

Beltane Fire Society Board Meeting Agenda

Date and time:	1.30pm - 5.30pm Saturday 8 July 2017 11am - 5pm Sunday 9 July 2017
Location:	Vision Mechanics, 81 Great Jct St, Edinburgh EH6 5HZ
Invited:	All new board (plus last year's board for 12.30pm - 1.20pm on Sunday)

SATURDAY 8 JULY 2016			
Time	Item	Details	Lead
1.30pm	Being a trustee	<ul style="list-style-type: none"> ● What is our role as trustees ● Working through/getting to know our proposed Trustee Handbook / code of conduct/ trustee agreements (inc email and meeting guidance, confidentiality etc) ● Decision: To adopt trustee handbook, code of conduct etc as formal board agreement? ● Trustee register for 2017-18 details and conflict of interest log 	EMacd
3pm	The year ahead - how do we want to be?	<ul style="list-style-type: none"> ● Goals/aims/wishes for our term ● What will we do differently? ● We can't do everything - so what are our priorities? ● Setting boundaries / expectations: workloads and time commitments etc 	Danielle
4pm	Skills and roles for 2017-18	<ul style="list-style-type: none"> ● Skills audit: What we have, what we need, interests, do we need training/support in any area, collectively? ● What roles do we need ● Who will take them on - and do we need anyone else? Do any of us need training for the role we have been assigned? ● Decision: Role descriptions/duties confirmed 	Tom
5.30pm	Close/dinner		

SUNDAY 9 JULY 2016			
Time	Item	Details	Lead
11am	Finance as trustees	<ul style="list-style-type: none"> ● Our responsibilities as trustees ● Approving new finance policies ● Finances for the year ahead 	Brad
12.30pm	Handover of roles <i>(From retired trustees)</i>	<ul style="list-style-type: none"> ● Retired board members handover/set out main duties/tips from roles they held and activities conducted during their term 	Erin McE
1.20pm	Lunch		
2pm:	Processes for Samhuinn 2017	<ul style="list-style-type: none"> ● Volunteer agreements ● GO selection (inc Board members as GOs) ● GO weekend, meetings and debriefs 	Nate
3.45pm	Complaints, grievance and resolutions procedures	<ul style="list-style-type: none"> ● Examining draft procedures and approving if agreed ● Making sure we all understand and can implement them 	Shae
5pm:	Close		