

Beltane Fire Society Board Meeting Agenda

Date and time:	12.30pm - 5.30pm Saturday 29 June 2019 11am - 4.30pm Sunday 30 June 2019
Location:	To be confirmed - contact brad@beltane.org to confirm
Invited:	All new board (plus last year's board for 3.30pm - 5.30pm on Saturday)
Minutes:	Recommended that discussions/key points captured on flip chart and photos taken, to act as basic minutes where possible - recommended minutes to be taken for rest, but that members take turns to allow participation- particularly where any voting occurs.

SATURDAY 29 JUNE 2019				
Time	Item	Details	Lead	Needed
12.30	Being a trustee	<ul style="list-style-type: none"> • What is our role as trustees • Trustee code of conduct- inc confidentiality • Trustee handbook • Trustee register for 2019-20 details and conflict of interest log. • Managing conflicts of interest - in general, in meetings and re specific decisions. • Board meetings, decisions and discussions - how they've worked • Timelines for the year 	Shae, Brad, Alex lead	Copies of: - code of conduct; trustee handbook; blank register; timeline for the year.
1.30pm	The year ahead - how do we want to be?	<ul style="list-style-type: none"> • Goals/aims/wishes for our term (will revisit tomorrow too) • We can't do everything - so what are our priorities? • Setting boundaries / expectations: workloads and time commitments etc 	All	Flipchart and pens
2.15pm	Skills audit 2019-20	<ul style="list-style-type: none"> • Skills audit: What we have, what we need, interests, do we need training/support in any area, collectively? • Completing skills audit form individually and talking through together 	?Tom chair discussion?	Copies of skills audit form; Flipchart and pens for summary.
3.10pm	BREAK			
3.30pm	Handover from former trustees (Former trustees present)	<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"> ○ Dex ○ Erin ○ Neil B ○ Neil R ○ (Karen unable to attend) 	?Caroline chair discussion?	Flipchart and pens
5.30pm	Close (hopefully earlier)	(If anyone fancies going for a drink/dinner?)		

SEE OVERLEAF FOR DAY 2

SUNDAY 30 JUNE 2019				
Time	Item	Details	Lead	
11am	Roles and tasks	<ul style="list-style-type: none"> • What tasks / roles do we need? Talk through/assign list of existing tasks • 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 to chair discussion?	List of existing tasks/ responsibilities to be assigned; Flipchart and pens
12 noon	Finance as trustees	<ul style="list-style-type: none"> • Our financial responsibilities as trustees • Finance handbook • Fundraising and finance strategies • Finances for the year ahead 	Brad lead	Relevant finance papers
1pm	Lunch			
1.45pm	How some key things have worked - recap and discussion	<ul style="list-style-type: none"> • Blues processes • Court selection • GO selection • GO weekend, meetings and debriefs • Volunteer paperwork • Complaints and issues: resolutions, grievance, disciplinary processes 	Brad/ Alex/ Shae lead	Relevant process docs; update sent to members on changes and document setting out transition between roles, plus transition between roles doc.
3pm	Live issues - where things are at and where do we want to get to in year ahead?	<ul style="list-style-type: none"> • Selection updates • live community issues • Safeguarding project • Strategy and future planning 	All	
4pm	Reviewing goals and upcoming next actions	<ul style="list-style-type: none"> • Review/recap on goals, priorities and aims for what want to do differently • Recap on tasks for coming weeks, including: <ul style="list-style-type: none"> ○ Samhuinn venue booking ○ Court and GO shout outs ○ Samhuinn ticketing supplier ○ Blue candidate vetting (Blues should be sending candidate list this weekend) ○ EC shortlisting and interviews ○ Poster ○ Pre-GO meet etc 	All	Goals list from day 1; timeline for coming weeks
4.30pm	Close			