graeme Allan (proxy given to R. Bowsher)
Mike 't Sas-Rolfes (proxy given to R. Bowsher)

CHAIRMAN: Richard Bowsher

MINUTE TAKER: Adriaan Wessels

CHAIRMAN AND QUORUM

The requisite quorum being present, Richard Bowsher was elected AGM meeting Chairman (with power to confirm and sign the minutes of the AGM as taken by the Minute Taker) by the Members, Adriaan Wessels was elected Minute Taker, and the chairman declared the meeting duly constituted. The Members present were re-confirmed as Members by resolution of the Members.

GOVERNANCE

It was unanimously resolved that the governance policy document and web pages (appended hereto) be adopted by the company, subject to the following amendment:

- the maximum number of serving directors shall be limited to seven (7).

The governance policy document web pages are to be posted to the web site as soon as possible.

ORGANISATION STRUCTURE

It was unanimously resolved that the proposed organisation structure (appended hereto), to the top line of portfolios should be adopted, subject to the following amendments:

- Department of Mutant Vehicles (DMV) shall be moved up to become a top line portfolio



- That an additional department of the organisation be created ... for projects and opportunities other than the main event or special events ... and that this is called the “idea incubator” or ‘cloud enabler’. However, it is also noted that the cloud permeates all roles/departments – and all involved may create/drive/implement opportunities (which must be approved by Directors or Members at some point depending upon scope) for AfrikaBurn.

PAY IN GENERAL

It was also resolved that all forms of pay agreed at the 2011 AGM, and all forms of future pay for services provided by contractors or staff to AfrikaBurn, be governed by the following principles/guidelines:

- a. It is AfrikaBurns preference wherever possible to find suitable volunteers to fulfil rolls rather than pay for services.
- b. The relevant person must actually need or want to be paid in order to get paid. So – AfrikaBurn is prepared to pay people but not create permanent paid positions.
- c. Amounts paid must be modest and in line with modest remuneration as received by people fulfilling similar roles at other non-profit organisations.
- d. In general, AfrikaBurn would like to foster as many people into as many roles as possible (with various people receiving payment when necessary and if credible proven volunteer alternatives are not available) rather than concentrating jobs amongst a few well paid staff.
- e. It was agreed that it is best for the organisations and events future and continuity to open up and welcome in many new people into the organisation in a structured yet much more open way (hence the organogram) which then effectively opens up the organisation to growth with multiple contacts rather than concentrated contact with a few individuals.

PAY FOR INDEPENDENT CONTRACTORS PROVIDING SERVICES FOR 2012 EVENT

It was unanimously resolved that all directors excluding Monique Schiess, Elizabeth Linsell and Samantha Bendzulla would receive an allowance of R1,000 per meeting attended, to a maximum of R8,000 per annum.

The following fixed term contracts were unanimously approved:

Paul Grose	R5,000 per calendar month for four months, from 1 February 2012 to 31 May 2012
Roger Mallet	R5,000 per calendar month for three months, from 1 March 2012 to 31 May 2012
Robert Weinek	R5,000 per calendar month for four months, from 1 February 2012 to 31 May 2012
Monique Schiess	R18,000 per calendar month for six months, from 15 November 2011 to



15 December 2011 (to be counted as the first month of the contract)
and 1 January 2012 to 31 May 2012

Liz Linsell R15,000 per calendar month for six months, from 15 November 2011 to
15 December 2011 (to be counted as the first month of the contract)
and 1 January 2012 to 31 May 2012

Samantha Bendzulla R15, 000 per calendar month for six months, from 15 November 2011
to 15 December 2011 (to be counted as the first month of the contract)
and 1 January 2012 to 31 May 2012.

The following fixed term contract was approved on condition that a full board of Directors agreed (upon review in January 2012) that the company was in a healthy financial position to afford the additional cost:

Adriaan Wessels R12, 500 per calendar month for four months, from 15 January 2012 to
15 May 2012.

