

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
Attended:	Erin Macdonald (Chair), Shae Dunsmore (minuting), Alex Nuttgens, Brad McArthur, Erin McElhinney, Karen Dickson, Nathan Kelso, Tom Watton, Rob Thorburn (Event Coordinator)

1. Welcome

1.1. Welcome

1.2. Apologies

1.2.1. Board: Danielle Christie. Tom Watton & Erin McElhinney late

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

1.3. Declarations of Interest

1.3.1. None

2. Review of minutes and action points

2.1. Previous minutes approved

3. Beltane 2018

3.1. EC Update

3.1.1. Licensing: still waiting for busk licence & public entertainment license

3.1.2. Hill Agreement received

3.1.3. Staging: Section 89 received, new big stage confirmed for front of acropolis

3.1.4. Flyers: printed and being distributed

3.1.5. Groups: Concerned about Steward numbers, but otherwise no issues

3.1.5.1. **Action:** further callout for stewards and tech

3.1.6. Budget: on track

3.1.6.1. **Long term action:** 2019 Beltane budget planning need to factor in savings we had this year from parks which won't carry over to next year

- Karen Dickson & Tom Watton arrive -

3.1.7. Environmental impact: Moving from generators to battery lights where possible

3.1.8. Site Map: RT provided overview of site layout and processional route

3.1.9. Walkthrough: went very well, had some feedback re timings

3.1.10. Bower: recommend Bower are given more time to manage their space

3.1.11. Blues: have minor issues that they are currently managing, none require escalating

3.1.12. Firewood & bush: recommendations on sources of wood given to RT

3.1.13. Special guests: RT will finalise special guest invites this week

3.1.14. GO Debrief: GOs have already been informed

3.1.15. Council debrief: scheduled for Tuesday 9th May

- Rob Thorburn departs -

3.2. Other Festival Issues

3.2.1. *Family Beltane*

3.2.1.1. Activities organised include: Felt workshops, earth point doing some wishing planting, storytelling, movement workshops.

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- 3.2.1.2. Tickets: currently on sale for £3
- 3.2.1.3. Photopoint: GR will check they are aware of event time and location
- 3.2.1.4. Samhuinn: Storytelling centre keen to book a date, BFS to get 70% box office fee
- 3.2.2. *Mother's Day Parade*
 - 3.2.2.1. Part of Tradfest - have asked for drum crew, not offered to pay
 - 3.2.2.2. TW will liaise with Tradfest and the drum crews
- 3.2.3. *Jazz Festival*
 - 3.2.3.1. GR to contact them to organise BFS involvement
 - 3.2.3.2. EMcE will pass contact details to GR
- 3.2.4. *Afterparty*
 - 3.2.4.1. Venue: TW has spoken to Norman from The Caves
 - 3.2.4.2. DJ booked: Josh Forrester
 - 3.2.4.3. Drums: suggest they're all kept in backstage area
 - 3.2.4.4. Tickets: GR has received the tickets
 - 3.2.4.5. Decor: EMcE has kept in touch with volunteers re decor, Lizzie Farnham will be lead in the club
 - 3.2.4.6. Finance: money will be collected from GOs tomorrow and again next week (GR & EMcE managing)
- 3.2.5. *Debrief process*
 - 3.2.5.1. Survey preparation nearly complete
 - 3.2.5.1.1. EMcd & NK will review wording together (include space to feedback on GOs, Blues & EC)
 - 3.2.5.1.2. NK will send a preview of finished survey to board shortly
 - 3.2.5.2. Process overview:
 - 3.2.5.2.1. Electronic survey sent to volunteers
 - 3.2.5.2.2. Group debrief with GOs
 - 3.2.5.2.3. GO debrief with EC
 - 3.2.5.2.4. Blues debrief with EC
 - 3.2.5.2.5. Board debrief
 - 3.2.5.3. Propose we are more active in following up on issues raised during debrief
 - 3.2.5.3.1. TW suggests we could use Resolutions process to help facilitate this on a case by case basis
 - 3.2.5.4. Debrief meeting date TBC

