

Beltane Fire Society
2017-08-21 Board Meeting Minutes (Public)

Date and time:	Monday 21 August 2017, 7pm
Location:	Room 1.02, St Margaret's House, London Road
Present:	Nathan Kelso, Shae Dunsmore, Tom Watton, Erin Macdonald, Bradley Mearthur
Apologies:	Erin Mcelhinney, Danielle Christie
Not Present:	Blues

1. Welcome

1.1 Apologies - see above

1.2 Declaration of Interest:

NK and BM regarding matters discussed in item 5

2. Review of Minutes and Action Points

2.1 Approval of Minutes from 31st July 2017

To be approved at next meeting

2.2 Progress on Action Points - see below

3. Samhuinn 2017 Planning

3.1 Discussion on Open Meeting - Who's doing what

3.1.1 Things that need doing on the day:

- Welcoming people
- Leaflet - basics on festival, groups, etc. (Could give to everyone)
- Board Question Point
- Not sure what to do info thing/help thing
- What do we tell GOs and ordering of things (Blues to sort order on Sat)
- Talking for tech
- Heads up for people need to pay for stuff
- After party info
- What is BFS and Samhuinn
- Quick recap of changes

3.1.2 Arrange tables to get to venue

3.1.3 ACTION: Amend Leaflets to talk about member section - EMacd

3.1.4 ACTION: Confirm what time room is booked from - EMacd (1hr before for GO)

3.1.5 EMacd, NK and BM to welcome/leaflet

3.1.6 EMacd to do problem point/Board Qs

3.1.7 TW if there to field for tech

3.2 Logistics and plans - confirming final decision re format/staging, and confirming busk and Walkthroughs

3.2.1 Logistics - Stick with what we have done in terms of down-hill and turn right on Royal Mile (pending council approval)

3.2.2 Busk (21st Oct.) & Walkthrough (22nd + 29th Oct.) - dates as agreed earlier

3.2.3 ACTION: TW to email about getting the Mound for Busk (12pm - 5pm)

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3.2.4 Do we need an indoor walkthrough? Agreed stage rehearsal benefits but does not need to be a full Walkthrough

3.2.5 Session on 17th Oct - GOs will have a walk down the space with event coordinator to get a feel for sizing and feed-back to groups

3.2.6 Session on 22nd Oct - will be Meadows walkthrough, fully marked out with all groups present

3.2.7 28/9th Oct - Indoor rehearsal for Stages (afternoon-evening), date depends on availability for venues

3.2.8 ACTION: Late afternoon, space, can drum for 28-9th BM to find venue

3.2.9 Will be looking to book venues in line with policies and look at the accessibility for members

3.3 Progress re hiring of event and comms coordinators

3.3.1 Shortlisted from 2nd EC advert, Interviews are to be held this week by BM and EMacd

3.3.2 Comms Co. has some applications but deadline not yet passed, looking for 2nd person to help interview candidates, NK suggested may be able to help

3.4 Review of GO selection process for Samhuinn 2017 - what could be improved for future?

Agreed to hold till next meeting to discuss with the Blues

3.5 Review of court selection process for Samhuinn 2017 - what could be improved? Including review of suggestions received

Agreed to hold till next meeting to discuss with the Blues

3.6 Review/discuss basic draft budget for Samhuinn

3.6.1 ACTION: BM to review make up costs

3.6.2 LT ACTION: Volunteer handbook, must include details on make up contributions, subs, etc.

3.6.3 ACTION: EMd to email BM Scottish Storytelling Centre contacts

3.6.4 All are called upon to keep costs as low as possible and bear in mind Budgets are the max. we should be paying

3.6.5 BFS must look to reduce security costs while not compromising public safety

3.6.6 All happy with the budget with the changes discussed

4. Finance (Governance)

4.1 General financial position

4.1.1 Good financial position in bank over £110k

4.1.2 Mid-Sept handover from TW to BM should be complete

4.2 Annual Accounts & Report 2015-16

4.2.1 TW to help draw up narrative for annual accounts and EMacd to add additional parts then send round for board to check

4.2.2 Need to be finalised and sent to Companies House/OSCR online by 30th September

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4.2.3 ACTION: Public Liability Insurance (ending at the end of Sept.) means quotes are needed, TW to send contacts and BM to check with David (Accountant)

4.2.4 ACTION: TW to send insurance details to all board to look over

4.2.5 ACTION: Need to add more on premises in insurance documents and will need to update if needed on new premises

4.3 Discuss potential to crowdfund for BFS across Samhuinn run-up

4.3.1 EMacd informs board looking for around £6-8k, but need to package it correctly

4.3.3 Gives bucketeers something to chat at on the night

4.3.4 Next 3 weeks is the deadline to start on this, announce at open meeting its happening for people to be aware of?

4.3.5 Do we have the capacity to take this on? - bear this in mind

4.3.6 ACTION: EMacd to work up proper paper on how to go around crowdfunding

4.4 Latest on potential new premises, vote on approval for signing of lease, and move timetable if approved

4.4.1 Board discussed progress regarding potential new lease for BFS stores and office, and various related confidential matters.

