

Beltane Fire Society
Board Meeting Agenda

Date and time:	Monday 19 March 2018, 7pm
Location:	16 East Cromwell Street, Leith
Invited:	All Board, Blues and Event Coordinator

Item	Time	Details	Item lead
1. Welcome	7pm	<ul style="list-style-type: none"> I. Apologies II. Declarations of interest regarding any agenda items 	Chair
2. Review of minutes and action points	7.05	<ul style="list-style-type: none"> I. <u>Decision:</u> approval of minutes from 19 February board meeting II. <u>Update:</u> Progress on action points 	
3. Beltane 2018 <i>[Operations]</i>	7.15	<ul style="list-style-type: none"> I. <u>Update:</u> Blues update (Any issues, how things are progressing) II. <u>Update:</u> Event coordinator update (inc licensing, H&S/ production role, tickets, busk, poster/flyer plans, etc) III. <u>Discussion:</u> Other festival issues - family Beltane, invite/ free ticket list, confirm debrief process plans etc IV. <u>Update:</u> After party progress 	Blues RT GR/TW/ EMcE
4. Other operational matters <i>[Operations]</i>	8.00	<ul style="list-style-type: none"> I. <u>Update/discussion:</u> Status of venue search for Samhuinn, and potential next steps II. <u>Update:</u> Renfrewshire Council interest in performers in October III. <u>Update:</u> Green Arts Initiative discussions update 	RT GR GR
5. Governance <i>[Governance]</i>	8.20	<ul style="list-style-type: none"> I. <u>Discussion:</u> Subgroups and working groups - do we want them, how are we going to set them up? II. <u>Discussion:</u> AGM preparation planning III. <u>Discussion:</u> Potential Summer blether on future of BFS - how do we want to be, what do we want to do across our next 30 years? 	Chair
5. Risk register and fundraising strategy <i>[Governance]</i>	8.45	<ul style="list-style-type: none"> I. <u>Discussion:</u> Review of initial section of risk register entries and proposed structure II. <u>Discussion/decision:</u> Fundraising session update and next steps 	Chair BM
6. Finance <i>[Governance]</i>	9.15	<ul style="list-style-type: none"> I. <u>Update:</u> General financial position, review of February cash flow forecast, budget tracker and profit and loss II. <u>Update:</u> VAT status III. <u>Update:</u> Debit card IV. <u>Update:</u> Finance handbook 	Treasurer
8. AOB	9.40	<ul style="list-style-type: none"> I. <u>Community issues - update on 2018-COM-1 and other issues</u> II. <u>GDPR planning progress and required actions</u> 	Chair SD
9. Close of Meeting	9.50	<ul style="list-style-type: none"> I. Confirm date of next meeting 	Chair

ACTIONS FOR REVIEW AT THIS MEETING:

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