It was resolved that the above people will not be employed by the company and that they will only be hired on a fixed term independent contractor basis. They will only be paid by the company upon receipt by the company of a properly completed invoice for their services on a monthly basis. It was further resolved that all such independent contractors are independently responsible for their own income tax reporting and related affairs.

It was resolved that Monique Schiess, Liz Linsell and Samantha Bendzulla are required to submit a clear description of the services which they will provide in terms of their fixed terms contracts and also provide clear definition of their respective individual responsibilities to the members and directors by the end of November 2011.

It was further resolved that such definition of services and responsibilities must include the development of written succession management plans, which enable the handing over knowledge of their roles so that future replacements may essentially receive a written "how to" guide enabling them to quickly and effectively replace these contractors in the future. In Monique's case specifically (because she communicated this is to be her last desired service as an event coordinator) it is a requirement that she steadily hand over the management of all her core event-related portfolios to Liz and Sam, and assist them so that that well before the 2012 event both Sam and Liz are practically familiar with and operationally managing these core portfolios ... thus effecting the practical handover of very significant institutional knowledge.

It was further resolved that the remuneration offered to Monique Schiess, Liz Linsell and Samantha Bendzulla is contingent on their successfully defining and fulfilling their contracted responsibilities as submitted to the members and directors.



FINANCIAL STATEMENTS & 2012 BUDGET

The financial statements for the years ending 31 July 2010 and 31 July 2011 were tabled, discussed and unanimously approved and adopted.

Directors presented a 2012 event expenses and annual expenses budget of R1.6 Million (excluding independent contractor pay outlined above). Following discussion, Members agreed to a 2012 expenses budget of R1.4 Million and requested that "Fincom" and Directors find ways to either increase revenue and/or drive down costs to meet the targeted R1.4 Million (excluding independent contractor pay outlined above and expected to total roughly R400, 000) in total annual expenses for the coming year.

CHANGES IN DIRECTORS

Julia Savage, Brad Baard and Paul Grose resigned as directors. The resignations were accepted.

The prior resignations of Paul Jorgensen, Liane Visser and Mike Tsas-Rolfes were re –confirmed and it was resolved to remove them as Directors.

Monique Schiess, Jonathan Hoffenberg, Elizabeth Linsel and Robert Weineck confirmed that they wished to remain directors and were accepted as such by a resolution of the Members.

It was unanimously resolved that the line of sight requirement in the governance document be waived for Adriaan Wessels, provided that he give one month's notice in the event of resigning as a Director. On this basis Adriaan Wessels confirmed that he wished to remain a director, and was accepted as such.

Samantha Bendzulla was proposed as a director, and voted in as such.

Devin Herd was proposed as a director, but not accepted as such.

It was resolved that existing registered Directors – namely Robert Weinek and Monique Schiess - will take all necessary steps to properly effect the changes in directorships. It was also resolved that Richard Bowsher would voluntarily assist with administration of paperwork necessary to effect the changes.

CHANGES IN MEMBERS

Jacqui Wolfson was proposed as a member, and voted in as such.

Tristan Lang was proposed as a member, and voted in as such.

Shelly Cooper was proposed as a member, and voted in as such.



Sebastian Prinz was proposed as a member, and voted in as such.

Isa Marques was proposed as a member, and voted in as such.

Wayne McDermid was proposed as a member, and voted in as such.

Henk van Niekerk was proposed as a member, but not accepted as such.

Verity Maud was proposed as a member, and voted in as such.

The resignations of Paul Jorgensen, Karen Stewart, Liane Visser, Brendan Smithers and Anine Trumplemann as members were accepted.

It was resolved that the Member status of Regan Tacon and James Happe had lapsed on the basis of inactivity.

It was resolved that existing registered Directors – namely Robert Weinek and Monique Schiess – will take all necessary steps to properly effect the changes in membership. It was also resolved that Richard Bowsher would voluntarily assist with administration of paperwork necessary to effect the changes.

