

Beltane Fire Society
Board Meeting Minutes

Date and time:	Monday 16 October 2017, 7pm
Location:	Room 1.02, St Margaret's House, London Road
Invited:	All Board, Blues and Event Coordinator
Present:	Erin Macdonald (Chair), Shae Dunsmore (minuting), Tom Watton, Brad McArthur, Erin McElhinney, Nate Kelson, Josh Bergami (Blue), Kate Kirkwood (Blue), Rob Thorburn (Event Coordinator)

Short-term action points:

Action	Timing and status	To be actioned by
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
All Board to consider possible timings for governance review	Ongoing	All Board
TW to liaise with Visit Scotland about support for Governance Review	Ongoing	TW
TW & BM to arrange meeting with SSC	20th Nov	TW & BM
Yule event organising	Ongoing	TW, BM, ST
Complete Samhuinn poster	ASAP	EMcE, TW, RT
Identify trusted person for final money collection for Samhuinn	ASAP	TW, RT
Raise awareness of debrief process at next GO meeting	17/10/17	TW
Ensure volunteer survey ready for launch	ASAP	NK
Write and send email with survey link (based on last year's)	End Oct	NK
Lead on survey data collation	Mid Nov	NK
Write GO feedback sheets from survey responses	Mid Nov	NK, EMacd
Set dates for May Queen selection group	ASAP	EMacd
Circulate insurance details (public and employers' liability insurance)	ASAP	TW
Income diversification meeting to be scheduled for 26th Nov	26/11/17	BM
Consider fundraising ideas for 26th	26/11/17	All Board
Circulate trustee handbook, discuss roles and arrange meet & greet with potential Board co-optee prior to any further action	ASAP	TW

Beltane Fire Society
Board Meeting Minutes

Chat further with the other 2 potential Board co-opt candidate	After Mid Nov	EMacd
Respond to email request to borrow last year's May Queen costume	ASAP	SD
Email details of Edinburgh Council public consultation on Calton Hill to Board	ASAP	SD

Longer term action points:

Action	Timing and status at last update	To be actioned by
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.	May 2018	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	

