Beltane Fire Society
Board Meeting Agenda

Date and time:	Monday 11 December 2017, 7pm
Location:	~~16 East Cromwell Street, Leith~~ The Roseleaf (BFS Office not accessible, last minute alternative)
Invited:	Board, Blues & Event Coordinator Alex Nuttgens (AN), Bradley Mcarthur (BM), Danielle Christie (DC), Erin McElhinney (EMh), Erin Macdonald (EMd), Nathan Kelso (NK), Shae Dunsmore (SD), Tom Watton (TW) Kate Kirkwood (Blue), Rob Thorburn (RT), Josh Bergamin (JB), James Armandry (JA), Gav Kennedy (GK)

1. **Welcome**
   1.1. Apologies - DC, RT, GK while JB and KK coming later
   1.2. Declarations of Interest regarding any agenda items - none disclosed

2. **Review of Minutes & Action Points**
   2.1. Approved minutes for 16th October & 20th November
   2.2. Minutes from 26th November not approved as not yet completed
   2.3. Reviewed action points list and amended as needed

3. **Co Option of Additional Trustee**
   3.1. *Discussion / Decision:* Vote regarding proposed new board member cooption.
      3.1.1. Georgia Royes would start in January
      3.1.2. Update interests register for EMch as currently working together
      3.1.3. Possible role could be to look after extra events happening for BFS
      3.1.4. **VOTE** - 7 Yes, 0 No, 0 Abstain
      3.1.5. **ACTION** - EMd to contact Georgia and do an induction, EMch noted an interest in attending this session and EMd opened this for anyone else that may be interested

4. **Finance**
   4.1. *Update: General financial position*
      4.1.1. Position is good, sitting at £85k in bank with no major expenses coming out before year end
   4.2. *Discussion / Decision: Approve 2018 budget*
      4.2.1. Discussed nature of the budgets (high cost, low income) with concerns over the projected deficit from overall budget being discussed. The budgets are deemed to be more worst case scenarios as it would be negligent to not prepare for the worst scenarios we could face. Discussed we can take out Gov Review (carry it out thriftily).
      4.2.2. Need to think on how we present the deficit, reserves and budgets to our members
      4.2.3. In the past, board has pushed hard to make generous reserves for the previous years to ensure we are covered for years where our festival falls on a weekday
      4.2.4. Board should encourage EC to shave £5k off Beltane budget as well as being smart with costs and shear where possible
      4.2.5. TW highlighted it is possible to get the figure down as last year was expensive, possible trouble is counter-terrorism stuff at bottom of carriage drive-way which may be a large cost (if told to do it, we need to).

4.2.6. **ACTION** - RT to get contact details to discuss Counter-Terrorism barriers from MoD

4.2.7. **ACTION** - JA to get details from Edinburgh marathon on if they are deploying CT measures and if we are able to use them as they will already be in place

4.2.8. Have had higher deficits in past, in uncertain times so we may have a case of not having the hill in future so need to be extra careful of costs

4.2.9. Reduce Beltane costs by £5k, tell EC its £35k but have £5k backup - £5k moved to a contingency for the festival

4.2.10. Change of Samhuinn format chat to be had before we can fully approve budget, may be allowed a certain cost to the fest and change if format needs to be changed - proviso

4.2.11. **VOTE** - With the amendments (Gov review taken out, Reduce Beltane costs by £5k and keep this as a contingency for both festivals, Samhuinn budget to be approved on provision that if format changes it will need to be reanalysed), Board votes to approve the 3 budgets to make up the 2018 overall budget?: 7 Yes, 0 No, 0 Abstain

4.2.12. It is to be noted that the board is being sensible and not forgetting there is a deficit expected next financial year but that it is the nature of the society due to what day the festival falls on affecting sales

4.3. *Decision: Approve reserves target for 2018*

4.3.1. Brief discussion on why the reserves target is there, what amount do we need to keep for the start of the year what we need to hold onto and what we can put into reserves. Discussed difference in definition of reserves in our use and standard use.

4.3.2. We aim to have enough to operate for 12 months due to the nature of our festivals and how we go, we can work towards this since aiming to do strategy plan and what we should aim for in 5 years. For this to be the case in sense of standard reserves definition we have a significant way to go.

