

Beltane Fire Society
Board Meeting Agenda

Date and time:	Monday 16 April 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 March 2018 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> Event coordinator update (inc licensing, H&S/ production role, tickets, busk, poster/flyer plans, on the night etc) II. <u>Discussion:</u> Other festival issues - family Beltane, invite/ free ticket list, confirm debrief process plans etc III. <u>Update:</u> After party progress 	RT GR/TW/ EMcE
4. Looking ahead <i>[Operations]</i>	8.00	<ul style="list-style-type: none"> I. <u>Discussion:</u> Search for Samhuinn venue - assigning actions II. <u>Discussion/decision:</u> Confirming timeline for rest of 2018 III. <u>Discussion:</u> AGM and blether preparation planning IV. <u>Update:</u> Premises status/plans 	Chair Chair TW/KD/ EMacd
5. Governance etc <i>[Governance]</i>	8.35	<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>Update:</u> GDPR progress, any actions needed 	Chair SD
6. Finance <i>[Governance]</i>	8.50	<ul style="list-style-type: none"> I. <u>Update:</u> General financial position, review of March cash flow forecast, budget tracker and profit and loss II. <u>Review:</u> Q1 (Jan-Mar) reports III. <u>Update:</u> Finance and fundraising progress IV. <u>Discussion:</u> Renfrewshire event budget 	Treasurer
8. AOB	9.15	<ul style="list-style-type: none"> I. <u>Community issues - update on 2018-COM-1 and other issues</u> II. <u>AM email</u> III. <u>BFS official time policy</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
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
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	Rob
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