

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

<b>Date and time:</b>	<b>Monday 04 June 2018, 7pm</b>
<b>Location:</b>	16 East Cromwell Street, Leith
<b>Invited:</b>	All Board, Blues

<b>Item</b>	<b>Time</b>	<b>Details</b>	<b>Item lead</b>
<b>1. Welcome</b>	<b>7pm</b>	<ul style="list-style-type: none"> <li>I. Apologies</li> <li>II. Declarations of interest regarding any agenda items</li> </ul>	Chair
<b>2. Review of minutes and action points</b>	<b>7.05</b>	<ul style="list-style-type: none"> <li>I. <b><u>Decision:</u></b> approval of minutes from 16 April 2018</li> <li>II. <b><u>Update:</u></b> Progress on action points</li> </ul>	
<b>3. Samhuinn 2018</b>	<b>7.15</b>	<ul style="list-style-type: none"> <li>I. <b><u>Update:</u></b> Samhuinn venue</li> <li>II. <b><u>Discussion/decision:</u></b> Confirming timeline for rest of 2018</li> <li>III. <b><u>Discussion/decision:</u></b> agreeing GO selection and court selection processes (shout outs will go before next board meet, please review both draft processes in links here - provided as basis for starting discussion only.)</li> <li>IV. <b><u>Discussion:</u></b> Family Samhuinn</li> <li>V. <b><u>Decision:</u></b> Assigning actions for summer</li> </ul>	TW Chair
<b>4. Board practicalities</b> <i>[Operations]</i>	<b>8.35</b>	<ul style="list-style-type: none"> <li>I. <b><u>Discussion:</u></b> AGM planning (inc vote items)</li> <li>II. <b><u>Decision:</u></b> advertising and contracts - confirming policy</li> <li>III. <b><u>Update:</u></b> GDPR, any actions needed</li> <li>IV. <b><u>Update:</u></b> Premises status/plans</li> <li>V. <b><u>Discussion:</u></b> what outcomes do we want to set for safeguarding project / BFS time policy projects?</li> </ul>	Chair SD T/K/E
<b>5. Finance</b> <i>[Governance]</i>	<b>8.55</b>	<ul style="list-style-type: none"> <li>I. <b><u>Update:</u></b> General financial position, review of April cash flow forecast, budget tracker and profit and loss</li> <li>II. <b><u>Review:</u></b> Beltane budget position and implications for year's finances</li> </ul>	Treasurer
<b>6. Community issues</b> <i>[Community]</i>	<b>9.05</b>	<ul style="list-style-type: none"> <li>I. <b><u>Update:</u></b> 2017-COM-6</li> <li>II. <b><u>Update:</u></b> 2018-COM-2</li> <li>III. <b><u>Update:</u></b> 2018-COM-3</li> </ul>	SD + EMac + BM +
<b>7. Review of year</b> <i>[Governance]</i>	<b>9.20</b>	<ul style="list-style-type: none"> <li>1. <i>Revisiting our goals for the year - how did we get on? What were our main challenges? What can we be proud of from this year?</i></li> <li>2. <i>Hopes for BFS in the year ahead?</i></li> </ul>	Chair
<b>8. AOB</b>	<b>9.45</b>	-	Chair
<b>9. Close of Meeting</b>	<b>9.50</b>	<ul style="list-style-type: none"> <li>I. Confirm date of next meeting</li> </ul>	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		
change memorandum & articles to match new fin yr	March 2018	BM
Re-release our previous BFS statement about use of symbols and include some carefully selected photos	ASAP	
Investigate sourcing new BFS computers	ASAP	EMacd
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
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:**

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