

Beltane Fire Society Board Meeting Agenda

Date and time:	1.30pm - 5.30pm Saturday 7 July 2018 10.30am - 5pm Sunday 8 July 2018
Location:	Meeting Room 1, City of Edinburgh Methodist Church, Nicolson Square
Invited:	All new board (plus last year's board for 12.30pm - 1.30pm on Sunday)

SATURDAY 8 JULY 2016			
Time	Item	Details	Lead
1.30pm	Being a trustee	<ul style="list-style-type: none"> ● What is our role as trustees ● Trustee code of conduct ● Trustee handbook ● Trustee register for 2018-19 details and conflict of interest log ● Board meetings, decisions and discussions - how they've worked ● Timelines for the year 	Erin
2.45pm	The year ahead - how do we want to be?	<ul style="list-style-type: none"> ● Goals/aims/wishes for our term ● What will we do differently? ● We can't do everything - so what are our priorities? ● Setting boundaries / expectations: workloads and time commitments etc 	Karen
4pm	Skills and roles for 2018-19	<ul style="list-style-type: none"> ● Skills audit: What we have, what we need, interests, do we need training/support in any area, collectively? ● What tasks / roles do we need ● Who will take them on - and do we need anyone else? Do any of us need training for the role we have been assigned? ● Decision: Role descriptions/duties confirmed 	Tom
5.30pm	Close	(If anyone fancies going for a drink/dinner - let's do it!)	

SUNDAY 9 JULY 2016			
Time	Item	Details	Lead
10.30am	Finance as trustees	<ul style="list-style-type: none"> ● Our financial responsibilities as trustees ● Approving new finance handbook ● Fundraising and finance strategies ● Finances for the year ahead 	Brad
12.30pm	Handover from former trustees	<ul style="list-style-type: none"> ● Retired board members handover/set out main duties/tips from roles they held and activities conducted during their term <ul style="list-style-type: none"> ○ Nate ○ Erin McE ○ Danielle ○ Georgia 	Alex
1.30pm	Lunch	(We'll order in)	
2.15pm:	How some key things have worked - recap and discussion	<ul style="list-style-type: none"> ● Blues processes ● Court selection ● GO selection (inc Board members as GOs) ● GO weekend, meetings and debriefs ● Volunteer paperwork 	Shae / All

		<ul style="list-style-type: none"> ● Complaints and issues: resolutions, grievance, disciplinary processes 	
3.30pm	Live issues - where things are at and where do we want to get to in year ahead?	<ul style="list-style-type: none"> ● Premises ● Samhuinn venue ● live community issues ● Safeguarding project ● Strategy and future planning 	TBC
4.45pm:	Close		