

**Beltane Fire Society**  
**Board Meeting Agenda**

<b>Date and time:</b>	<b>Monday 19 February 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, Erin McElhinney, Karen Dickson, Nathan Kelso, Tom Watton, Rob Thorburn (Event Coordinator), Kate Kirkwood (Blue)

**1. Welcome**

1.1. Welcome

1.1.1. Welcome to new Board Member Karen Dickson

1.2. Apologies

1.2.1. Board: Danielle Christie

1.2.2. Blues: Caroline Heavens, Gav Kennerly, James Armandary, Josh Bergamin, Rob May

1.3. Declarations of Interest

1.3.1. Point 4.4 - Rob Thorburn

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

2.1. Previous minutes approved

**3. Beltane 2018**

3.1. Progress re GOs, Court & Blues

3.1.1. Update provided to board by Blues

3.2. Event Coordinator update

3.2.1. Licence: application not yet submitted as not heard back from Council parks dept yet

3.2.2. Licence fees: plan to arrange hearing with council to query high price

3.2.3. EPOG: event planning operations group with BFS, council, police, etc. Tomorrow.

3.2.4. Security: Using same security company we used at Samhuinn

3.2.5. Calton Hill: still has construction work affecting routes and usable locations

3.2.6. Fire: Going to talk to Daniel about creating fire sculptures for performance spaces

3.2.7. Budget: so far quotes coming in higher than we had budgeted

3.2.7.1. Aiming for shorter hill hire to reduce costs

3.2.7.2. Suspect we will end up slightly over budget

3.2.8. Workload: spike in hrs required in feb

3.2.9. Bower: looking to access stores to review available items

3.2.10. Tickets: children's tickets £4.50 in advance and £5 on the night

3.2.10.1. **Action:** RT to inform Becca of any changes to ticket Ts&Cs

3.2.10.2. **Action:** EMcE to draft sentence re parental consent

3.2.11. Web: RT to write blurb about himself for website (send to [socialmedia@beltane.org](mailto:socialmedia@beltane.org))

3.2.12. Stage: RT proposes buying stage instead of hiring

3.2.12.1. **Action:** RT & production sub-group to draft proposal with costings

3.2.12.2. Would like to put stage in front of acropolis

3.2.13. RT proposes BFS should consider hiring out equipment

3.2.14. RT can offer a PA sound system to avoid us having to hire one

3.3. Other festival prep

3.3.1. Family Beltane

3.3.1.1. Need to consider who can lead event

3.3.1.2. Confirmed event with Scottish Storytelling Centre

3.3.1.3. **Action:** GR to progress and update

3.3.2. After-party: venue confirmed (The Caves)

- 3.3.3. Poster: can't release until we're able to sell tickets
- 3.3.4. Drum subsidies: info sent to drum groups
- 3.3.5. Costume subsidies: info sent to court

#### 4. Other operational matters

- 4.1. Samhuinn venue
  - 4.1.1. Problems restricting access if held on Royal Mile
  - 4.1.2. Council suggested East Princes Street Gardens
  - 4.1.3. Put in parks application to hopefully get official agreement
- 4.2. Premises compliance plan
  - 4.2.1. To be discussed at next meeting
- 4.3. GDPR planning
  - 4.3.1. Forms & volunteer documents updated to include GDPR privacy notices
  - 4.3.2. **Action:** SD to develop statement for website re Open Meeting data collection
    - 4.3.2.1. Send copy to EMacd for including in open meeting leaflet
  - 4.3.3. Investigate retention of photos (no longer have permission slips?)
  - 4.3.4. **Action:** SD to email round proposed data restructure documents
- 4.4. Potential sublet of rooms
  - 4.4.1. Overview from RT
    - 4.4.1.1. RT has options to lease out 2 downstairs rooms
    - 4.4.1.2. 1st option - RTs company, mostly costuming & desks
    - 4.4.1.3. 2nd option - 2 BFS members looking to store drums, desk, play music
    - 4.4.1.4. 3rd option - use of big space as a rehearsal space (scope for BFS events)
  - 4.4.2. Discussions
    - 4.4.2.1. Need to consider restrictions on noise
    - 4.4.2.2. Think the contracts need to be quite clear/precise
    - 4.4.2.3. Could have an interim storage/adhoc usage at first, then consider long term
    - 4.4.2.4. Health and Safety situation in building not ready yet - not risk assessed
    - 4.4.2.5. Need time to sort out legal agreements
    - 4.4.2.6. Legally would need to go via landlord - not possible in a week
    - 4.4.2.7. Concerns about use of main space
    - 4.4.2.8. Could have informal agreement for storage space until we can sort out lease
  - 4.4.3. Decision
    - 4.4.3.1. **Vote:** 1/9 in favour of allowing let starting within 1 week (6 against, 2 abstains)
    - 4.4.3.2. **Action:** KD to lead on looking into requirements for sub-letting

