

Date and time:	Monday 19 March 2018, 7pm
Location:	16 East Cromwell Street, Leith
Invited:	All Board, Blues and Event Coordinator
Attended:	Erin Macdonald (Chair), Shae Dunsmore (minuting), Brad Mcarthur, Erin McElhinney, Karen Dickson, Nathan Kelso, Tom Watton, Rob Thorburn (Event Coordinator), Caroline Heavens (Blue), Josh Bergamin (Blue)

1. Welcome

1.1. Welcome

1.1.1.

1.2. Apologies

1.2.1. Board: Alex, Nuttgens & Danielle Christie. Erin McElhinney arriving late.

1.2.2. Blues: Gav Kennerly, James Armandary, Kate Kirkwood, Rob May

1.3. Declarations of Interest

2. Review of minutes and action points

2.1. Previous minutes approved

3. Beltane 2018

3.1. *Blues*

3.1.1. Feedback re number of people not being accepted into groups

3.1.2. NK has checked previous years - numbers are about average

3.1.3. Last year had approx 30 more places due to 30th Year celebrations

3.1.4. **Action:** all board to consider deselections process for next festival - potential discussion at summer blethers.

3.2. *Event Coordinator*

3.2.1. Licensing: unable to book food traders until we have exemption from market trader status confirmed

3.2.2. Section 89: awaiting further info on staging

3.2.3. Traders: looking to move traders down to bottom of carriage drive, away from procession

3.2.4. Safety coordinator: had initial meeting

3.2.4.1. **Action:** SD to set up email address for site & safety officer

3.2.4.2. RT to send SD contact details for new SSO Alan

3.2.5. Health & safety: all in hand so far

3.2.6. Tickets: approx 50 ahead of last year, plus 25 kids tickets

3.2.6.1. **Action:** RT to set up ticket tracker & update weekly

3.2.7. Busk (21st Apr): applications all submitted, no acknowledgement of receipt yet

3.2.8. Groups

3.2.8.1. GOs: meetings have been productive

3.2.8.2. Aerie and Tech: both asking for an extra GO

3.2.8.3. Fire Point: 3rd GO appointed

3.2.8.4. Fire Arch: open practice took place yesterday

3.2.8.5. Request to formalise requirement for space holders who aren't stewards

3.2.9. Walkthrough Dates: now agreed

- Erin McElhinney arrives -

3.2.10. Calton Hill Construction Work: earth piles should be gone by 23rd Apr

- 3.2.11. Route Changes: air point may move slightly, possible water shrine at smudge (below bonfire), bower has moved slightly
- 3.2.12. Weekends away: RT to mention weather forecasts to GOs
- 3.2.13. Stage: approx £500-800 savings a year if we buy stage, would take 4-5 years to pay for itself
- 3.2.14. Lighting: RT would like to buy job lot of tiki torches for lighting performance spaces
- 3.2.15. Deselection process: RT would like this process to be reviewed
- 3.2.16. Definition of BFS vs non-BFS events should be reviewed further
- 3.3. *Other Festival Issues*
 - 3.3.1. Family Beltane: GR has verified lots organised already
 - 3.3.2. RT to investigate tickets for special guests & email list of invitees
 - 3.3.3. Debrief to be discussed later - broadly same process as last year

4. Other Operational

- 4.1. *Samhuinn Venue*
 - 4.1.1. Council have turned down Samhuinn venue application for East Princes St Gardens
 - 4.1.2. Will need to consider other options
 - 4.1.3. **Action:** RT to forward work so far to board so we can continue investigating

- Rob Thorburn departs -

- 4.2. *After Party*
 - 4.2.1. Caves booked for Beltane after party
 - 4.2.2. TW will have meeting with Norman from the Caves soon
 - 4.2.3. GR & EMcE will continue to manage after party volunteers

- Blues depart -

- 4.3. *Renfrewshire Council Request*
 - 4.3.1. Interested in having Beltane involved in their Halloween event
 - 4.3.2. Date is Saturday before Samhuinn (need to be aware of walkthrough dates)
 - 4.3.3. Groups could include drumming, fire, acro, etc
 - 4.3.4. **Vote:** 7/8 vote in favour (1 abstain, 0 against)
 - 4.3.5. **Action:** BM to work out costings for Renfrewshire Council event
- 4.4. *Green Arts Initiative*
 - 4.4.1. Provided useful links, e.g. how to set up new premises
 - 4.4.2. Provided tips on waste at festivals
 - 4.4.3. **Action:** GR will use Beltane Share to get ideas on how volunteers can be low footprint
 - 4.4.4. **Action:** GR to draft low carbon footprint tips for volunteers
 - 4.4.5. Next board term will need to write a sustainability policy

5. Governance

- 5.1. *Sub Groups/Working Groups*
 - 5.1.1. TW suggests we could use Green Initiative as pilot group
 - 5.1.2. To be discussed further at next meeting
- 5.2. *AGM Preparation*
 - 5.2.1. **Action:** TW to lead on AGM timelines
 - 5.2.2. **Action:** BM to book venue within next couple weeks
 - 5.2.3. Anyone planning to stand down at AGM should consider hand over
 - 5.2.4. Could include mini blether to get opinions on several topics
 - 5.2.5. Could include some findings from surveys
 - 5.2.6. Voting process to be discussed at next board meeting
 - 5.2.7. **Action:** EMacd to map out board & festival timeline for next 6 months

