

**Beltane Fire Society**  
**Board Meeting Minutes**

<b>Date and time:</b>	<b>Monday 31 July 2017, 7pm</b>
<b>Location:</b>	Room 1.02, St Margaret's House, London Road
<b>Present:</b>	Erin Macdonald (Chair), Shae Dunsmore (minuting), Brad McArthur, Danielle Christie, Erin McE (late arrival), Nathan Kelso, Josh Bergamin, James Armandry
<b>Apologies:</b>	Tom Watton
<b>Not in Attendance:</b>	Gav Kennerley

**Short-term action points:**

<b>Action</b>	<b>Timing and status</b>	<b>To be actioned by</b>
Change banking signatories.	July 13	TW and BM
Workshop planning	ASAP	NK
Update charitable objectives	ASAP	SD
Create attendee survey summary report	ASAP	EMacd
Research funding options for governance review	August	EMacd
Erin McE to contact member re Yule event	Sept	EMcE
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
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
Review of membership/volunteers policy, and review discount and membership benefit		EMacd
Review volunteer agreements	By Aug	All, NK coordinating
Communicate voting for GOs to membership	By Aug	EMacd and EMcE

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Schedule risk register workshop		EMacd
Volunteer agreement to be shared with new Blues	ASAP	NK
Circulate written copy of GO selection process with Board and Blues	ASAP	EMacd
Liaise with artist re amendments to the photographic poster design	ASAP	NK & Josh
Notify Blues of any decisions re Samhuinn format	ASAP	EMacd
Propose date for approving urgent policies	27/08/17	EMacd
SD to remove references to 'service users' in Data Protection Policy	ASAP	SD
Check definition of 'member' with the <a href="#">Articles of Association</a>	ASAP	SD/EMacd
Invite DJ to share learning on GO pack updates if feel appropriate	By end August	NK
Consider adding info re Test Dept to GO Pack	By GO weekend	NK
Email DJ re GO weekend points		EMacd
Explore options for GOs supporting deselected individuals	By GO weekend	DC/NK
Consider volunteer selection/deselection process re managing volunteers with history of problematic behaviour trying out for groups. May be address through the Resolutions Procedure and the Volunteer Agreement	By GO weekend	DC
Update resolutions procedure re confidentiality (include sharing with board unless there is a conflict of interest)	ASAP	SD
Look into sharing Board minutes on the BFS website	ASAP	EMacd
Feedback re task management Trello trial at next meeting	21/08/17	
Circulate document for initial co-opt candidate ideas	ASAP	DC
Create new BFS FB group	27/08/17	NK/EMacd
Include consideration of LRT bus stop proximity to meeting locations in the equality & diversity policy		NK
Amend trustee handbook to include "all meetings where board members attend in an official capacity and decisions are made must be minuted"		EMacd

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Add info re resignation procedures to handbook if not already included in code of conduct		SD
Add court selection procedures to the policy spreadsheet		SD
Finish the sys admin job description		SD/EMacd
Confirm trustee handbook includes the requirement for trustees to notify the Board if they believe a particular decision requires input from the community		EMacd
Discuss points 8. & 9. from Paper 5	21/08/17	All

### 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
Create Retention of data schedule/policy for the whole Society, incorporating above document.		SD
GO notes of interest (pre-application) to be considered for Beltane	Feb 2018	NK
Review membership list re database, data protection and storage (processes).		DC and SD