SECRETARIAL MATTERS

It was unanimously resolved that all secretarial matters for AFRIKA BURNS CREATIVE PROJECTS would be handled by Fairbridges Attorneys of Cape Town and that the company would pay Fairbridges for such services in line with Fairbridges standard rates.

It was unanimously resolved that the registered address of AFRIKA BURNS CREATIVE PROJECTS would be moved from 292 Cape Holly Road, Noordhoek to Fairbridges Attorneys of Cape Town forthwith and that the company would pay Fairbridges for such registered address services in line with Fairbridges standard rates.

The meeting was closed.

Signed:



Richard Bowsher, Chairman, AfrikaBurn 2011 AGM.

Afrika Burns Creative Projects (Association Incorporated under Section 21)

Governance and Transparency policy

AS ADOPTED BY COMPANY MEMBERS AT 27 OCTOBER 2011 AGM.

In 2011, AfrikaBurn Members and Directors decided it was important to improve and adopt company policy covering governance and transparency. Below is a document which is a “two in one” – it describes policy adopted at the Stofberaad (with subsequent minor amendments) and is also the document which will be prominently published on the AfrikaBurn web sites following formal adoption at the 2011 AGM. If members deem it necessary at the time, this policy will be reviewed at the 2012 AGM, and thereafter relevant elements will be added the revised Afrika Burns Creative Projects MOI as required by the new Companies act.

In addition to this document (and its component web pages as described), links to other documents such as all financials (audited and unaudited) for all prior years, the organogram and contact information for all current Directors, Members and Portfolio Coordinators will be very prominently published on eth AfrikaBurn web site.

Web Publishing and pages

The primary link from the AB home page navigation bar and should be “Governance & transparency”. Then please publish under the following five sub-headings (which have been highlighted in red through the document):

Governance & transparency overview

How is AfrikaBurn managed?

Are the organizers paid?

Financials, reporting & AGM

Past & current Directors & Members

Governance & transparency overview

Afrikaburn governance & transparency

The Founders and Organizers of AfrikaBurn recognize that good governance, general transparency, and - in particular - ongoing financial transparency are critical to the long term success and existence of AfrikaBurn.



This web page and pages/documents linked from it are provided so that all participants and interested parties may understand how we are set-up, how we are managed, what we do with the money. Clear explanations for how you may nominate a Member or Director are also provided. If you would like further information than what is provided below, please contact one of the AfrikaBurn Members or Directors. For a full list of current Members and Directors and their contact details, please click [here](#).

Who owns and controls AfrikaBurn?

AfrikaBurn is wholly owned by AfrikaBurn Creative Projects (Association Incorporated not for gain under Section 21). The company was/is registered in South Africa and its registration number is 2007/020812/08.

What is a non-profit organization?

Non-profit organizations provide some public service or have some public purpose that goes beyond serving the personal interests of the members of the NPO (such as the promotion of the arts, promotion of libertarian values, social welfare, economic development, charity, education or research). AfrikaBurns purpose is described in its Memorandum of Association and Articles of Association.

Click [here](#) to download a PDF copy:

AfrikaBurn Memorandum of Association
AfrikaBurn Articles of Association

(Please note that the above documents are to be amended to be brought in line with the new companies act).

Non-profit organizations may (and should try to) make a profit, but may not distribute their property assets or profits to their members. AfrikaBurn uses any profits it makes to further its purpose, objectives and public interest. No Member or Director of AfrikaBurn makes a profit from AfrikaBurn. Some Directors and Portfolio Managers may be (very modestly) remunerated for their services so that they may continue to live and feed themselves while contributing their time to making AfrikaBurn happen. For financial details, please click [here](#).

