

Beltane Fire Society
Board Meeting Minutes

Date and time:	Monday 20 November 2017, 7pm
Location:	16 East Cromwell Street, Leith
Invited:	All Board, Blues and Event Coordinator
Attended:	Erin Macdonald (Chair), Shae Dunsmore (minuting), Alex Nuttgens, Brad McArthur, Danielle Christie, Erin McElhinney, Nathan Kelso, Tom Watton, Kate Kirkwood (Blue), Rob Thorburn (Event Coordinator)

1. Welcome (Board Present)

1.1. New Board Member

1.1.1. Board welcomes new board member Alex Nuttgens

1.2. Apologies

1.2.1. Board: Erin McE arriving late

1.2.2. Blues: Josh Bergamin arriving late, James Armandry & Gav Kennedy not attending

1.3. Declarations of Interest

1.3.1. Point 2.3.J - TW, RT

1.3.2. Point 2.3.H - DC

2. Samhuinn Debrief

2.1. Blues Feedback

2.1.1. Feedback from Blues

2.1.1.1. GO weekend problematic due to sporadic attendance (date clashed with wedding)

2.1.1.2. Allocation of 2 blues per group to be reviewed for Beltane

2.1.1.3. 1st walkthrough location (Meadows) not ideal for visualising space

2.1.1.4. 2nd walkthrough (indoors) focused only on stage performances

2.1.1.5. Need to explore more effective cues for ending an event early (e.g. hand signals)

2.1.1.6. The 3 new blues found it a challenging introduction to the Blue role

2.1.1.6.1. Suggestion: Blues to document basic duties for improved handover/induction

2.1.1.7. Court worked well together & stage scenes were well rehearsed

2.1.2. Feedback from Board/EC

2.1.2.1.1. Discussed concerns re touching cameras belonging to public (as seen in Samhuinn video)

2.1.2.2. **VOTE:** 8/8 votes in favour of all Blues continuing in Blue role (if they so wish)

2.2. Event Coordinator Feedback

2.2.1. Overview from EC

2.2.1.1. Crowd issues required number of measures implemented, including early finish

2.2.1.2. RT suggests Samhuinn format will have to change for future (may require EGM)

2.2.1.3. Artistically was a success - looked/sounded spectacular

2.2.1.4. RT thinks event was delivered under budget (awaiting final invoices)

2.2.1.5. EPOG meeting went well, but recognition that Samhuinn must change

2.2.1.6. Late change of venue by council - approx 40hrs extra work to revise paperwork

2.2.1.7. External parties misunderstood role of stewards (doesn't include crowd management)

2.2.1.8. Difficulties with EC being appointed late in event timeline

2.2.1.9. Good relationship with most of council, although had difficulties with licensing

2.2.1.10. Scottish Red Cross over-exaggerated issues and handled them poorly

[Josh Arrives]

2.2.2. Suggestions from EC

2.2.2.1. EC/steward hierarchy to be better documented

2.2.2.2. Production-specific meetings should be held (separate from GO meetings)

2.2.2.3. Full event safety plan briefing required for GOs

- 2.2.2.4. Longer licensing process required
- 2.2.2.5. Better SIA management required
- 2.2.2.6. H&S Officer and Production Manager essential roles for event of this scale
- 2.2.2.7. Should consider cancellation if large change to event (e.g. late venue change)
- 2.2.2.8. New policy: how to handle fire safely
- 2.2.2.9. New policy: acro, including structural stage requirements
- 2.2.2.10. EC role shouldn't be built up to sound so difficult
- 2.2.3. Feedback from GO Debrief
 - 2.2.3.1. GOs generally worked well together
 - 2.2.3.2. Neidfire on stage was well received
 - 2.2.3.3. Tech performed their role well
 - 2.2.3.4. Performers enjoyed the event
 - 2.2.3.5. Less choreography recommended in future
 - 2.2.3.6. In-situ walkthrough a common request
 - 2.2.3.7. Non-photopoint photographers caused issues (suggestion: could complaint to press)
 - 2.2.3.8. Some radios didn't work - need to improve testing in advance
- 2.2.4. Feedback from Board/Blues
 - 2.2.4.1. Requested more communication from EC
 - 2.2.4.2. Suggested comms should include wider audience than RT & TW
 - 2.2.4.3. GO debrief might need more time to allow people to feel heard
- 2.3. Group Discussions
Discussions held regarding feedback about each set of group organisers. Full notes in confidential minutes and feedback forms sent to GOs..

3. Looking Ahead: Post Samhuinn

- 3.1. Samhuinn format to be discussed in a future meeting
- 3.2. Other future plans (Yule, May Queen, etc) to be discussed next meeting

[NK & DC Depart]

4. Community Issue

- 4.1. See confidential minutes

5. Close of Meeting

- 5.1. Next meeting
 - 5.1.1. 26/11/17 - Finance meeting