4.4.4 ACTION: BM/TW to contact David on solicitors

4.4.5 ACTION: EMD to review emails to look for answers to unanswered questions

4.4.12 ACTION: EMD to request for trustee visit and also recent surveyors report

5. Complaints (Community)

5.1. Board discussed several confidential matters, covered in full in confidential version of minutes.

6. AOB

6.1 Caves

6.1.1 After Party to start at 11pm. If festival finishes earlier, then people have a chance to change if it has been bad weather. TW will confirm this with venue

6.2 Drum Subs

6.2.1 TW is to either draft a letter or send last year's letter to BM to look over and adjust if needed for this festival

6.3 Sys Admin

6.3.1 Cover for sys admin while SD is on holiday, TW will look over any issues that arrive (GO emails have all been set up)

6.4 Other

6.4.1 On Co-opting trustees, EMacd will circulate something to help think of possible trustees

6.4.2 On Quartermaster, TW has started talking to people and has ideas

6.5 Is a statement/position required from BFS on use of runes and our festivals, given fascist appropriation of many such symbols?

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- 6.5.1 Blues to be asked to write a statement about runes and why BFS uses symbols, and to reference cultural appropriation of Celtic symbols etc.
- 6.5.2 SD to review draft

6.6 EMacd gave massive thanks to NK for Festival secretary work

7. Close of Meeting

- 7.1 Confirm date of next meeting - 11th September 2017

Short-term action points:

Action	Timing and status	To be actioned by
Change banking signatories (to be signed and posted to the bank)	SASS September	TW, BM, EMacd
Update charitable objectives	ASAP	SD, NK, EMacd
Add Sys Admin/IT section section in trustee handbook	ASAP	SD
Create sign with board priorities for this term from board weekend	-	-
Schedule risk register workshop - 27th Nov (inc. Budget review) Minute: People that have risks should monitor and note them before the meeting		EMacd All
Amend trustee handbook to include "all meetings where board members attend in an official capacity and decisions are made must be minuted"		EMacd
Add info re resignation procedures to handbook if not already included in code of conduct		SD
Finish the sys admin job description		SD/EMacd
Amend Leaflets to talk about member section	S. Open Meeting	EMacd
Confirm what time room is booked from with GOs to be an hour early	S. Open Meeting	EMacd
Review make up costs	Group Closures	BM
EMacd to email BM SSC Contacts and BM to follow up about Family Samhuinn costs	September	EMacd / BM
TW to email about getting the Mound for Busk (12pm - 5pm) on 21st October	Mid-September	TW
Find venue for late afternoon, with space, where we can drum for	October	BM

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28-9th walkthrough for stage - keep in line with policy & accessibility		
Public Liability Insurance quotes needed, TW to send contacts and BM to check with David (Accountant)	September	TW, BM
TW to send insurance details to all board to look over	September	TW
Need to add more on premises in insurance documents and will need to update if needed	September	
TW is to either draft a letter or send last year's subsidy letter to BM to look over and adjust if needed for this festival	28th August	TW, BM
Blues to make suggestions for Court Criteria		Blues
Paper to the board on how to go around crowdfunding		EMacd
BM/TW to contact David on if he has contacts for solicitors		BM / TW
EMd to review emails to look for answers to unanswered questions re lease		EMacd
EMacd to request for trustee visit and also recent surveyors report		EMacd

Longer term action points:

Action	Timing and status at last update	To be actioned by
Tidy files etc		Board
Yule event organising		Erin McE
Debit Card Request (Dependant on Bank Mandate)	Ongoing	BM
Role of Quartermaster set up (move to short term)	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
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	Dec 2017	NK

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Review membership list re database, data protection and storage (processes).		DC and SD
Review of membership/volunteers policy, and review discount and membership benefit		EMacd
Consider adding info re Test Dept to GO Pack (part of General Heritage)	Beltane	NK
Explore options for GOs supporting deselected individuals	Beltane	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	Beltane	DC
Volunteer handbook to include details on make up contributions, subs, etc.	Beltane	