4. **Looking Ahead**

4.1. Samhuinn Venue

- 4.1.1. **Action:** TW to book Calton Hill for 31st as a backup plan
- 4.1.2. Possible option to collaborate with Diwali Festival of Light in West Princes Street Garden
 - 4.1.2.1. They have a bonfire on Calton hill 20 days before Diwali
 - 4.1.2.2. We could open for their event on the Wednesday
 - 4.1.2.3. Their event takes place over the weekend after Samhuinn
 - 4.1.2.4. Good opportunity for cost sharing and reduced administrative effort
 - 4.1.2.5. Their event focuses on mostly culture (feast, bollywood night lanterns, etc)
 - 4.1.2.6. **Action:** TW to continue the discussions with the organiser
- 4.1.3. Holyrood park
 - 4.1.3.1. Would require working with multiple departments
 - 4.1.3.2. Not an ideal venue for a Samhuinn event
- 4.1.4. Bristo Square
 - 4.1.4.1. **Action:** GR to investigate this as a performance space
- 4.1.5. Club night only/stage-based performance also an option
- 4.1.6. May consider options outside of Edinburgh
- 4.1.7. Need to consider communication with members

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- 4.2. 2018 Timeline
 - 4.2.1. Board reviewed draft dates going forward
 - 4.2.2. EMacd will update timeline to reflect changes to dates discussed
 - 4.2.3. **Action:** EMacd to propose part of debrief shift to early afternoon Sun 20th May
 - 4.2.4. **Action:** EMacd to write an Agenda for debrief meeting
- 4.3. AGM
 - 4.3.1. Booked for 24th June at Methodist Church
 - 4.3.2. **Action:** AN to write AGM/Trustee shout out text
 - 4.3.3. Points for discussion at AGM:
 - 4.3.3.1. Samhuinn Venue
 - 4.3.3.2. Chair's report
 - 4.3.3.3. Update on Governance Review
 - 4.3.3.4. New premises
 - 4.3.3.5. Group selection process and wider BFS community discourse (members can bring ideas on post-its)
 - 4.3.4. **Action:** EMacE write 1-page AGM vote procedure
- 4.4. Blether
 - 4.4.1. To be discussed later
- 4.5. Premises
 - 4.5.1. Electric have been certified (wifi socket to be checked - ongoing wifi issues)
 - 4.5.2. Require formation of a premises & stores actions group
- 5. **Governance**
 - 5.1. Working Groups
 - 5.1.1. Mention in comms prior to AGM
 - 5.1.2. Discuss working groups further at AGM
 - 5.1.3. Invite working group volunteers to small section of Board Weekend
 - 5.2. GDPR
 - 5.2.1. SD provided update on GDPR project
 - 5.2.1.1. SD will review comments on draft data restructure and progress
 - 5.2.1.2. **Action:** SD to circulate draft information asset register
- 6. **Finance**
 - 6.1. General Finance Update
 - 6.1.1. New finance handbook and procedures will be drafted ready for approval by board weekend
 - 6.1.2. Profit and Loss is as planned
 - 6.1.3. Budget is generally on track (licenses & staging slightly over budget, parks is under budget)
 - 6.1.4. Financial forecast has been revised (e.g. pushed back room rental income, added Renfrewshire Council income)
 - 6.1.5. Should finish financial year with approx £66,000 in reserve
 - 6.2. Fundraising Progress
 - 6.2.1. £4.88 raised so far
 - 6.3. Renfrewshire Event Budget
 - 6.3.1. **Action:** Board to feedback on the draft Samhuinn budget
- 7. **AOB**
 - 7.1. BFS Official Time Policy
 - 7.1.1. Discussion around suggested policy on official BFS spaces
 - 7.1.2. **Action:** EMacd to contact governance consultant for further guidance
- 8. **Close of Meeting**
 - 8.1. Blues & EC Debrief - date TBC
 - 8.2. Board meeting - 4th June

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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
Consider process for AGM	June 2018	All Board
Create 2018 AGM timeline	ASAP	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 - REMOVE	April 2018	Blues
Laminate BFS sign to place outside new premises	ASAP	Rob
Investigate sourcing new BFS computers	ASAP	EMacd
Issue further callout for stewards and tech	ASAP	Comms
Request booking for Calton Hill for Samhuinn	June	TW
Continue the discussions with the Diwali organiser re collaboration	Ongoing	TW
Investigate Bristo Square as a performance space	June	GR
Propose part of debrief shift to early afternoon Sun 20th May	ASAP	EMacd
Write an Agenda for Beltane debrief meeting	ASAP	EMacd
Write AGM shoutout	May	AN
Write 1-page AGM vote procedure	May	EMcE
Circulate draft information asset register	Early May	SD
Provide feedback on the draft Samhuinn budget	ASAP	Board
Contact Joette re further support on official BFS time policy	ASAP	EMacd

Longer term action points:

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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
2019 Beltane budget planning - ensure budget accounts for increased costs due to savings we had this year from parks which won't carry over to next year	Late 2018	Treasurer