

Beltane Fire Society
Board Meeting Minutes (Redacted)

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.
In Attendance:	Erin Macdonald (Chair), Shae Dunsmore (minuting), Tom Watton, Brad McArthur, Josh Bergami, Kate Kirkwood, Rob Thorburn
Apologies:	Danielle Christie, Erin McElhinney, Nathan Kelso, Gav Kennerley, James Armandry

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.	September	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
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	Ongoing	Blues
Circulate paper to the board on crowdfunding potential	September	EMacd
EMacd to check for trustee documentation with addresses	ASAP	EMacd
BD & TW to get budget for staging to RT by end of week	1st week Oct	BD & TW
BD & TW to firm out ticketing details for RT by end of week	1st Week Oct	BD & TW
EMacd to consider poster & flier design	ASAP	EMacd

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EMacd to update future timeline with agreed changes	End Oct	EMacd
May Queen selection process to be drafted	End Oct	
Board/Blues to consider makeup of May Queen selection advisory panel	End Oct	Board & Blues
TW to pencil in dates for moving plan	ASAP	TW
All Board to consider possible timings for governance review	Ongoing	All Board
TW to ask Visit Scotland about support for Governance Review	Ongoing	TW
TW & BM to draft response to SSC (involve Cat in discussions)	ASAP	TW & BM

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

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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	

1. Welcome

1.1. Apologies

- 1.1.1. Board: DC, EmcE, NK
- 1.1.2. Blues: JA, GK

1.2. Declarations of Interest

- 1.2.1. Point 3: TW (potential)
- 1.2.2. Point 7: BM

2. Review of minutes and action points

2.1. Approval of Minutes

- 2.1.1. Previous minutes awaiting completion by TW

2.2. Progress on Action Points

- 2.2.1. See above for updated action points

3. Samhuinn 2017 Planning

3.1. Review of status of preparations

- 3.1.1. EPOG: meeting: Tue 2nd Oct. RT attending, accompanied by TW.
- 3.1.2. **Action:** EMacd to check for trustee documentation with addresses
- 3.1.3. RT aware of all licence deadlines etc, Council indicated should be OK
- 3.1.4. **Action:** BD & TW to get budget for staging to RT by end of week
- 3.1.5. Tech: progressing well despite no Tech GOs
- 3.1.6. **Action:** BD & TW to firm out ticketing details for RT by end of week
- 3.1.7. **Action:** EMacd to think about poster & flier design

3.2. Event Coordinator Paternity Cover

- 3.2.1. **Vote:** 3/3 votes in favour of TW covering RT paternity leave (Beltane)

3.3. Samhuinn Debrief Planning

- 3.3.1. EMacd presented planned dates prepared for Oct - Apr
- 3.3.2. Dates for Samhuinn Debrief agreed

4. Looking ahead: Beltane 2018

4.1. Timeline planning Nov 2017 - Feb 2018

- 4.1.1. Dates discussed for GO selection, Green Man selection & May Queen selection
- 4.1.2. **Action:** EMacd to update spreadsheet with agreed changes

4.2. May Queen Selection

- 4.2.1. Suggestion to use old Blues in advisory capacity
- 4.2.2. Create an advisory panel (incl old blues, community, board, etc)
- 4.2.3. Decision made by Blues and previous May Queen
- 4.2.4. Consider role of Event Coordinator in decision/advisory process
- 4.2.5. **Action:** selection process to be drafted
- 4.2.6. **Action:** Board/Blues to consider makeup of advisory panel

- *Blues and RT depart -*

5. Finance

5.1. General Financial Position

- 5.1.1. TW approved payment of insurance as quoted in principal (BD & EMacd will review specifics to confirm)
- 5.1.2. Annual accounts: BM has asked accountant to confirm if he is submitting these to Companies House & OSCR

5.2. Update re Proposed Premises Move

- 5.2.1. **Indicative vote:** 4/4 in favour of taking up lease unless there is additional info of relevance prior to signing the lease
- 5.2.2. Additional info may include concerns raised by community
- 5.2.3. Require an income generation plan ASAP

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5.2.4. **Action:** TW to pencil in dates for moving plan

6. **Restricted**

- *BM departs* -

7. **Restricted**

8. **AOB**

8.1. Progress re Visit Scotland event

8.1.1. Drums organised: Harbingers

8.1.2. Nightwatch GOs to be approached for provision of fire

8.2. Governance Review

8.2.1. **Action:** All Board to consider possible timings for governance review

8.2.2. **Action:** TW to ask Visit Scotland about support for Governance Review

8.3. Restricted

8.4. Event Coordinator unavailability

8.4.1. RT away Fri 6th - Thu 12th Oct

8.4.2. Tom attending GO meeting that week instead

9. **Close of Meeting**

9.1. Date of Next Meeting

9.1.1. Board Meeting: Mon 16th Oct 2017