Non-profit organizations frequently do not generate enough income to cover all their expenses, so they fundraise from the public or donors. AfrikaBurn operated at a loss for the years 2007, 2008 and 2009. Due to the generous donations of cash, time and services of the community, the organization was able to continue. However, in 2010 and 2011 the numbers of people participating in AfrikaBurn events has meant that the organization is now operating in such a manner as to be able to fund itself and fund increased creative projects and art at AfrikaBurn events, and beyond.



How is AfrikaBurn managed?

How is the AfrikaBurn non-profit organization managed?

As a Section 21 company, AfrikaBurn is a not-for-profit company that has a two-tiered governance structure consisting of the Members and the Directors. AfrikaBurn's Memorandum of Association and Articles of Association (or founding documents) clearly (and legally) define the organizations purpose and object - both of which explicitly include the core principles of Communal Effort, participation, Civic Responsibility, Immediacy, Decommodification, Gifting, Leaving no Trace, Radical Inclusion, Radical Self-Reliance and Radical Self-Expression.

Click here to download a PDF copy:

- 1) AfrikaBurn Memorandum of Association
- 2) AfrikaBurn Articles of Association

(Please note that the above documents are to be amended to be brought in line with the new companies act. Furthermore, the rights and obligations of Members and Directors will be slammedended to reflect the outlines provided below).

The **Members** could be compared to shareholders of a "regular" company in some ways. Members broadly exercise their duties and powers in general meetings or annual general meetings. For example, Members have the obligation and power to appoint and remove directors, appoint or remove other members, or amend the founding documents of the company (only if necessary). They have the obligation to ensure that appointed Members and Directors are fulfilling the Section 21 Company's purpose and object as defined in the Memo and such other things as agreed from time to time. However, there are two key areas in which Members are very different to shareholders of a "regular" for profit company:

- 1) Assets or profits of the company may not under any circumstance be distributed to Members.
- 2) They are not liable for the debts or actions of the company. In the case of AfrikaBurn, their liability is limited to R1.

The **Directors** have broad executive responsibility for the on-going day-to-day operation of the company. In AfrikaBurn's case, this is primarily responsibility for the planning and management of the annual AfrikaBurn event, responsibility for the ongoing management of AfrikaBurns finances, and responsibility for the timely production of AfrikaBurns audited annual financial statements which are to be presented at the Annual General Meeting (held each year in September/October).

What are the obligations/expectations of being a volunteer Member? And how do Members get appointed, resign, get honoured?

AfrikaBurn is legally required to have a minimum of 7 members. Members either come forward voluntarily or are nominated by the AfrikaBurn community at large. Any person involved in our greater community may nominate someone to become a Member. Nominations must be submitted to existing Members at least two months prior to the AGM. There is no fixed voluntary service term



for Members; so therefore Members remain Members until they resign or do not meet their commitments and are requested to resign by (over 66% including proxy votes of the) other Members.

In order to be eligible to be a Member, and in order to remain a Member, a candidate must fulfil the following minimum requirements:

- 1) Must have actively participated in (and attended) a minimum of three AfrikaBurn events and must have actively participated in (and attended) at least two of the last three events.
- 2) Must have a clear understanding of AfrikaBurns core principles, and participate in AfrikaBurn's events in such a manner which clearly demonstrates a deep commitment to AfrikaBurns principles.
- 3) Must understand the duties and obligations involved in being a Member. This is not a title it's a volunteer job.
- 4) Must be willing to diligently fulfil his/her responsibilities as a Member and contribute (from time to time) to assisting others within the organization with the fulfilment of their duties. This broadly speaking means you must be constructively involved and focused – rather than absent and/or not constructively involved.
- 5) Must be willing to attend (and actually attend) a minimum of three quarterly AfrikaBurn Members and Directors meetings in a year including the Annual General Meeting. This requirement may somewhat be relaxed for Members living outside of the Cape. However, attending the AGM is essential.

Candidates from all walks of life, backgrounds and interests are encouraged to apply; however, existing Members will be firmly guided by the above requirements when considering a nomination. Nominated Members are appointed if they receive a minimum 66% majority vote (including proxy votes) of the Members at a properly constituted meeting of the Members (which will generally be the AGM). If Members are not willing (or able) for whatever reason to fulfil the above obligations, they are required to notify their fellow Members and formally resign at the next AGM.

