

**Beltane Fire Society**  
**Board Meeting Minutes (Public)**

<b>Date and time:</b>	<b>Monday 15 January 2018, 7pm</b>
<b>Location:</b>	16 East Cromwell Street, Leith
<b>Invited:</b>	All Board, Blues and Event Coordinator
<b>Attended:</b>	Erin Macdonald (Chair), Shae Dunsmore (minuting), Alex Nuttgens, Brad Mcarthur, Danielle Christie, Erin McElhinney, Nathan Kelso, Tom Watton, Rob Thorburn (Event Coordinator), Kate Kirkwood (Blue), James Armandry (Blue), Josh Bergamin (Blue)

**1. Welcome (Board Present)**

1.1. New Board Member

1.1.1. Board welcomes new board member Georgia Royes

1.1.1.1. **Action:** SD to send Google calendar link to Rob, Alex & Georgia

1.2. Apologies

1.2.1. Board:EMcE arriving late

1.2.2. Blues: GK not attending

1.3. Declarations of Interest

1.3.1. Point 3.1 - NK

1.3.2. Point 7 - BM

**2. Review of minutes and action points**

2.1. Approval of minutes

2.1.1. Approved last 2 minutes

2.2. Progress on action points

2.2.1. Updated

**3. Beltane 2018**

3.1. Progress Update

3.1.1. May Queen Selection

3.1.1.1. Selection will be revealed around Imbolc

3.1.2. GOs

3.1.2.1. Pre-GO meeting: Sunday 21/01/2018 (TW leading)

3.1.2.2. Notes of interest: 3 received so far

3.1.2.3. GO selection meeting: Sunday 04/02/2018

3.1.2.4. GO weekend: recommend scheduling GO Pack earlier than last time (e.g. Sunday morning) and provide more practical guidance (e.g. on group finances)

3.1.2.5. **Action:** Alex, Georgia and Blues to plan GO weekend

3.1.2.6. Next board meeting: after GO weekend

3.1.3. Green Man Selection

3.1.3.1. Call for Green Man nominations has gone out

3.1.3.2. Several nominations received so far

3.1.4. Blues

3.1.4.1. Blues for Beltane being announced next week

3.1.4.2. Becca has requested photos, blurb etc for comms

3.1.5. Poster

3.1.5.1. Deadline is Fri 18th Jan

3.1.5.2. AN to decide poster decision process

*- JB arrives -*

3.2. Event Coordinator Update

3.2.1. RT has started planning for Beltane

3.2.2. Open Meeting: some issues trying to book venue

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- 3.2.3. Considering reducing the number of days we rent Calton Hill
- 3.2.4. Mini-production group: RT, BM, TW, GR
- 3.2.5. GO meeting venue: booked (G5)
- 3.2.6. GO weekend: have a possible venue
- 3.2.7. BFS Storage: need a post-move storage plan
  - 3.2.7.1. **Action:** EMacD, GR, TW & RT to have meeting to plan storage
- 3.2.8. Options for improving audience view at Beltane
  - 3.2.8.1. More raised areas (stages, catwalks)
  - 3.2.8.2. Marking good viewing points for public
  - 3.2.8.3. Selecting performance spots at bottom of a slope
  - 3.2.8.4. Board to send any suggestions to RT
  - 3.2.8.5. RT will encourage GOs to consider it in their plans
- 3.3. Additional festival prep
  - 3.3.1. GO packs could be made into web pages in Members Section of website
  - 3.3.2. Could add deadlines to top of documents
  - 3.3.3. **Action:** data protection statements to be added to forms

- JA arrives -

**4. Other Events (Imbolc, Family Beltane, Tradfest)**

- 4.1. Imbolc
  - 4.1.1. BM to contact CS to see if she's interested
  - 4.1.2. EMacd continuing previous discussions re planting a tree on Calton Hill
- 4.2. Family Beltane
  - 4.2.1. Scottish Storytelling Centre (with box office split) or Calton Hill
  - 4.2.2. TW leading
- 4.3. TradFest
  - 4.3.1. They are keen to arrange BFS involvement
  - 4.3.2. TW leading

- KK arrives -

**5. Samhuinn 2018**

- 5.1. Samhuinn Format Overview
  - 5.1.1. Council have adopted new processions policy
  - 5.1.2. Key change: must give minimum 12 weeks notice
  - 5.1.3. Key change: Council less inclined to allow events in city centre
  - 5.1.4. Can't repeat Samhuinn 2017 format due to crowd control issues

- EMcE arrives -

- 5.2. Samhuinn Format Discussion
  - 5.2.1. Would need to ticket if using same format as 2017
  - 5.2.2. JA's employer has offered free ticketing services
  - 5.2.3. Council have suggested calton hill or holyrood as venues
  - 5.2.4. Such venues could involve higher costs (licences, barriers, etc)
- 5.3. Samhuinn Decision
  - 5.3.1. Option 1
    - 5.3.1.1. Circular route around st Andrews square (short procession to stage)
    - 5.3.1.2. Ticketed, costs still to be determined pending review of expenses
    - 5.3.1.3. Parliament square could be opened up to relieve bottlenecks
    - 5.3.1.4. Audience restricted to approx 5k people
  - 5.3.2. Option 2
    - 5.3.2.1. Bottom of Royal Mile to Holyrood Park

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- 5.3.2.2. Muster at Gateway to palace
- 5.3.2.3. Ticketed, costs still to be determined pending review of expenses
- 5.3.2.4. Would need lighting
- 5.3.2.5. Less chance of crowd crush issues, but need to be aware of vehicles
- 5.3.2.6. Potential noise issues to residents
- 5.3.3. Option 3
  - 5.3.3.1. Grassmarket
- 5.3.4. Next Steps
  - 5.3.4.1. RT will write to council on 16/01/2018 to arrange meeting
  - 5.3.4.2. RT & TW to meet with Council for exploration of options

**6. Finance**

6.1. General financial position

- 6.1.1. Year end
  - 6.1.1.1. Started year with £82k in reserves
  - 6.1.1.2. Spent £92k in past year
  - 6.1.1.3. Income of £72k
  - 6.1.1.4. Yearly loss of £10k, but most of that was upfront payment for office
  - 6.1.1.5. Taking this into account, overall loss of approx £3k
  - 6.1.1.6. Completed finance handbook will be shared at year end
- 6.1.2. Monthly position
  - 6.1.2.1. £1200 spent this month (mostly samhuinn invoices)
  - 6.1.2.2. Performance against budget on target

6.2. Samhuinn 2017 Budget

- 6.2.1. Will revisit after Samhuinn plan has been discussed with council

**7. (Confidential matter - see board for full minutes)**

**8. AOB**

8.1. Potential New Trustee

- 8.1.1. Note of interest received
- 8.1.2. 9/9 vote in favour of approving them as trustee
- 8.1.3. EMacd to have further conversation with individual

8.2. Upcoming trustee events

- 8.2.1. EMacd to circulate list of upcoming events of interest

8.3. Fundraising

- 8.3.1. Brad contacted Diana Wood re fundraising advice
- 8.3.2. Diana will propose dates she can meet with Board

8.4. Edinburgh University Study

- 8.4.1. Uni business school sending group of masters students to study BFS (1.5hr meeting)

8.5. Volunteer Coordinator Role

- 8.5.1. Volunteer secretary role to be redistributed – Alex taking on role
- 8.5.2. **Action:** DC to hand over to AN
- 8.5.3. **Action:** SD to reset inbox password and send to AN

**9. Close of Meeting**

- 9.1. Next meeting: 04/02/2018 GO Selection, 19/02/2018 Board meeting