4.3.3. We have worked on reserves before but need to work harder - but we are in a good position for an arts & charity organisation but need to build strategy for longer term.

4.3.4. Better to have this aim later on in life cycle and we all need to be aware we have a way to go to reach target.

4.3.5. **ACTION** - Board to clearly articulate why our the reserves policy is as it is, and why we have a way to go to reach our target - need to be clear why this is the case so it is easy to communicate to society & outside bodies

4.3.6. **ACTION** - Create narrative to reserves calculation

4.3.7. **ACTION** - EMd and BM to integrate this to reserves policy

4.3.8. In principle, the board is comfortable with the calculation

4.3.9. **VOTE** - To approve the current reserves target based on the calculation provided: 6 Yes, 1 No, 0 Abstain

5. Beltane 2018 Preparations

5.1. *Discussion/decision: Make plan for Beltane poster*

5.1.1. TW gives context for how posters previous happened (put up to people to donate a drawing and board select, but involved lots of effort and highly variable quality of submissions, sometimes cause problems in membership)

5.1.2. NK mentioned a lot of people (3) have emailed about this past months and that sometimes hard to expect people to be great graphic designers when not being paid

5.1.3. Could be a thing to look on backlog of good posters and board could put a shout out to make a poster or a really nice thing

5.1.4. We need to remember that posters are needed for weeknights

5.1.5. NK suggests putting out to competition but have backups early on so we can work around tight timetable

5.1.6. EMh suggested invite people to submit if they wish, with option to connect with designer for the more complex components if any selected. Not competition, and keep

option open to use alternative if no suitable submissions received.

    5.1.7.   AN taking on this - along with James, Nate and Erin Mch (poster subtime) - Erin mcd to talk on timings.

  5.2.   <u>*Discussion:*</u> Review pre-Beltane run-up task list,assign who is doing what re any outstanding tasks, and confirm timings

    5.2.1.   Discussion was had based on tool that EMd brought along and people agreed to various tasks

    5.2.2.   Poster to be made for the board room for people to see assigned tasks

  5.3.   <u>***Discussion / Decision:***</u> *Beltane ticket pricing - examine pricing models and agree structure.*

    5.3.1.   JB arrived to discussion

    5.3.2.   EMd talked about background of prepared document, agreed prices had to go up on taking on new premises. Have used general numbers with the 2 options of pre-bought and on the day ticket sales

    5.3.3.   Discussion was had on what options were people felt would be the best to go for

    5.3.4.   A large increase for on the day purchase may stop as many people coming and the quick fix may take a while to have desired effect of making them buy in advance

    5.3.5.   Things such as Eventbrite have been looked at in the past but where the box office is located is a black spot for 4G and we would have to hire a scanning kit

    5.3.6.   People have to be realistic that costs are going up these days

    5.3.7.   PDF along with tickets for pre-sales and a map for those on the day may be the value added for an increase

    5.3.8.   Want to insure we aren't increasing price year on year, make a choice to go for a few years

    5.3.9.   **VOTE** - Advance tickets to go to £9 plus booking fee: 7 Yes, 0 No, 0 Abstain

    5.3.10.   **VOTE** - Price option for On the day ticket to go up to £13 (Had voted on either £12 or £13 and draw (3 each) led to Chair decision of £13, as vote was initially a draw)

    5.3.11.   Need to make push for marketing this to others and Rob & Brad to work on contract with people

  5.4.   <u>***Discussion / Decision:***</u> *Recruitment of additional production/H&S contractor - how and who will be involved? (See contract for 2017 Event Safety Officer as context).*

    5.4.1.   Needed role as there are so many people on hill and tech are not feeling as supported as they need

    5.4.2.   EMh nominate TW and Georgia

    5.4.3.   **ACTION -** Confirm amount for person to TW and Georgia - Brad

    5.4.4.   Must be done to budget, will report to RT (RT needs to confirm what role description is)

6.   Beltane 2018 Volunteer Selections

  6.1.   <u>*Discussion:*</u> *Review agreed plans re May Queen selection*

    6.1.1.   JB walked everyone through the proposed process

    6.1.2.   We should have a small meeting before nominations close so the committee can speak to people who have an interest (very informal) and get a finding for what people want from a MQ, it will not be a chance to nominate people

    6.1.3.   Look to do this in week of end deadline, inform candidates and decision by Imbolc

    6.1.4.   Board getting list of names before shout out of those to be on committee, for transparency.

    6.1.5.   Community nominations and self nominations can happen, selection group will look at who has been community nominated and select who to contact to establish if they wish to be considered. Those who agree will be considered in final decision meeting alongside those who self-nominated.