1. Welcome (Board Present)

1.1. Apologies

1.1.1. Board: Danielle Christie

1.1.2. Blues: James Armandry, Gav Kennedy

1.2. Declarations of Interest

1.2.1. Point 3: TW (potential)

2. Review of minutes and action points (Board Present)

2.1. Approval of Minutes

2.1.1. 2017-09-11 Minutes approved

2.1.2. 2017-09-25 Minutes approved

2.2. Progress on Action Points

2.2.1. See above for updated action points

3. Samhuinn 2017 Planning (Board & EC present)

3.1. Review of status of preparations

3.1.1. Potential conflicts: Library & St Giles also have events on evening of 31st Oct

3.1.2. Groups: Obsidian to report back to RT re wet weather plan

3.1.3. Police Escort: RT to request police do not follow procession in police car

3.1.4. H&S Forms: RT to issue forms and instructions for completion/return

3.1.5. Busk: Planned for Sat 24th 2-4pm. Bucketees ready.

Beltane Fire Society Board Meeting Minutes

- 3.1.6. Poster: **Action:** EMacd to send files to EMcE, TW/RT to finish poster
- 3.1.7. Samhuinn Collections: **Action:** TW/RT to identify trusted person for money collection
- 3.1.8. EPOG meeting: all went well, straightforward as little change from last year
- 3.1.9. Royal Mile Barriers: will be in place in 12-18 months
- 3.2. Debrief Process
 - 3.2.1. Process:
 - 3.2.1.1. Pre 14-11-17 GOs debrief with their groups
 - 3.2.1.2. 14-11-17 GO debrief
 - 3.2.1.3. 20-11-17 Board debrief meeting
 - 3.2.1.4. Volunteer survey, summary shared with GOs
 - 3.2.2. **Action:** TW to raise awareness of debrief process at next GO meeting
 - 3.2.3. **Action:** NK to ensure volunteer survey ready
 - 3.2.4. **Action:** NK to write and send email with survey link (based on last year's)
 - 3.2.5. **Action:** NK leading on survey data collation
 - 3.2.6. **Action:** NK/EMacd to write GO feedback sheets
- 4. **Looking ahead: post Samhuinn (Board, EC, & Blues present)**
 - 4.1. May Queen Selection Process
 - 4.1.1. Advisory group
 - 4.1.1.1. Mini-blether: Open invite to community for anyone interested
 - 4.1.1.2. Purpose: reaffirm/suggest desirable qualities of new May Queen
 - 4.1.1.3. Can refer to distilled notes from previous 2017 May Queen Blether
 - 4.1.1.4. **Vote:** 6/6 vote in favour of above proposals
 - 4.1.2. Decision group
 - 4.1.2.1. Panel should be made up of named individuals
 - 4.1.2.2. Current blues to decide makeup of panel
 - 4.1.2.3. Will include 1 board member (to be chosen by Blues)
 - 4.1.2.4. Will include previous May Queen: Anna Chaney
 - 4.1.2.5. **Vote:** 6/6 vote in favour of above proposals
 - 4.1.2.6. **Action:** EMacd to set date for May Queen selection group to be selected by
 - 4.1.3. Nominations/self-nominations
 - 4.1.3.1. No requirement for nominating person to provide detailed info
 - 4.1.3.2. Process entirely delegated to decision/selection group, decision given by deadline
 - 4.1.3.3. Process used to be fed by via Board member in group
 - 4.1.3.4. **Vote:** 6/6 vote in favour of above proposals
 - Rob Thorburn (EC) Departs -
 - 4.2. Nov 2017 - Feb 2018 Timeline
 - 4.2.1. Timeline dates for May Queen selection reviewed & OK
 - 4.2.2. Decision on Green Man selection to be carried over to next Board Meeting
 - 4.3. New Premises
 - 4.3.1. Schedule of condition (record of status of property) created & submitted
 - 4.3.2. Photos of current property condition taken by EMacd & TW
 - 4.3.3. Insurance increase of £775 from original quote for storage of hazardous chemicals
 - 4.3.4. Builders attending tomorrow 2pm to estimate extent of work and associated costs
- 5. **Finance (Board present)**
 - 5.1. General financial position
 - 5.1.1. Current financial position: 106k unrestricted balance
 - 5.1.2. Handover from TW to BM mostly complete
 - 5.1.3. Insurance renewal done
 - 5.1.4. **Action:** TW to circulate insurance details (public and employers' liability insurance)
 - 5.2. Fundraising strategy
 - 5.2.1. Reviewed financial forecast prepared by BM
 - 5.2.2. Draft finance strategy covers: fundraising, income generation, external funding
 - 5.2.3. Sara Thomas has offered to provide some support
 - 5.2.4. **Action:** Income generation meeting to be held 26th Nov

Beltane Fire Society
Board Meeting Minutes

5.2.5. **Action:** all Board to consider fundraising ideas for 26th

6. Board recruitment (Board present)

6.1. Possible Candidates for Co-Opt to Board

6.1.1. 4 people have expressed interest

6.1.2. 2 could take up position soon, 2 might be available after Samhuinn

6.1.3. Board discussed the 2 candidates with immediate availability

6.1.4. **Vote:** 6/6 in favour of co-opting one of these candidates

6.1.5. **Action:** TW to circulate trustee handbook, discuss roles and arrange meet & greet with other candidate prior to any further action

6.1.6. **Action:** EMacd to chat further with the final 2 candidates after mid-Nov

7. AOB (Board present)

7.1. Notes of Interest

7.1.1. Deadline: pre-GO meeting

7.1.2. Keep very basic - just a note of name and which group

7.2. May Queen outfit

7.2.1. Received request to borrow a costume created for BFS last year

7.2.2. **Action:** SD to respond

7.3. Public Consultation on Calton Hill

7.3.1. **Action:** SD to email details to Board

8. Date of Next Meeting

8.1. 20-11-2017 Samhuinn Debrief

8.2. 26-11-2017 Budget & Risk Register Meeting

8.3. 11-12-2017 Board Meeting