

## **BOARD MEETING**

**Present:** Erin Macdonald (chair), Nate Kelso, Shae Dunsmore, Danielle Christie.

### **Board meeting to review and approval of policies and procedures**

#### **Review and vote on approval of Protection of Vulnerable Adults and Children Policy**

1.

1. Board discussed a confidential matter - detail set out in full confidential minutes held by board secretary.

2.1

- Action: NK to add into volunteer agreement: "if volunteers bring their children to any group practice or BFS activity, they are aware that they are responsible for their care and wellbeing, that they will not be left unsupervised or unattended, that they give permission for photos of them to be taken and shared for BFS purposes, and that it is recognised that BFS activities in general are not usually suitable for those under 18."
- Action: NK to add to photopoint volunteer agreement that they may not use photos of children for anything other than BFS

Vote taken to approve Protection of Children and Vulnerable adults policy. 4/4 in favour.

Action: Erin Macd to make sure Family Samhuinn are informed of this through Brad.

#### **Review and vote on approval of Equality and Diversity Policy**

2.2

1. Action: NK to check audience/witness terminology.
2. Action: As a board we should organise a policy review schedule.

Vote taken to approve the Equality and Diversity Policy. 4/4 in favour.

#### **Review and approval of Bullying and Harassment policy**

2.3

1. Vote taken to approve the Bullying and Harassment Policy. 4/4 in favour.

#### **Review and vote on approval of Volunteering policy**

2.4

1. Vote taken to approve Volunteering Policy. 4/4 in favour.

### **Review of volunteer handbook and agreements**

Review and finalising of court, blue, GO agreements. Discussion on volunteer role description, volunteer agreement, volunteer handbook and health and safety agreement.

3.1

- Vote taken to approve the Blues, Court, GO and festival volunteer agreements and role descriptions. 4/4 in favour.

Agreements and applicability re open practices.

3.2.

- Action: Create a section to cover potentially very serious policies ('scary stuff') in the volunteers handbook.

- Board have decided not to adopt volunteers handbook at this time, and instead to list all relevant policies on the website while continuing development of the handbook with a view to release it in time for Beltane 2018.

### 3.3.

- Action: The board to consider formal review of H&S procedures to be in line with best practice.

### 3,4

- Action: DC to chat to GOs about acro H&S policies. Figure out how to apply these to open practices. DC/NK to tag team this.

### 3.5

- Action: Erin Macd to supply text for relevant agreements on damage to things in BFS spaces.
- Action: Erin Macd put a bit in somewhere about booking pubs/spaces in BFS name.

### 3.6

- Action: NK to confirm times of GO weekend and St Mags opening times.

Action	Timing and status	To be actioned
Inform Family Samhuinn of Protection of Vulnerable Adults and Children policy		EMacd/BM
Edit volunteer agreement based on discussed edits.		NK
Edit photopoint volunteer agreement based on discussed edits.		NK
Check audience/witness terminology re Equality and Diversity policy.		NK
Create policy review schedule		All Board
Create a section to cover potentially very serious policies (		NK/DC?
Consider formal review of H&S policies.		All Board.
Discuss H&S policies used by GOs	At GO weekend	DC
Figure out how to apply H&S policies to open practices.		DC/NK
Create bit about booking pubs/spaces in BFS name.		EMacd
Create text for relevant agreements about damage to things within BFS spaces		EMacd
Confirm St Mags opening times and GO weekend start/end times	ASAP	NK