

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

<b>Date and time:</b>	Monday 11 September 2017, 7pm
<b>Location:</b>	Room 1.02, St Margaret's House, London Road
<b>Present:</b>	Tom Watton, Erin Macdonald, Nathan Kelso, Dannielle Christie, Shae Dunsmore, Brad MacArthur.
<b>Apologies</b>	Erin McElhinney, Kate Kirkwood

Item	Details	Action
<b>1. Welcome</b>	<ol style="list-style-type: none"> <li><b>Apologies</b></li> <li><b>Declarations of interest regarding any agenda items</b></li> </ol> <p>Item 5.2 Brad declared an interest            General interest change Tom watton is no longer a trustee of the Scarborough Theatre Trust</p>	<p>Chair</p> <p>TW to update master CofI register</p>
<b>2. Review of minutes and action points</b>	<ol style="list-style-type: none"> <li><b><u>Decision:</u> Approval of minutes from <a href="#">14 August</a> and <a href="#">21 August</a> meetings</b></li> </ol> <p>Minutes for both meetings were approved.</p> <ol style="list-style-type: none"> <li><b><u>Update:</u> Progress on action points - see page 2 below</b></li> </ol>	<p>Chair</p>
<b>3. Samhuinn 2017 planning (Operations)</b>	<ol style="list-style-type: none"> <li><b><u>Update:</u></b> Update on Comms Coordinator (CC) role.            First GO meeting last week - good feedback from the GOs about structure and coordination- congratulations for the positive feedback from Rob Thorburn (RT).            CC just getting started and has attended a GO meeting.</li> <li><b><u>Update/discussion:</u></b> Review of status of preparations for Samhuinn, any key issues, support or decisions required by board relating to it.            - TW And RT to meet up on the 12th for arranging PEL            - TW to request information of directors for the Public Entertainment Licence application            - Permits and licences for events</li> </ol> <p><i>Update on individual groups given re Volunteers @</i></p> <p><b>GO/Night/Logistics</b></p> <p><i>TECH - FB group/oversight rounding up the troops</i>            - <i>Crew and Budget</i></p>	<p>Chair</p> <p>RT</p> <p>Chair</p> <p>Chair</p> <p>TW</p> <p>TW/RT</p> <p>TW &amp; RT            TW and</p>

	<p>-</p> <p><i>GAPS - Buckets contents requirements</i></p> <ul style="list-style-type: none"> <li>- <i>Welfare support</i></li> </ul> <p><i>POSTER - progress ongoing, not a particular rush because of anticipated crowd sizes</i></p> <p><i>VOL AGREEMENT FORMS - Court and blues still outstanding</i></p> <ul style="list-style-type: none"> <li>- <i>A couple of GOs to update and collect</i></li> <li>- <i>Health and safety emergency participant data form to be updated</i></li> </ul> <p><i>Walkthrough Timings - Delegated to the EC festivals calendar - indoor walkthrough in liaison with Brad McArthur</i></p> <p><i>Drum Club - We are not organising Drum Club/equinox</i></p> <p><i>Club after party - Tix and how it will work - Tom and Brad to make a club plan</i></p> <p>3. <b><u>Discussion:</u></b> Review of GO selection process for Samhuinn 2017 - what could be improved for future?</p> <ul style="list-style-type: none"> <li>- DC it worked well this year, everything was clear and people understood the process</li> <li>- Communication protocol errors and slip ups still happened</li> <li>- Lucky that there were no interviews</li> <li>- Fair amount of work still to do on the back end</li> <li>- 1 vote per person worked well</li> <li>- NK - Finding out if there is a complaint or issues from previous festivals made it a large workload</li> <li>- GO decision making for the people coming in after the selection meeting</li> <li>- GO Selection process should be applied after the process (as in for replacements and gap filling)</li> <li>- Main GO Selection should happen on a Sunday Afternoon</li> <li>- How do we better screen potential GOs?</li> <li>- <b>Record of rejections and reasons why to be adopted wherever possible - to be included with GO selection minutes folder</b></li> </ul> <p>4. <b><u>Discussion/decision:</u></b> Review of court selection process for Samhuinn 2017 - what could be improved? Including <a href="#">review of suggestions received</a></p> <p>General thinkings NK- The whole process was delayed by a week, which made everything tight.</p>	<p>BM <b>All to think about possibilities</b></p> <p>Chair and NK to ask RT NK</p> <p>BM</p> <p>BM to email drummers TW and BM</p> <p>Vote approved Action for minute taker on selection meetings</p>
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	<p>it was close.</p> <ul style="list-style-type: none"> <li><b>3.</b> Board to consider adapting court selection process to include clear criteria or none at all - make criteria clear and decision making based on them and robust, or not at all, with no feedback - rather than current half-way house <ul style="list-style-type: none"> <li><b>a.</b> There have to be criteria and the blues will be responsible to update them</li> </ul> </li> <li><b>4.</b> Board to consider adapting court selection process to address ‘secrecy’ around who has been selected for court roles - if there are solid reasons, share them, and if not - don’t ask people to keep it secret (or be clear on trusting those - such as unsuccessful applicants - who may be told). <ul style="list-style-type: none"> <li><b>a.</b> Something needs to be documented about this so that its clear and open, in the process.</li> </ul> </li> <li><b>5.</b> Board to consider making the written selection process clear to all from the outset of the selection shout-out.</li> </ul> <p>Other thoughts for court and GO selection processes and reflections on the past/future can be sent in to be factored into the beltane /future festival processes</p> <p>3.5 <i>Update/discussion:</i> Small performance at Visit Scotland event, end of Sept.</p> <p>28th September (5.30 arrival start at 6.30) - Visit Scotland want some drummers and three fire performers to play some things for 15 mins. Attendance Fee £200.00 2 Fire on Sticks, 2 spinners, 8 drummers etc.</p>	<p>Action for the blues</p>           <p>Action for Blues</p>           <p>TW</p>
<p><b>4. Finance (Governance)</b></p>	<ul style="list-style-type: none"> <li>1. <i>Update:</i> General financial position</li> </ul> <p>Same as last time, a bit less money</p> <p>Insurance and samhuinn costs to still to come in</p> <p>Bank mandate update in progress.</p> <ul style="list-style-type: none"> <li>2. <b><u>Discussion/decision:</u></b> Approval of annual accounts and report 2015-16 (paper to follow)</li> </ul> <p>Minor amendments made to name spellings</p> <p><b>The annual accounts and report were adopted.</b></p> <p>Accounts to be submitted to CH and OSCR</p>	<p>BM</p>             <p>Erin Macd</p>    <p>TW to liaise with accountant</p> <p>SD</p>

