

Beltane Fire Society
Board Meeting Agenda

Date and time:	Monday 12 August 2019, 7pm - 10pm
Location:	Beltonia (16 East Cromwell Street, EH6 6HD)
Invited:	All Board, Blues, Admin contractor, Event Coordinator

Item	Time	Details	Item lead
1. Welcome	7pm	<ul style="list-style-type: none"> I. Apologies II. Welcome of new Event Coordinator and introductions III. Declarations of interest regarding any agenda items 	Chair
2. Review of minutes and action points	7.15	<ul style="list-style-type: none"> I. <i>Decision:</i> approval of minutes from July meeting II. <i>Update:</i> Review action points 	Chair
3. Festival / Event Operations <i>[Operations]</i>	7.25	<ul style="list-style-type: none"> I. <i>Update:</i> Samhuinn Progress recap for EC - Venue, Licenses, EPOG, Tickets, Afterparty II. <i>Update:</i> Blues for Samhuinn III. <i>Update:</i> Court Selection IV. <i>Update:</i> Poster Selection V. <i>Update/Discussion:</i> GO Training Day, 'Danger' Day, GO Meetings VI. <i>Discussion:</i> Open Meeting planning VII. <i>Discussion:</i> Plans for using the hill VIII. <i>Discussion/Decision:</i> Tickets for Samhuinn 2019 Ticket Prices IX. <i>Discussion/Decision:</i> Audience Photography 	All Blues RC All All NB
4. Finance and Income Generation <i>[Governance]</i>	9.00	<ul style="list-style-type: none"> I. Financial position and review of latest reports July 2019 Accounts July Accounts II. <i>Discussion/Decision:</i> Carbon Offsetting for Festivals III. <i>Update:</i> Fundraising & Income Generation 	Treasurer BM BM/RC
5. Board project progress <i>[Strategy/Operations]</i>	9.20	<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. *GDPR - Can leave society VI. *CONF- as the starts. VII. <i>Update/decision:</i> Governance & Policies V.2, Approval of Staff Entitlements Policy in new format, 	TW BM BM AN BM
6. Community issues <i>[Board only]</i>	9.40	<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) 	All
7. AOB	9.55	<ul style="list-style-type: none"> I. AOB 	
8. 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
Sort emails for everyone on the board	ASAP	AN
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
Check in with Callum/Dex/Neil B around culpability with the year license for Calton Hill	ASAP	TW
Redirect festival@ to coordinator@		AN
Handover of Sys Admin role		SD, AN
Contact Ops Support to discuss months ahead		AN
Contact Comms Coordinator to discuss year ahead		TW
Coordinate poster finalising	Before Sept	RC, EC, TW
Open Meeting Venue booked	ASAP	Ops Support
Open meeting announced		BM, SD
Court announcement sent out		Court, Blues, BM/SD
Samhuinn 2019 Comms plan		TW
Explore site safety contract potential (inc fees)		TW, EC, NB
Sort Plaque for Bridget	Before Samhuinn	NB
Contact previous board members for written feedback & things to be aware of for new board	Before Sep 2019	SD
Investigate Paypal situation		NB, BM, TW
Discussion on Trustee recruitment, external trustees, skills gaps, etc.	Before Sep 2019	TW, CH, BM

Longer term action points:

Action	Timing and status at last update	To be actioned by
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