Members are not paid for their service. They provide their time voluntarily and free-of-charge. Members do not receive free tickets to the AfrikaBurn event or any other "in kind" benefit.

Click here for a list of Current Members with contact details, Founding Members and past Members. AfrikaBurn and its participants are grateful for their passion, contribution and love.

What are the obligations/expectations of being a Director? And how do Directors get appointed, resign, get honoured?

Directors have broad executive responsibility for the on-going day-to-day management and operation of the company and its activities.

In AfrikaBurn's case, this is primarily responsibility for the planning and management of the annual AfrikaBurn event, on-going communication with the community during the year, fundraising for AfrikaBurn and creative works at AfrikaBurn, responsibility for the on-going management of



AfrikaBurns finances, and responsibility for the timely production of AfrikaBurns audited annual financial statements which are to be presented at the Annual General Meeting (held each year in August). Various Directors manage and have responsibility for various "Portfolios" as defined in the organizations Organogram. Various Directors also manage Co-ordinators of various portfolios is assist them and guide them in the fulfilment of their duties.

AfrikaBurn tries to maintain a minimum of 3 Directors and a maximum of 7 Directors. Directors either come forward voluntarily or are nominated by the AfrikaBurn community at large. Any person involved in our greater community may nominate someone to become a Director and nominations are always welcome. Nominations must be submitted to existing Members at least two months prior to the AGM. A nominated applicant Director will be appointed if he/she receives a minimum 51% (including proxy votes) of the vote of the Members at a properly constituted meeting of the Members (which will generally speaking be the AGM).

In order to be eligible to become a Director, and in order to remain a Director, a candidate must fulfil the following minimum requirements:

- 1) Must have actively participated in (and attended) a minimum of three AfrikaBurn events.
- 2) Must have a clear understanding of AfrikaBurns core principles, and participate in AfrikaBurn's events in such a manner which clearly demonstrates commitment to AfrikaBurns principles.
- 3) Must understand the duties and obligations involved in being a Director. Each Directors responsibilities/portfolios are described in an agreement which is signed by the Director at the start of his/her service term.
- 4) Becoming a Director is not a lightweight matter. When volunteering for such a position, the candidate must have clear "line of sight" within their lives for the next 12 months – and particularly for the three months prior, and month of, the annual AfrikaBurn event. They must be confident that they can and will allocate sufficient time to diligently fulfil their portfolios. Directors have many practical jobs and responsibilities which have to be fulfilled according to a strict timeline. This is especially important for those Directors involved in detailed planning and management of the AfrikaBurn event.
- 5) Directors must be willing to attend (and actually attend) a minimum of eight monthly AfrikaBurn Directors meetings in a year including the Annual General Meeting.
- 6) The Directors are effectively the leaders of the AfrikaBurn organization on a day-to-day or month-to-month basis. All Directors must therefore have reasonably good leadership skills, organisation skills and communication skills. They must see and

fulfil their role as one of service to the AfrikaBurn community. They must be reliable, honest, and respectful in the fulfilment of their duties and their communication with all community participants. They have a legal “fiduciary” duty to fulfil the purpose and objects of the AfrikaBurn Section 21 Company ... and to do so in a manner which at all times is in compliance with the Companies Act and laws of South Africa. However, Directors also enjoy the full protection of “limited liability” in terms of the companies act, and cannot be held responsible for the actions/activities of the company as long as they have not been grossly negligent in the fulfilment of their duties.

Candidates from all walks of life, backgrounds and interests are encouraged to apply; however, existing Members will be firmly guided by the above requirements when considering a nomination. It's important to note that overall AfrikaBurn continuity and experience of nominated Directors and the Directors team as a whole will be factored into decision making. If Directors are not willing (or able) for whatever reason to fulfil their obligations and/or duties, they are required to notify their fellow Directors and Members ASAP and formally resign as soon as practically possible.