	<p>3. <b><u>Discussion/decision:</u></b> Latest on new premises, vote on approval for signing of lease, and move timetable if approved</p> <p>The ongoing solicitor continued the process</p> <p>Storage of chemicals clause is a potential stickler, and will increase their insurance costs.</p> <p>Parking requests directly in front of the loading bays.</p> <ol style="list-style-type: none"> <li>1. Ticket price review</li> <li>2. Income generation plan for future years</li> <li>3. Cost reduction strategy/policy</li> <li>4. Accessibility Contingency</li> </ol> <p><b>VOTE TO CONTINUE WITH EAST CROMWELL LEASE SUBJECT TO FINANCE COSTINGS</b></p> <p><b>APPROVED (4 for, 1 against, 1 abstain)</b></p>	
<p><b>5. Board recruitment</b> (Governance) [Board only session]</p>	<ol style="list-style-type: none"> <li>1. <b><u>Discussion/decision:</u></b> Discuss potential candidates for board cooption, and methods for recruitment if required</li> </ol> <p>Brad to start a open document for uploading on the website</p>	<p>Chair</p> <p>Brad</p>
<p><b>5. Complaints</b> (Community) [Board only session]</p>	<ol style="list-style-type: none"> <li>1. <i>Update: Note of closure of 2017-COM-3 - is now closed.</i></li> <li>2. <i>Update: Update on status of issue 2017-COM-4</i></li> </ol> <p>- Com 4 now needs to take place</p>	<p>Chair</p> <p>TW to coordinate the panel</p>
<p><b>6. AOB</b></p>	<ul style="list-style-type: none"> <li>● Update: 360 filming project from Beltane 2017 - update was given.</li> </ul>	<p>TW</p>
<p><b>7. Close of Meeting</b></p>	<ul style="list-style-type: none"> <li>● 25th september</li> </ul>	<p>Chair</p>

**ACTIONS FOR REVIEW AT 11 SEPT MEETING**

Short-term action points:

Action	Timing and status	To be actioned by

Change banking signatories (to be signed and posted to the bank)	September	BM,
<a href="mailto:Finance@beltane.org">Finance@beltane.org</a> Tom and Brad to arrange smooth handover of invoices and emails re accounts.	sept	TW and BM
Update charitable objectives	ASAP	SD, NK, EMd
Add Sys Admin/IT section section in trustee handbook	ASAP	SD
Finish the sys admin job description		SD/EMacd
Find venue for late afternoon, with space, where we can drum for 28-9th walkthrough for stage - keep in line with policy & accessibility	October	BM
Public Liability Insurance quotes needed, TW to send contacts and BM to check with David (Accountant)	September	TW, BM & EMacd
Blues to make suggestions for Court Criteria	<u>Ongoing</u>	Blues
Circulate paper to the board on crowdfunding potential	<u>September</u>	EMacd

Longer term action points:

Action	Timing and status at last update	To be actioned by
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
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
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	