

Beltane Fire Society
Board budgets, risk and fundraising strategy meeting agenda

Date and time:	Sunday 26 November 2017, 11am - 5pm
Location:	16 East Cromwell Street, Leith
Invited:	All Board

Item	Details	Item lead
1. Welcome 11.00am	<ul style="list-style-type: none"> I. Apologies II. Declarations of interest regarding any agenda items 	Chair
2. Outlining budget for 2018 11.05am	<ul style="list-style-type: none"> I. <u>Discussion:</u> Review <u>categorisation of costs</u> for future treasurers to use II. <u>Discussion:</u> Review and discussion of anticipated income and costs for Beltane 2018, forming basis of Beltane festival budget III. <u>Discussion:</u> Review and discussion of anticipated income and costs for Samhuinn 2018, forming basis of Samhuinn festival budget IV. <u>Discussion:</u> Review and discussion of anticipated overall non-event income and costs for 2018, forming basis of annual budget with expected spend by month V. <u>Discussion/decision:</u> How we will use these and how they'll be reported to the board 	BM
3. Risk and BFS 12.30pm ++ LUNCH 1.30pm - 2pm ++	<ul style="list-style-type: none"> I. <u>Update:</u> Why we need to examine and act on the risks we face, and what a risk register is. II. <u>Discussion:</u> Brainstorming risks that may fall under each category below, examining how likely each is, and how high the impact is it would have if it happened. <ul style="list-style-type: none"> A. Governance B. Regulatory and compliance risks C. External risks D. Financial risks E. Operational risks - events, premises, volunteers <p>LUNCH</p> <ul style="list-style-type: none"> III. <u>Discussion:</u> Examining biggest risks identified, actions we can take, who is responsible and how we can review. 	Chair
4. Fundraising 3.00pm	<ul style="list-style-type: none"> I. <u>Discussion:</u> Brainstorm ideas for income generation & funding and review draft fundraising strategy II. <u>Discussion/decision:</u> What (in terms of income and funding) won't we do/touch? III. <u>Decision/decision:</u> Agreeing strategy going forward, activities for the coming year and relevant strategy/documents (ie <u>fundraising guarantee</u> and <u>fundraising policy</u>) as well as reviewing new policies 	BM

5. Close of Meeting 5pm	<ul style="list-style-type: none">• Confirm date of next meeting	Chair
-----------------------------------	--	-------