[Click here for a list of Current Directors \(with their portfolio and contact details\) and past Directors.](#) AfrikaBurn and its participants are grateful for their passion, contribution and love.

Are the organizers paid?

Are AfrikaBurn organizers paid?

In the past, almost all Directors, co-ordinators and volunteers have not been paid for their time or services and they very generously provide their valuable time both voluntarily and free-of-charge.

However, where absolutely necessary, a few Directors have been (and will continue to be) modestly remunerated for their time. Where possible, we search for volunteer service providers, but sometimes we have to pay for services. There are many examples of when we have paid for services ... emergency medical personnel, web site hosting company, legal, insurance, printing etc.

So, what do we mean by absolutely necessary? Well – to us – this means when someone who is critical to making AfrikaBurn happen doesn't have an alternative income and is giving all (or most) of their time to working on the event and needs money to survive and make a living. And, it may also be when it is evident that there are no volunteers (who are competent or experienced enough) available to fulfil the task.

And, what do we mean by modest? Well – in our minds – this is an amount of money that would be regarded as a fair and completely reasonable payment for their time contributed. An amount of money which is reasonably in line with what other commensurate managers of small non-profit organizations would get paid. IE: it's not a lot of money – but it makes a real difference to the recipient and enables us all to enjoy AfrikaBurn. For more information, please [click here](#) to look at our annual financial reports.



Directors do not receive free tickets to the AfrikaBurn event or any other "in kind" benefit.

Financials, reporting & AGM

Transparency & Financial Reporting

The Founders and Organizers of AfrikaBurn recognize that good governance and ongoing financial transparency are critical to the long term success and existence of AfrikaBurn

To this end, we are committed to making our annual audited financial statements publicly available at our web site before our Annual General Meeting on an annual basis. Please note that financial statements are often fairly hard to understand – however, we have given our auditors instructions to make them as simple to understand (for a layman) as possible while complying with auditing requirements - with clear explanations for emotional/tricky areas arts funding, monies paid to volunteers, salaries paid to Directors etc.

Please click here to download our draft/actual financial statements for the years ended:

Feb 2008, July 2010, July 2011

Annual General Meeting

Our Annual General Meeting is held September/October each year. This is a very important event in our annual calendar.

It's when all Members, Directors and interested community participants can come together to formerly review the year passed and formerly plan the year ahead. We review the financial statements and formerly adopt them, we appoint Directors, we appoint Members and formerly attend to the statutory needs of the AfrikaBurn no-profit company.

We welcome your participation... If you want to nominate anyone (or yourself) for a Member position or for a Director position or if you would like to place an item for discussion (or even formal vote) of the agenda, please make sure you communicate your ideas/wishes/proposals to all Members and Directors by email (with clear explanation and motivation) at least two weeks prior to the AGM.

Current & past Directors & Members

Herewith a list of AfrikaBurn's current and past Members and Directors. Contact email addresses are provided for current Members, Directors and Portfolio Coordinators, should you wish to contact them for any reason.

AfrikaBurn and its participants are grateful for their passion, contribution and love.



Current Directors

Sam Bendzulla	sam@afrikaburn.com
Jonathan Hoffenberg	jono@afrikaburn.com
Liz Linsell	lizblommer@afrikaburn.com
Monique Schiess	monique@afrikaburn.com
Robert Weinek	bobman@iafrica.com
Adriaan Wessels	adriaan@afrikaburn.com

