

**Beltane Fire Society - Public
Board Meeting Agenda**

Date and time:	Monday 10 July 2017, 6.30pm
Location:	Room 1.02, St Margaret's House, London Road
Present:	Erin Macdonald, Erin McElhinney, Brad McArthur, Danielle Christie, Nate Kelso, Shae Dunsmore, Tom Watton

1. Apologies

- 1.1. Apologies from Josh Bergamin
- 1.2. Declarations of interest regarding any agenda items: see confidential minutes for detail.

2. Review of minutes and action points

- 2.1. Decision: Approval of minutes from 6 June 2017 meeting and 19 June 2017 meeting
- 2.2. *A clarification of a statement of Shae Dunsmore's statement was discussed for the minutes of the 19th June, ACTION: SD to amend minutes.*
- 2.3. *Update*: Progress on action points - see updated list below.
 - 2.3.1. Matters arising: Room bookings in hand - but still complicated Brad and Erin McE still leading on. Max budget set.

3. Samhuinn 2017 planning

- 3.1. Discussion/decision: Considering potential Blues for Samhuinn 2017. A discussion about the new candidates was held, TW and NK fed back to Blues.
- 3.2. Discussion/decision: Discussion held on what format should Samhuinn take this year - usual, procession only, or limited staging. Josh had emailed in advance to say they would like to ensure focus for the key story moments remains in whatever format, and feel it is important that finance not sole factor in change. Board agreed. Decision to be held over pending Event Coordinator appointment and council discussions, by open meeting; default will be usual format if all else fails.
- 3.3. *Update*: Discussed agreed court and GO selection processes, so all involved are clear well before selection begins. EMD making process on GO selection process document, based on discussions and agreements to date - to be shared with Blues when finished so everyone is on same footing and should be shared with society. Court process not yet complete but will be based on discussions at past board meeting, to be finalised by EMD.
- 3.4. Decision: who will do what re event coordinator, court and GO selection, and pre-GO weekend:
 - 3.4.1. **EC selection**: ACTION Erin McE to contact past EC regarding participating in panel - 26th July to be ring fenced for interviews. DECISION: Panel to consist of an Erin (either or), Brad and ideally a past EC.
 - 3.4.2. **Court Selection**: DECISION: DC and NK to be board reps, SD available if required.
 - 3.4.3. **GO selection interviews**: 9th and 10th August. Board availability: SD, TW (evenings), and EMacd/EMcE (split across), plus potentially DC. ACTION : Erin Macd to ensure that GO selection process includes details for facilitating interviews and making clear what powers/authority interview panels have.
 - 3.4.4. **Pre-GO meeting**: Discussion on who facilitate pre-GO meeting - DC attending as interested party but willing to help facilitate it, SD wishing to attend, EMh at Jazz & Blues, BM willing to help facilitate with DC, SD and possibly NK, TW on holiday. ACTION: BM, DC, NK and SD to facilitate pre-GO meeting
- 3.5. *Discussion*: Any potential for other events around Samhuinn or before - Family events, community fire, workshops etc? Discussion held for potential future meetings.

4. Progress re governance review

- 4.1. Discussion/decision: Next steps regarding governance review - what is required? ACTION: EMD to look at funding options in the meantime to see what is available to us for getting gov. review done
- 4.2. Discussion/decision: Policies and procedures - where are we up to, and what is needed next? Agreed 2-3 week breather on creating policies in exception to organisational policies that will be needed for Samhuinn. Need to update / review policy map (aka rainbow spreadsheet). ACTION: Arrange policy meeting, Location TBC, 7pm,

Next Tuesday (18th) - convened by EMcE to review and update policy map spreadsheet.

4.3. ACTION: Sys admin to investigate gmail calendars.

5. Complaints, grievances, resolutions

5.1. *Resolutions process*: Board discussed the draft new resolutions process. Agreed that the core process is good, though language could be simplified to make sure it feels clear and appropriate in a BFS context. Also agreed to ensure the link between the grievance and resolutions policy are clear. Edits made prior to the adoption of the grievance procedure should be applied to resolutions policy. *DECISION: the policy is approved and adopted in its current form. ACTION SD and any others to make any minor changes to language.*

5.2. The Board discussed several ongoing confidential matters. See confidential minutes for details.

6. Finance update

6.1. Update: BM and TW provided update on general financial position.

6.2. Board discussed need for year-round Comms coordinator - a decision needed on if this is affordable and if it can be implemented by mid August. ACTION EMacd to set out how many hours is base for comms officer, and share with TW and BM for rate calculations.

