

Beltane Fire Society
Board Meeting Agenda

Date and time:	Monday 11 March 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, Dex de Cruz, Neil Barton, Callum Donald (Event Coordinator), Josh (Blue)

1. Welcome

- 1.1. Welcome
- 1.2. Apologies
 - 1.2.1. Board: Karen Dickson, Neil Rhind
 - 1.2.2. Blues: Caroline Heavens
- 1.3. Conflicts of interest
 - 1.3.1. Alex Nuttgens possibly re safeguarding issues

2. Review of Minutes

- 2.1.1. February minutes approved

3. Festival Operations

- 3.1. Event Coordinator Update
 - 3.1.1. GO meetings going well
 - 3.1.2. Most groups closed
 - 3.1.3. EPOG went well - Council very happy
 - 3.1.4. Parks will let us use Nelson Monument again
 - 3.1.5. Collective gallery/restaurant meeting went well - we can go ahead as planned
 - 3.1.5.1. They will be provided with 90 tickets
 - 3.1.5.2. No cars on hill during event (from 7 - event finish)
 - 3.1.6. Staging for front steps will be redesigned so they're safer
 - 3.1.7. Rigging for fire sculptures also improved
 - 3.1.8. Approx 1000 tickets sold so far
 - 3.1.9. Ticket provider will have wifi tower on Calton Hill to help manage e-tickets
 - 3.1.10. The Mound will be out of action for at least 1 year due to work taking place there
- 3.2. Blues Update
 - 3.2.1. Court stories are coming together well
 - 3.2.2. Finding ongoing safeguarding issues tricky to deal with - just raising for board awareness
 - 3.2.3. Blues will share with board which list of which Blues are assigned to each group shortly
- 3.3. Safeguarding Update
 - 3.3.1. AN suggests we could consider having a safeguarding/welfare subcommittee
 - 3.3.2. In meantime, could have a designated board member not involved in safeguarding
 - 3.3.3. **Action:** EMacd to ask Joette for guidance on how GOs can communicate about safeguarding issues during open practices
 - 3.3.4. **Action:** EMacd to share Joette's email address with rest of board
 - 3.3.5. **Action:** EMacd to add discussion of handover to next board on current statuses
 - 3.3.6. EC can forward any queries to EMacd & DdC

4. Selection and Support of Key Volunteers

- 4.1. Blether Proposals Feedback
 - 4.1.1. No specific feedback received from the community
- 4.2. Actions Going Forward
 - 4.2.1. *Board selection*

- 4.2.1.1. Introduction of external trustees: scope what is required to introduce external trustees and ensure appropriate procedures are in place
- 4.2.1.2. Clear promotion of trustee role and requirements
- 4.2.1.3. Aim to increase attendance at AGM by including more community focus. Scope combining AGM with something fun: need to ensure AGM remains formal
 - 4.2.1.3.1. Could include a community meal
- 4.2.1.4. Explore option to increase board term to 2-5 years
 - 4.2.1.4.1. Board could have 360 review in interim years
- 4.2.1.5. Trial board candidate Q&A sessions prior to AGM
 - 4.2.1.5.1. Could have candidate Q&A session prior to AGM for asking questions 1-2-1
- 4.2.1.6. Introduce new festival ops paid role
- 4.2.1.7. Set up more sub groups to assist with operations
- 4.2.1.8. **Vote:** 6/6 vote in favour of the above proposals
- 4.2.2. *Blues Selection & Support*
 - 4.2.2.1. 2 year terms for Blues, with no approval between festivals even if they take a festival out during that time
 - 4.2.2.2. Clear description of factors taken into consideration for selecting new Blues and circulating these to the membership, the content of which will be decided by the Blues
 - 4.2.2.3. Community members are welcome to nominate other people (not themselves) to be considered for Blue
 - 4.2.2.4. Blues decide new blues based on list previously reviewed by Board
 - 4.2.2.5. Blues are not required to perform on the night - they can act as supporting blues - but they may not be GOs or Court
 - 4.2.2.6. Processes to stepping down as blue and transitioning to other roles to be clarified
 - 4.2.2.7. Feedback given to individual Blues post-festival, similar to GO feedback
 - 4.2.2.8. **Vote:** 6/6 vote in favour of the above proposals
 - 4.2.2.9. For later consideration: Board role in Blue selection to be more defined, with board only removing names from the list of people to be considered if they are unsafe
- 4.2.3. *Court Selection*
 - 4.2.3.1. Criteria for court members to be reviewed and clarified for Samhuinn 2019
 - 4.2.3.2. Blues decide new court based on list previously reviewed by Board
 - 4.2.3.3. Basic written record to be kept of selection by a board member who attends the court selection meeting (with no decision-making power, advisory only)
 - 4.2.3.4. Feedback offered to unsuccessful candidates where possible
 - 4.2.3.5. Samhuinn court to be selected prior to pre-GO meeting where possible, Beltane court to be selected in time for final GO selection at latest where possible
 - 4.2.3.6. Feedback given to individual Court post-festival, similar to GO feedback
 - 4.2.3.7. **Vote:** 6/6 vote in favour of the above proposals
 - 4.2.3.8. For later consideration: Board role in Court selection to be more defined, with board only removing names from the list of people to be considered if they are unsafe

5. Timeline

5.1. Timeline Review

- 5.1.1. BFS Timeline reviewed and updated
- 5.1.2. Suggest Blues are invited to Board weekend to meet new board
- 5.1.3. Suggest we add a specific Board & Blues planning session in calendar prior to GO weekend
- 5.1.4. **Action:** Blues to confirm they are happy to move all Court deadlines 1 week earlier
- 5.1.5. **Action:** Samhuinn format to be added to April board agenda for initial discussion
- 5.1.6. **Long Term Action:** Board, Blues & EC to discuss Samhuinn format (possible blether)

6. Finance

6.1. General Financial Position

- 6.1.1. £107 income from sale of merchandise at Open Meeting
- 6.1.2. NB provides overview of the February 2019 report

- 6.1.3. Board need to consider increasing income generation soon
- 6.1.4. Still not received the invoice for the special hazardous insurance for premises
- 6.1.5. NB will investigate adding a variance column to the monthly reports
- 6.1.6. **Long Term Action:** Ensure future budgets account for fire safety support person
- 6.2. Fundraising and Income Generation
 - 6.2.1. 10.7% of merchandising budget achieved so far
 - 6.2.2. 3-5 volunteers have offered assistance with fundraising
 - 6.2.3. Aim to have a merch catalogue by end of board term
 - 6.2.4. We are registered for gift aid, so will make gift aid forms available by end of board term
 - 6.2.5. Will try to fundraise at Yule event in December
 - 6.2.6. Investigating capacity for having a club night to raise money
 - 6.2.7. Possible art exhibit of Photopoint images
 - 6.2.8. Push to make space available in our premises for renting out

7. **Board Projects**

7.1. Ops Contractor Recruitment

- 7.1.1. AN provides overview of draft role description
- 7.1.2. Fixed term, with fixed fee over the course of 6 months
- 7.1.3. Change job title to operational administrator
- 7.1.4. **Action:** AN to update the role description based on feedback
- 7.1.5. AN & DdC taking responsibility for taking forward

7.2. Premises

- 7.2.1. To be discussed next board meeting

7.3. Other Projects

- 7.3.1. To be discussed next board meeting

8. **AOB**

- 8.1. None discussed

9. **Close of Meeting**

- 9.1. Date of next meeting: 8th April 2019