Current Members

Graeme Allan	graeme@prinzproductions.com
Brad Baard	brad@spacecowboy.co.za
Richard Bowsher	richard@bowsher.org
Shelly Cooper	shelley.cooper@oracle.com
Paul Grose	gaulprose@gmail.com
Conrad Hicks	conrad@blacksmith.co.za
Jonathan Hoffenberg	chameleontao@gmail.com
Tristan Lang	tristan.lang@gmail.com
Liz Linsell	lizblommer@afrikaburn.com
Jan Lohfeld	janlohfeldt@gmail.com
Travis Lyle	travis@afrikaburn.com
Isa Marques	isa@afrikaburn.com
Verity Maud	veritymaud@tiscali.co.za
Wayne McDermid	wayne.mcdermid@alcatel-lucent.co.za
Charles Palm	venstebank@gmail.com
Sebastian Prinz	sebastian@prinzproductions.com
Monique Schiess	monique@afrikaburn.com
Michael T'sas-Rolfes	mikesuss@gmail.com
Richard Voller	richard@planning.co.za
Robert Weinek	bobman@iafrica.com
Adriaan Wessels	adriaan@afrikaburn.com
Jacqui Woolfson	jacqui.woolfson@gmail.com

Founding Members:

Paul Jorgensen
Robert Weinek
Liane Visser
Monique Schiess
Michael T'sas-Rolfes
Richard Bowsher

List of all those who have served as Directors or Members in the past

Past Directors:

Brad Baard



Paul Grose
Paul Jorgensen
Julia Savage
Michael T'sas-Rolfes
Liane Visser

Past Members:

James Happe
Paul Jorgensen
Brendan Smithers
Karen Stewart
Regan Tacon
Anine Trumplemann
Liane Visser



AfrikaBurn Structure

BOARD OF MEMBERS

DIRECTORS

- COMMUNICATIONS
- CREATIVE ARTS
- DMV
- DPW
- FINANCE
- FUNDING
- VOLUNTEERS
- HEALTH & SAFETY
- SPECIAL EVENTS
- TICKETING & GATE

Idea Incubator / Cloud

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**AFRIKABURN
STRUCTURE SUMMARY
3-11-11**

BOARD OF MEMBERS

DIRECTORS

PORTFOLIOS:

COMMUNICATIONS

- **Media Liaison**

- **Web**
 - Website
 - Blog

- **Newsletter**

- **Interactive Media**
 - Facebook
 - twitter
 - Forum

- **Printed Media**
 - Poster
 - Gate Handout (incl mapping)
 - Survival Guide
 - Tickets

- **AB Design** (incl signage)

- **Archive**

- **Outreach**

CREATIVE ARTS

- **Creative Grants**

- **Art**
 - San Clan
 - Safety & Lighting
 - Public Space Décor
 - Workshop

- **Theme Camps**
 - Safety & Lighting
 - Public Space Décor
 - Placement
- **Performance**
 - incl Burn Master
 - Tour Operator
- **Burns**
 - Burn Master
 - Burn Manager
 - Pyrotechnician

DMV

- **Mutant Vehicles**
- **Registration & Licensing**
- **Monitoring**
- **Safety**
- **DMV Camp**

DPW

- **Tools & Equipment**
 - Procurement
 - Maintenance
 - Asset Register
- **DPW Volunteers**
- **Food**
- **Infrastructure**
 - Access & Signage
 - Communication
 - Lighting
 - TankwaTown Roads
 - Toilets
 - Power

- Ops Centre
- Off-Centre Camp

- **Pre-Event Setup & Post-Event Breakdown**

FINANCE

- **Accounting**
 - Bookkeeping
 - Tax
 - Audit
- **Internal Control**
 - Budget
 - Financial Policy
 - Financial Reporting
- **Legal**
 - Insurance
 - Contracts

FUNDING

- **Pending NPO Registration**

VOLUNTEERS

- **Volunteer Coordination**
- **MOOP**
- **Greeters**

HEALTH & SAFETY

- **Rangers**
- **Medics**
- **Fire Safety**
- **Security**
- **Airport**

SPECIAL EVENTS

- **Decompression**
- **Fundraisers**



TICKETING & GATE

- Ticketing
- Gate
- Greeters

IDEA INCUBATOR / CLOUD

RH