

Beltane Fire Society
Board Meeting Agenda

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| Date and time: | Monday 9 September 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 | I. Apologies II. Declarations of interest regarding any agenda items | Chair |
| 2. Review of minutes & action points | 7.05 | I. <i>Decision:</i> approval of minutes from July & August meeting II. <i>Update:</i> Review action points | Chair |
| 3. Festival / Events <i>[Operations]</i> | 7.15 | I. <i>Update:</i> EC Samhuinn Progress II. <i>Update:</i> Blues Samhuinn Progress III. <i>Update:</i> How did GO Training Day & 'Danger' Day go IV. <i>Update:</i> How did Open Meeting go V. <i>Discussion:</i> Group Selection Concern VI. <i>Discussion:</i> Brexit Strategy VII. <i>Discussion:</i> Fake Photo-pointers on the hill | EC Blues TW/RC All All BM/TW TW |
| 4. Finance and Income Generation <i>[Governance]</i> | 8.30 | I. Financial position and review of latest reports August 2019 Accounts II. <i>Update:</i> Fundraising & Income Generation | Treasurer BM/RC |
| 5. Governance Issues <i>[Governance]</i> | 8.40 | I. <i>Update:</i> Forming of committees and their powers II. <i>Update:</i> Planning for an EGM in January III. <i>Discussion:</i> Co-opting trustee after Samhuinn IV. <i>Update/decision:</i> Approval of Staff Entitlements Policy in new format | BM BM All BM |
| 6. Board project progress <i>[Strategy/Operations]</i> | 9.00 | I. <i>Update:</i> Premises (Issues tracking spreadsheet) II. <i>Update:</i> Sustainability, CCF project III. <i>Update:</i> Safeguarding next steps IV. <i>Update:</i> Systems, Drive structure | TW BM All AN |
| 7. Community issues <i>[Board only]</i> | 9.25 | I. <i>Update:</i> 2018-COM-5 communication II. <i>Update:</i> Progress of active complaints (2019-COM-2 and 5) III. <i>Update/decision:</i> 2019-COM-3 IV. <i>Discussion:</i> 2019-COM-6 | BM/SD AN/TW TW/RC All |
| 8. AOB | 10.25 | I. Blue Selection | All |
| 9. Close of Meeting | 10.30 | I. Confirm date of next meeting | Chair |

Short-term action points:

| Action | Timing and status | To be actioned by |
|--|-------------------|-------------------|
| Seek appropriate contacts for discussion about legals around issues. | Ongoing | All |
| Contact other agencies (e.g. EVOG 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 |
| Handover of Sys Admin role | | SD, AN |
| Court announcement sent out | | Comms |
| Explore site safety contract potential (inc fees) | | TW, EC, NB |
| Sort Plaque for Bridget | Before Samhuinn | NB |
| Investigate Paypal situation | | NB, BM, TW |
| Finish July minutes for review | | TW |
| Banking Signatories sorted | | BM/SD |
| Publish minutes and agendas for meetings & AGM | ASAP | BM |
| Discussion on Trustee recruitment, external trustees, skills gaps, etc. | Before Sep 2019 | TW, CH, BM |
| Draft a Safeguarding Policy | | CH |

Longer term action points:

| Action | Timing and status at last update | To be actioned by |
|---|----------------------------------|-------------------|
| 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 |