6.3. Board agreed to pay an amount toward former Event Safety Officer travel costs - to be passed on with thanks

6.4. *Update*: TW updated on search for new premises and negotiations regarding potential premises *DECISION*: Board approved maximum budget to guide offer regarding premises (Vote count: 7 in favour). See confidential minutes for detail of amounts and location.

7. 360 filming

7.1. *Update/discussion*: TW updated on 360 filming project and next steps - video is ready.

7.2. Agreed potential Yule event to launch 360 filming. Erin McE to ask member re potentially coordinating this.

8. AOB

8.1. System admin update

8.1.1. SD updated board on progress with changeover to new board from IT perspective.

8.1.1.1. *Action: SD to rationalise/assign email addresses*

ACTIONS FOR REVIEW AT 31 JULY MEETING

Short-term action points:

Action	Timing and status	To be actioned by
Change banking signatories.	July 13	TW and BM
Workshop planning	ASAP	NK
Update charitable objectives	ASAP	SD
Create attendee survey summary report	ASAP	EMacd
May Queen Blether minutes circulated	ASAP	NK, EMacd
Organize Jazz festival involvement	By July	Erin McE
Book Samhuinn rooms - open meeting etc	By mid July	Erin McE and Brad
Review/consider findings from issues 2017-COM-1 and 2017-COM-2	By End July	Board

Circulating AGM minutes and papers	By mid July	Erin Macd and SD
Amend Item 4.2 of the minutes of 19th June	ASAP	SD
Contact former EC re EC interviews	July	EMcE
Ensure that GO selection process includes details for facilitating interviews and making clear what powers/authority interview panels have.	July	EMacd
Facilitate pre-GO meeting	July	DC, NK, SD, BM
Research funding options for governance review	August	EMacd
Convene meeting on Tues 18 July to review and update policy map spreadsheet	ASAP	EMcE
Amend resolutions and grievance policy/procedure	ASAP	SD and Board
Actions re 2016-COM-1	ASAP	EMacd
Actions re 2017-COM-3	ASAP	BM
Actions re 2017-COM-4	ASAP	TW
Set out how many hours is base for comms officer, and share with TW and BM for rate calculations	By end July	EMacd
Erin McE to contact member re Yule event	Sept	EMcE
Rationalise/assign email addresses	By end July	SD
Update trustee handbook with edits from board weekend	By end July	EMacd
Add Sys Admin/IT section and update finance sections in trustee handbook	ASAP	SD / BM
Create sign with board priorities for this term from board weekend, for office	-	-
Develop an overview tool of tasks and who is doing them - so we know what we can take up.		EMacd
Run training / share info on minute taking		EMacd
Add coopting process info and current things we need help with list on to website		EMacd
Create Retention of data schedule/policy for the whole Society, incorporating above document.		SD
Tidy files		Board

Update all finance policies as set out at board weekend		BM
Ensure that any relevant templates and documentation relating to finance policies are placed somewhere sensible on the shared Drive.		TW / BM / SD
Add court subsidy details to relevant policies/docs		TW BM
Review membership list re database, data protection and storage.		DC and SD
Review of membership/volunteers policy, and review discount and membership benefit		EMacd
Review outstanding handover points at next board meeting		
Review volunteer agreements	By Aug	All, NK inating
Communicate voting for GOs to membership	By Aug	EMacd and EMcE
Schedule risk register workshop		EMacd

Longer term action points:

Action	Timing and status at last update	To be actioned by
Debit Card Request	Ongoing	BM
Role of Quartermaster set up	Before Samhuinn	TW
Look into banking with a more ethical bank	As workload allows	Treasurer
Ahead of Beltane, ensure we review EC notes from 2016, specifically in reference to ticketing.	January	Board
Late Nov & early Dec, schedule a separate Board budget meeting - Brad to schedule, and confirm process for this.	Oct	BM
Add true cost questions to volunteer survey	Oct	DC / NK