

Beltane Fire Society
Board Meeting Agenda

Date and time:	Monday 22 July 2019, 7pm - 10pm
Location:	Beltonia (16 East Cromwell Street, EH6 6HD)
Invited:	All Board, Blues, BFS Admin contractor

Item	Time	Details	Item lead
1. Welcome	7pm	<ul style="list-style-type: none"> I. Apologies II. Format for Board Meetings III. Declarations of interest regarding any agenda items 	Chair
2. Review of minutes and action points	7.10	<ul style="list-style-type: none"> I. <i>Decision:</i> approval of minutes from April and May meetings II. <i>Update:</i> Review action points 	Chair
3. Co-Opting Trustees	7.20	<ul style="list-style-type: none"> I. <i>Discussion/decision:</i> Co-opting Neil Barton as Treasurer II. <i>Discussion:</i> Going forward 	Chair
4. Festival / Event Operations <i>[Operations]</i>	7.30	<ul style="list-style-type: none"> I. <i>Update:</i> Samhuinn venue, EPOG, Licenses, Tickets II. <i>Update:</i> EC for 2019/2020 III. <i>Update:</i> Blues for Samhuinn IV. <i>Update:</i> Court Selection V. <i>Update:</i> Pre-GO meeting, GO Selection, GO Weekend, GO Meetings VI. <i>Update:</i> After Party VII. <i>Update:</i> External events, inc family Samhuinn VIII. <i>Discussion:</i> Actions to be assigned for Samhuinn 2019 	TW/ BM SD/ BM Blues TW/ RC RC All
5. Finance and Income Generation <i>[Governance]</i>	8.40	<ul style="list-style-type: none"> I. General financial position and review of latest reports June 2019 Accounts II. <i>Update:</i> BFS annual accounts 2018 III. <i>Update:</i> Fundraising & Income Generation 	Treasurer BM/ RC
6. Board project progress <i>[Strategy/Operations]</i>	9.00	<ul style="list-style-type: none"> I. <i>Update:</i> Premises, Issues tracking spreadsheet II. <i>Update:</i> Sustainability, CCF Application, Canal clean up III. <i>Update:</i> Safeguarding IV. <i>Update:</i> Systems, GDPR, Drive structure V. <i>Update/decision:</i> Governance & Policies V.2, Policy Framework inc. Policy & Process templates 	TW BM AN BM
7. Community issues <i>[Board only]</i>	9.30	<ul style="list-style-type: none"> I. <i>Update:</i> 2018-COM-5 communication II. <i>Update:</i> Progress of active complaints (2019-COM-2,3,4, and 5) III. <i>Update:</i> Sub-committee formation for complaints 	BM RC/TW/ SD/AN
8. AOB	9.55	<ul style="list-style-type: none"> I. Plaque for Bridget (tree) 	
9. Close of Meeting	10.00	<ul style="list-style-type: none"> I. Confirm date of next meeting 	Chair

Short-term action points:

Action	Timing and status	To be actioned by
All signed into slack for communications	Next board meeting	All
Notify Companies House about new trustees and those that resigned	ASAP	AN
Sort emails for everyone on the board	ASAP	AN
Discuss filling the gap for skills on the board	Next board meeting	
Update Court and Blue selection to the current version		AN
Contact Joette re: Safeguarding	Next board meeting	BM
Seek appropriate contacts for discussion about legals around issues.	Ongoing	All
Contact other agencies (e.g. EVOC and OSCR) to ask about complaints panels		BM
Pre-GO session, planning and booking venue	ASAP	TW
Contact Mark Taylor re: complaints	ASAP	SD, TW
EC shortlisting and interviews	Wk 15th July	BM, SD
Check with Ops Support around Court & GO Shout Outs	ASAP	AN
Hill application	ASAP	TW
Check in with Callum/Dex/Neil B around culpability with the year license for Calton Hill	ASAP	TW
Redirect festival@ to Tom@ (later to change to coordinator@		AN
Contact The Jam House re: Samhuinn 2019 after party		RC
Conversation around fundraising handover	Before Sep 2019	BM, RC
Handover of Sys Admin role		SD, AN
Contact Ops Support to discuss months ahead		AN
Contact Comms Coordinator to discuss year ahead		TW
Contact previous board members for written feedback & things to be aware of for new board	Before Aug 2019	SD

Longer term action points:

Action	Timing and status at last update	To be actioned by
Submit 2018 accounts to OSCR and CH	By September	NB, AN
Discussion with Alan H on H&S and logistics within Beltonia	Before Sep 2019	TW

Draft external trustee advert to send to A&B Scotland	Before Dec 2019	BM
Look for potential co-op trustees or people suitable for sub-committees	Ongoing	All board
Look for potential new income streams (income gen or fundraising)	Ongoing	All board