

Beltane Fire Society
Board Meeting Agenda

Date and time:	Monday 25 September 2017, 7pm
Location:	Room 1.02, St Margaret's House, London Road
Invited:	All Board. Blues and Event Coordinator (Rob Thorburn/RT) for items 1 - 3.

Item	Details	Item lead
1. Welcome	<ol style="list-style-type: none"> Apologies Declarations of interest regarding any agenda items 	Chair
2. Review of minutes and action points	<ol style="list-style-type: none"> <u>Decision</u>: Approval of minutes from 11 August meeting <u>Update</u>: Progress on action points - see page 2 below 	Chair
3. Samhuinn 2017 planning (Operations)	<ol style="list-style-type: none"> <u>Update/discussion</u>: Review of status of preparations for Samhuinn, any key issues, support or decisions required by board relating to it (inc licensing, tech, after-party arrangements etc) <u>Decision</u>: proposed event coordinator paternity cover <u>Discussion/decision</u>: Timeline and plan for debrief process 	RT Chair
4. Looking ahead: Beltane 2018	<ol style="list-style-type: none"> <u>Discussion</u>: Initial timeline planning for Nov 2017 - Feb 2018 <u>Discussion</u>: Initial discussion on process and timings for May Queen selection- see blether minutes for background. 	Chair
5. Finance (Governance)	<ol style="list-style-type: none"> <u>Update</u>: General financial position, including update re accounts and insurance <u>Discussion/decision</u>: Latest on new premises, vote on approval for signing of lease, and move timetable if approved 	BM/TW Erin Macd
6. Board recruitment (Governance) [Board only session]	<ol style="list-style-type: none"> <u>Discussion</u>: Discuss potential candidates for board cooption, and methods for recruitment if required 	Chair
7. Complaints (Community) [Board only session]	<ol style="list-style-type: none"> <u>Update</u>: Update on status of issue 2017-COM-4 	Chair
8. AOB	<ul style="list-style-type: none"> <u>Update</u>: progress re Visit Scotland event [To be submitted to chair in advance] 	TW
9. Close of Meeting	<ul style="list-style-type: none"> Confirm date of next meeting 	Chair

ACTIONS FOR REVIEW AT 25 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,
Finance@beltane.org 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	