#### 5. Our charity and governance structure

- 5.1. Update from governance meeting with EVOC
  - 5.1.1. Paper introduced at 2017 AGM re proposed governance changes
  - 5.1.2. EVOC proposed change organisation to SCIO
    - 5.1.2.1. Need to maintain charitable status
    - 5.1.2.2. Don't need stay registered with companies house
    - 5.1.2.3. Don't require a solicitor to help make the change
  - 5.1.3. Slightly reduced regulation
- 5.2. Discussion
  - 5.2.1. Charitable aims & constitution need to be updated
  - 5.2.2. Need to consider ability to carry out trading & commercial activities
  - 5.2.3. Would need to develop a clear wrap up plan in event organisation ceases to exist
  - 5.2.4. **Action:** EMacd to investigate queries re proposed governance changes
  - 5.2.5. Concerned about lack of time in short term
  - 5.2.6. Longer board terms a key improvement
  - 5.2.7. Being registered with companies house can have benefits when dealing with suppliers

- 5.2.8. Could make proposed changes with current structure, then reassess
- 5.3. Decision

- 5.3.1. To be discussed further at next board meeting

## 6. Finance

### 6.1. General financial position

- 6.1.1. End Jan loss of £2600 - on target, as this is not a profitable period for BFS
- 6.1.2. Feb so far, now lost £8800 - on target, as this is not a profitable period for BFS
- 6.1.3. Cashflow - Jan over by approx £1000, on track for Feb

### 6.2. Review/approval of annual trustee report and accounts

- 6.2.1. Accounts to be reviewed after accountant has sent his changes back
- 6.2.2. Report: add info on risk management
- 6.2.3. 8/8 vote in favour of approving draft trustee report

### 6.3. Overview of finance handbook

- 6.3.1. EMacd to pass on notes to Brad separately
- 6.3.2. **Action:** Shae to investigate AGM minutes - any record of financial year decision (try 2009/2010).
- 6.3.3. **Action:** Brad to investigate past finances to see if financial year was March - April previously

## 7. AOB

### 7.1. Confidentiality

- 7.1.1. Reminder: Board members required to keep information confidential

### 7.2. Numbers at board meetings

- 7.2.1. Lack of space in meeting room
- 7.2.2. Could consider asking Blues to keep to 2-3 people representing at Board meetings

### 7.3. Proposal of Slack tool for Board & Blues comms

- 7.3.1. Email & Facebook can result in accidental sharing of information with wider audience
- 7.3.2. Charities get free premium account
- 7.3.3. Could pilot with Board only, then roll out to Blues later
- 7.3.4. **Action:** SD to investigate from system admin side

### 7.4. Green arts initiative

- 7.4.1. If anyone interested in being involved, can contact GR

### 7.5. 2017-COM6

- 7.5.1. SD/BM provided update to Board on fact finding
- 7.5.2. Propose continuing investigation into board processes only (no disciplinary due to lack of witnesses)
- 7.5.3. Safeguarding Subgroup to carry forward procedural work in summer: KD, EMcE, AN, SD

## 8. Close of meeting

- 8.1. Next board Meeting: 19th March 2018

### Short-term action points:

Action	Timing and status	To be actioned by
Discuss quartermaster role with EV	Jan 2018	TW
Write up risk register discussion notes	By Feb 2018	EMacd
Explore need for Counter-Terrorism barriers from MoD (also JA to get relevant info from Edinburgh marathon)		RT/JA

Arrange ticket agent for Beltane, to get tickets on sale in February	ASAP	RT / BM
Circulate filming agreement and work on member notice	Jan 2018	TW
SD to send Google calendar link to Tom	ASAP	SD
Volunteer Coordinator role hand over to AN	ASAP	DC
Volunteer Coordinator email inbox handover (password reset and send to AN)	ASAP	SD
Liaise with Becca re adding Tech details to BFS website	ASAP	EMacd
Advise Becca of any changes to ticket terms and conditions	ASAP	RT
Draft sentence re parental consent for ticketing	ASAP	EMcE
Form production sub-group to draft proposal with costings for purchasing a stage for BFS	ASAP	RT
Progress Family Beltane, including finding volunteers to help run event	ASAP	GR
Draft short privacy statement on open meeting data collection for web & leaflet	ASAP	SD
Email proposed details on electronic data restructure to board	ASAP	SD
Investigate requirements for BFS premises subletting	ASAP	KD
Investigate queries re proposed governance changes	ASAP	EMacd
Investigate AGM minutes for any record of decision on BFS financial year decision (try 2009/2010 minutes).	March 2018	SD
Investigate past finances to see if financial year was previously March - April	March 2018	BM
Investigate Slack from system admin side	March 2018	SD

#### Longer term action points:

Action	Timing and status at last update	To be actioned by
Debit Card Request	Ongoing	BM
Look into banking with a more ethical bank	As workload allows	Treasurer
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
Create Retention of data schedule/policy for the whole Society	May 2018	SD
Review membership list re database, data protection and storage (processes).		DC and SD
Review of membership/volunteers policy, discount and membership benefit		EMacd
Discussion to clarify closed vs open group and document clearly for future festivals		All Board

Review future event ticketing options		All board
Subgroup to carry forward work on safeguarding procedures in summer: KD, EMcE, AN, SD	Summer 2018	SD