6.1.6.   Board need to be clear that this means people nominated by others may not be contacted and be okay with this. Blues and board point of contact to answer queries if people have not done their reading.

6.1.7.   KK arrived

6.1.8.   The meeting for community is not a meeting of candidates but a discussion of names and selecting from there. Candidates will not be interviewed/met with.

6.2.   *Discussion: Review agreed plans re Group Organiser selection*

6.2.1.   People should be at GO weekend otherwise it should count against application

6.2.2.   NK to refer to blues for writing the shout out

6.2.3.   All Board and all Blues present at the meeting will be the selection group there unless conflict of interest where they will step out of the room

6.2.4.   Clarified that certain board members can not be a GO due to conflict of interest to allow enough people to be there to make a decision

6.3.   *Discussion/decision: Review draft Green Man selection process, agree final process and who involved*

6.3.1.   EMd talked through draft process and how it came about

6.3.2.   Broadly speaking process worked last time it was used and the recent blether noted people were happy for a distinction between the MQ and the GM selection due to nature of roles

6.3.3.   Informality works around it due to the role, Blues feel it works well, not to mess with it too much, if it works then don't break it

6.3.4.   Recently 2 board members involved to help selection of GM, similar to Kings & Cailliach.

6.3.5.   GM more performance for festival than long term like MQ and so maybe best to have just 1 board member on selection team to help

6.3.6.   2nd person as backup where 1 should be primary and then the other backup, to discuss before meeting

6.3.7.   Have stipulation that board member must be there and there can be a second as backup/ job share

6.3.8.   **VOTE -** The process & selection team will be changed to 1 board member being present who will have equal input with other selection members, with the option of having a second board member assisting as back up as long as there is a clear distinction on who is in lead for board representation - 7 Yes, 0 No, 0 Abstain

6.3.9.   Note the 500 word part can seem to be a potential barrier to accessibility due to dyslexia, etc. so we should look at different options of entry (eg. voice recording)

6.3.10.   **VOTE -** Happy to use the process laid out once the following changes have been made; being more specific on the Blues & Selection Team as well as changing how we present the 500 words to something more accessible (possibly NK or KK working on this) - 7 Yes, 0 No, 0 Abstain

6.4.   *Discussion/decision: Blues for Beltane 2018 - consideration of proposed candidates as new/returning Blues*

6.4.1.   No new names provided by Blues to approve at this time

6.4.2.   4 current Blues interested in staying on as Beltane is a tough festival to be inducted to role

6.4.3.   Several people who have had previous experience have expressed an interest meaning there may be 1 or potentially 2 more Blues for Beltane

6.4.4.   Blues would like a more balanced gender mix if possible

6.4.5.   Board private discussion on possible Blues that may be asked

6.4.6.   **VOTE** on each proposed Blue

6.4.7.   Informed current Blues happy for all those proposed returning Blues to be approached and once the Blues for Beltane are in place there can be a chat in regards to support for them/meeting with board and blues to set out roles, discuss key issues etc.

7. Other Events

7.1. Plans for Yule, Imbolc, Family Beltane

    7.1.1. TW to take charge of Donations for Yule event

    7.1.2. Imbolc - member. thinking of an event.

    7.1.3. **ACTION** - BM and Georgia to chat with member.

7.2. Tradefest Submission

    7.2.1. Family Events for Beltane, TW writing up the tradfest application

8. AOB

8.1. GDPR Preparation

    8.1.1. SD walked through their plans for being ready for GDPR next year and that all board should be willing to help answer questions when asked and look at proposed plan SD has prepared

    8.1.2. Need to look at forms on the website and where the info is kept and why

    8.1.3. SD to take GDPR plans forward and allocate tasks to rest of board as required.

9. Close of Meeting

    9.1. Next meeting to be held 15th January