5.3. *Summer Blether*

- 5.3.1. **Action:** TW to look at possible dates for blether in early July

- Nate Kelso departed -

6. **Risk Register & Fundraising Strategy**

6.1. *Risk Register*

- 6.1.1. To be discussed next meeting

6.2. *Fundraising Update*

- 6.2.1. Training delivered last weekend
- 6.2.2. Fundraising folder created on drive
- 6.2.3. Fundraising database created - still to be populated
- 6.2.4. Becca will make changes to website re fundraising
- 6.2.5. Easy fundraising - currently have £2.43
- 6.2.6. Fundraising strategy currently being drafted - will be sent out for review before AGM

7. **Finance**

7.1. *General Financial Position*

- 7.1.1.
- 7.1.2. Just over £74k in bank, on track with requirements for spend for the rest of the year
- 7.1.3. Projected to have just over £52k in bank by end of financial year - again, this is inline with what's required and our policies.
- 7.1.4. Licences and room bookings currently slightly over budget but otherwise ok
- 7.1.5. Internet and phone will have an overspend due to move of premises
- 7.1.6. Reviewed profit and loss - as expected

7.2. *VAT Status*

- 7.2.1. Paper being drafted with 3 options:
 - 7.2.1.1. Current exemption for ticket sales (due to charity status)
 - 7.2.1.2. Voluntary registering for VAT and try to reclaim what we can
 - 7.2.1.3. Stopping VAT exemption status and maybe charging VAT on tickets etc
- 7.2.2. 2nd option possible, as would only affect core budget, not festival budget
- 7.2.3. **Long term action:** options to be reviewed after AGM

7.3. *Debit Card*

- 7.3.1. Ordered and in the post
- 7.3.2. Arriving today - Brad to collect & re-notify bank of change of address
- 7.3.3. Cards can only be given to bank signatories (treasurer & chair)
- 7.3.4. Invoicing to remain default for non-card holders wherever possible
- 7.3.5. Terms and conditions of use is included in the Finance Handbook

7.4. *Finance Handbook*

- 7.4.1. BM will email link to document to rest of board
- 7.4.2. Deadline for comments end of May

8. **AOB**

8.1. *GDPR Planning*

- 8.1.1. **Long term action:** T&Cs required for future events re photos
- 8.1.2. Propose data restructure of board drive has been emailed to board, feedback required by end March

8.2. *Volunteer Recognition*

- 8.2.1. Would like a mechanism to recognise and thank contributions from volunteers
- 8.2.2. Suggest that this could be done at the AGM - award ceremony idea would be challenging, but some form of recognition could be a possibility.
- 8.2.3. Will also encourage GOs to thank members of their groups

8.3. *Use of symbols*

- 8.3.1. A non-BFS group shared negative photos of themselves on the hill using a common BFS symbol, relating to political views not shared by BFS in any way.
- 8.3.2. Last year BFS published a post on use of symbols by such groups
- 8.3.3. **Action:** edit and re-release our previous statement with some carefully selected photos
- 8.3.4. **Action:** Blues to consider nice ritual element to include at walkthrough, as form of counterbalance action for our community (without directly taking on or antagonising any other groups).
- 8.4. *Premises Signage*
 - 8.4.1. **Action:** print & laminate sign to place outside as temporary measure
- 8.5. *IT Equipment*
 - 8.5.1. **Action:** EMacd to investigate sourcing new BFS computers

9. Close of Meeting

- 9.1. Date of next meeting: 16th April 2018

ACTIONS FOR REVIEW AT THIS MEETING:

Short-term action points:

Action	Timing and status	To be actioned by
Write up risk register discussion notes	By Feb 2018	EMacd
Investigate requirements for BFS premises subletting	ASAP	KD
Investigate queries re proposed governance changes	ASAP	EMacd
Investigate past finances to see if financial year was previously March - April - NEW ACTION - need to change memorandum & articles to match new fin yr	March 2018	BM
Investigate Slack from system admin side	March 2018	SD
Set up site@ email address for new site & safety officer	ASAP	SD
Consider process for AGM	June 2018	All Board
Set up ticket tracker & update weekly	ASAP	RT
Samhuinn event planning: EC to forward all progress made on Samhuinn location to board so they can take it forward	ASAP	RT
Work out costings for Renfrewshire Council event	ASAP	BM
Use Beltane Share to get ideas on how volunteers can be low footprint	June 2018	GR
Draft low carbon footprint tips for volunteers	June 2018	GR
Create 2018 AGM timeline	ASAP	TW
Book AGM venue within next couple weeks	April 2018	BM
Map out board & festival timeline for next 6 months	May 2018	EMacd

Look at possible dates for blether in early July	May 2018	TW
Re-release our previous BFS statement about use of symbols and include some carefully selected photos	ASAP	
Consider nice ritual element to include at walkthrough re use of symbols	April 2018	Blues
Print & laminate BFS sign to place outside new premises	ASAP	
Investigate sourcing new BFS computers	ASAP	EMacd

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 BFS records	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
Consider improvements we could make to group deselection process for Samhuinn	Aug 2018	All board
Review options for VAT registration to be reviewed after AGM (link to paper)	July 2018	All board
Review T&Cs for future events re notifying public of photography at events	July 2018	All board