### 1. Welcome

#### 1.1. Apologies

1.1.1. See above

#### 1.2. Declarations of interest

1.2.1. Nate: COM3 (5.4)

1.2.2. Brad: COM4 (5.2)

### 2. Review of Minutes and Action Point

#### 2.1. Approval of minutes

2.1.1. [AGM](#) minutes approved

2.1.2. [Board weekend](#) minutes approved

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- 2.1.3. [10 July meeting](#) minutes approved
- 2.2. Progress on action points
  - 2.2.1. See above for updated action points
- 3. **Samhuinn 2017 Planning**
  - 3.1. Activity since last meeting
    - 3.1.1. Court selection: Cailleach & Kings have now been appointed
    - 3.1.2. Blues selection: 3 Blues confirmed, Board to discuss a further proposed blue (3.7)
      - 3.1.2.1. **Action:** Nate to go over volunteer agreement with new Blues
    - 3.1.3. Event Coordinator: 2 candidates being considered, 1 interview still outstanding
  - 3.2. GO selection prep
    - 3.2.1. 04/08/17: Received applications will be shared for consideration by Nate
    - 3.2.2. 07/08/17: GO selection meeting
    - 3.2.3. EMacd gave an overview of the selection process (to be recapped on 07/08/17)
    - 3.2.4. **Action:** EMacd to circulate written copy of GO selection process
  - 3.3. GO weekend and open meeting planning
    - 3.3.1. GO weekend availability: NK, BM, SD, EMacd, DC, both present blues
    - 3.3.2. GO weekend content creators: NK, BM, blues (to liaise after GO selection)
    - 3.3.3. Open meeting: venue has now been booked
- Erin McE enters -
  - 3.4. New GO & volunteer agreements
    - 3.4.1. Completed: Blues agreement, court agreement, GO agreement
    - 3.4.2. In progress: volunteer handbook, volunteer policy
    - 3.4.3. Outstanding: regular volunteer agreement
  - 3.5. Poster selection
    - 3.5.1. Deadline: ideally should have design chosen by open meeting (27/08/17)
    - 3.5.2. 2 poster designs were discussed; 1 photo, 1 traditional media
    - 3.5.3. **Vote:** board vote in favour of requesting amendments to photo poster design
    - 3.5.4. **Action:** NK and JB to liaise with artist re poster amendments
  - 3.6. Other Samhuinn prep
    - 3.6.1. Samhuinn format: EMacd recaps progress
      - 3.6.1.1. No decision to be made until after a new Event Coordinator is appointed
      - 3.6.1.2. Will find out potential council costs at Council EPOG meeting
      - 3.6.1.3. If all else fails, we can default to our usual format (procession + stage)
    - 3.6.2. **Action:** EMacd to notify Blues of any decisions on format
- Blues depart -
  - 3.7. Discussion of proposal from 3.1.2
    - 4.1.1. Blues had suggested additional candidate
    - 4.1.2. Board vote in favour of candidate being approached to join Blues
- 4. **Governance progress**
  - 4.1. Policy framework development
    - 4.1.1. Spreadsheet updated to reflect current progress and outstanding tasks
    - 4.1.2. All urgent tasks have been allocated to individuals

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## **Board Meeting Minutes**

- 4.1.3. **Action:** EMacd to propose date for approving urgent policies before 27/08/17
  - 4.2. New data protection policy
    - 4.2.1. **Vote:** board votes in favour of adopting the new policy, subject to the following amendments
      - 4.2.1.1. **Action:** SD to remove references to 'service users'
      - 4.2.2. SD appointed as data protection officer
  - 4.3. New disciplinary procedure
    - 4.3.1. **Vote:** board votes in favour of adopting the new procedure, subject to the following:
      - 4.3.1.1. **Action:** SD/EMacd to check definition of 'member' with the [Articles of Association](#)
  - 4.4. Outstanding board handover points
    - 4.4.1. Remaining actions from board handover agreed and allocated
  - 4.5. Board workload discussion
    - 4.5.1. **Action:** feedback re task management Trello trial at next meeting
- 5. Community Issues**
- 5.1. New BFS FB group for members
    - 5.1.1. Board agree to creation of new FB group for BFS comms to members
    - 5.1.2. Agreement that the FB group will complement, not replace, email announcements
    - 5.1.3. **Action:** NK & EMacd to progress by Samhuinn open meeting (27/08/17)
  - 5.2. Outcomes of several confidential matters relating to members discussed and agreed
- 6. Finance Update**
- 6.1. BFS Financial position
    - 6.1.1. Handover from TW to BM still in progress
    - 6.1.2. Amount in BFS bank account reviewed
    - 6.1.3. No major expenses expected in the immediate future
  - 6.2. New BFS premises
    - 6.2.1. Agreement for new premises should be finalised soon
- 7. AOB: none**
- 8. Close of Meeting**
- 8.1. GO Selection meeting: 07/08/17
  - 8.2. Board meeting; 21/08/17