

Beltane Fire Society
Board Meeting Minutes

Date and time:	Monday 21 January 2019, 7pm
Location:	Downstairs room in Number 16
Invited:	All Board, Blues, Event Coordinator
Attended:	Erin Macdonald (Chair), Shae Dunsmore (minuting), Alex Nuttgens, Brad McArthur, Karen Dickson, Neil Barton, Neil Rhind, Callum Donald (Event Coordinator), Jamie MacNeill (Blue), Caroline Heavens (Blue), Gav Kennerly (Blue)

1. Welcome

- 1.1. Welcome
- 1.2. Apologies
 - 1.2.1. Board: Karen Dickson, Dex de Cruz
 - 1.2.2. Blues: Caroline arriving late
- 1.3. Conflicts of interest
 - 1.3.1. None declared
- 1.4. Review of Minutes
 - 1.4.1. January minutes approved

2. Festival Operations

- 2.1. Event Coordinator Update
 - 2.1.1. Licences are in hand
 - 2.1.2. Some experienced fire performers have provided suggestions for Fire Safety session for GOs and criteria for selecting GOs
 - 2.1.3. Calum and DdC have reviewed the draft safeguarding section of the GO weekend
 - 2.1.4. AN requests some time at GO weekend to discuss GO paperwork
 - 2.1.5. Calum has a candidate for the site safety officer
 - 2.1.6. EPOG scheduled for 10am 28th Feb
 - 2.1.7. Collective gallery have said they want road/vehicle access at all times
 - 2.1.8. Collective gallery asked about catering and may be willing to use event as an opportunity
 - 2.1.9. Tickets now on sale. Approx 150 tickets sold so far
 - 2.1.10. Calum unavailable on 7th-12th April
 - 2.1.11. Calum happy to run the Open Meeting
- 2.2. GO Applications (Non-Board Section of Meeting - GO Selection)
 - 2.2.1. *Confidential*
- 2.3. Poster
 - 2.3.1. **Action:** DdC to advise on outcome of vote on poster designs
- 2.4. GO Weekend
 - 2.4.1. Consultant Joette has provided a draft of the 1hr section on safeguarding
 - 2.4.2. Safeguarding to be presented by Joette, Alex & Jamie
 - 2.4.3. GOs will be advised to be aware of the inherent power dynamics between GOs and group members
 - 2.4.4. Blues available: Jamie, possibly Caroline, possibly Josh

- Caroline Arrives -

3. Bletcher Outcomes

- 3.1. Review Approach for Agreeing Actions

- 3.1.1. Propose we have a discussion about broad themes from the blether, then discuss how we can bring about suitable changes
- 3.1.2. Can list changes being considered and share paper with community for consultation
- 3.1.3. Board and blues then reconvene to discuss result of consultation
- 3.1.4. Caroline cautions that we should consider capacity when taking on work to change processes and prioritise
- 3.2. January Blether Themes
 - 3.2.1. Reviewed suggested approach for agreeing actions from blether - including discussion on key themes and potential actions to take document
 - 3.2.2. Some highlights were:
 - 3.2.2.1. Separation of governance and operations
 - 3.2.2.2. AGM elections to the board need to be more democratic
 - 3.2.2.3. Fundraising
 - 3.2.2.4. Training
 - 3.2.2.5. Selection criteria
 - 3.2.3. *Board selection*
 - 3.2.3.1. Inclusion of external trustees
 - 3.2.3.2. Staggered board elections and longer board terms (2 years)
 - 3.2.3.3. Max board term length
 - 3.2.3.4. Create an operations management group to separate Governance and Operations
 - 3.2.3.5. Could make candidates available for some Q&A before the AGM
 - 3.2.3.6. Make AGM a more enjoyable social occasion

- Calum departs -

- 3.2.4. *Blue Selection*
 - 3.2.4.1. Formalise process for Board giving feedback to Blues for selections
 - 3.2.4.2. Support for Blues from previous Blues
 - 3.2.4.3. Could improve volunteer survey questions around Blues
 - 3.2.4.4. Blues need a better way of recording who has been asked to Blue previously
 - 3.2.4.5. Blues wish to be made aware of community issues
 - 3.2.4.6. Need to tell the community when we're selecting Blues and maintain the opportunity for the community to put forward proposed Blue candidates
 - 3.2.4.7. It is hoped that Blues will stay on for 4 festivals
 - 3.2.4.8. Board involvement in Blues selection limited to reviewing shortlist for safety issues, conduct
 - 3.2.4.9. Board could formalise criteria for approving Blues and provide feedback at a high level
 - 3.2.4.10. Blues need to understand the skills they need within Blue
 - 3.2.4.11. Blues creating their own criteria for Blue selection could be tricky - meeting criteria doesn't guarantee they will be selected as Blue
 - 3.2.4.12. Blue internal criteria could include ability to work with others, and cultural fit...but not an exhaustive list
 - 3.2.4.13. Need to encourage a culture of honesty in which we can provide meaningful feedback
- 3.2.5. *Court Selection*
 - 3.2.5.1. Same process as proposed for Blue - Blue provide list of names and Board approve based on set criteria
- 3.3. Ideas to Take Forward
 - 3.3.1. *Board selection*

- 3.3.1.1. Option to recruit a paid operations member of staff (e.g. fundraising officer or development officer)
 - 3.3.1.1.1. Board already planning to recruit within next month or two on a trial basis
 - 3.3.1.1.2. Need to be in place before end of June
 - 3.3.1.1.3. They can lead creation of ops groups
- 3.3.1.2. In 2019, Board can look at options to increase board term
- 3.3.1.3. Explore finding 1-2 external trustees
- 3.3.1.4. Trial making AGM more fun/sociable for AGM 2019 or AGM 2020.
- 3.3.2. *Blue selection*
 - 3.3.2.1. Board will look to introduce a formal feedback process for Blues this festival
 - 3.3.2.2. Should be an expectation of Blues stay on for 4 festivals
 - 3.3.2.3. Formalise process for 'non performing' Blues
 - 3.3.2.4. Clarify transition when standing down from a role
 - 3.3.2.5. Board to formalise criteria and process for Blue approval
- 3.3.3. *Court selection*
 - 3.3.3.1. To be discussed at a later date

4. Finance

- 4.1. General Financial Position
 - 4.1.1. Very little activity in January
 - 4.1.2. £1000 transferred to the Triados reserves account
 - 4.1.3. Have received another invoice dated from 2017 (1 received in January)
 - 4.1.4. Neil reports that the Quickbooks software has been good to use so far

5. Board Projects

- 5.1. Premises
 - 5.1.1. Roof work is still in progress
- 5.2. Review of Projects/Plans
 - 5.2.1. Safeguarding
 - 5.2.2. Blether outcomes
 - 5.2.3. Recruitment of Operational Development Officer
 - 5.2.3.1. BM & AN to pull together initial tasklist
 - 5.2.4. Income generation and fundraising strategy
 - 5.2.5. 2018 accounts finished and sent to auditor

6. AOB

- 6.1. May Queen Dress Cost
 - 6.1.1. Court normally receive £50 contribution
 - 6.1.2. Last year contribution increased to £100
 - 6.1.3. **Vote:** 6 vote in favour of sticking to £100 subsidy and board will commit to review contingency support fund in future
- 6.2. Residency
 - 6.2.1. EMacd will progress this

7. Close of Meeting