

Beltane Fire Society
Board Meeting Agenda

Date and time:	Monday 7 October 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. Declarations of interest regarding any agenda items 	Chair
2. Review of minutes & action points	7.05	<ul style="list-style-type: none"> I. <i>Decision:</i> approval of minutes from July & September meetings II. <i>Update:</i> Review action points 	Chair
3. Festival / Events <i>[Operations]</i>	7.15	<ul style="list-style-type: none"> I. <i>Update:</i> EC Samhuinn Progress II. <i>Update:</i> Blues Samhuinn Progress III. <i>Update/decision:</i> Brexit Strategy IV. <i>Update:</i> After Party ticket sales to non-performers V. <i>Discussion:</i> Photopoint VI. <i>Discussion:</i> Samhuinn 2020+ Venue VII. <i>Discussion:</i> Board Calendar to Beltane 2020 	EC Blues All NB All
4. Finance and Income Generation <i>[Governance]</i>	8:50	<ul style="list-style-type: none"> I. <i>Review:</i> Financial position and September 2019 Accounts. II. Insurance III. <i>Update:</i> Fundraising & Income Generation 	Treasurer BM/RC
5. Governance Issues <i>[Governance]</i>	9:05	<ul style="list-style-type: none"> I. <i>Discussion:</i> Recusing from discussions and hat management II. <i>Update:</i> Disclosure Progress III. Check-in meetings for Nov/Dec IV. <i>Discussion:</i> Co-opting trustees V. <i>Update/decision:</i> Approval of Recycling & Waste Management Policy 	AN/BM BM
6. Board project progress <i>[Strategy/Operations]</i>	9.25	<ul style="list-style-type: none"> I. <i>Update:</i> Premises (Issues tracking spreadsheet) II. <i>Update:</i> Sustainability, CCF project III. <i>Update:</i> Systems, Drive structure IV. <i>Update:</i> Safeguarding 	TW BM AN AN
7. Community issues <i>[Board only]</i>	9.40	<ul style="list-style-type: none"> I. <i>Update:</i> Complaints Tracking II. <i>Update:</i> 2018-COM-5 communication III. <i>Update:</i> Progress of active complaints 	All BM/SD All
8. AOB	9.55	<ul style="list-style-type: none"> I. AOB 	
9. Close of Meeting	10.00	<ul style="list-style-type: none"> I. Confirm date of next meeting 	Chair

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
Push for refund from CEC re:year license for Calton Hill	ASAP	TW
Explore site safety contract potential (inc fees)		TW, EC, NB
Sort Plaque for Bridget	Before Samhuinn	NB
Investigate Paypal situation	Before 2020	NB, BM, TW, (AN)
Finish July minutes for review	ASAP	TW
Banking Signatories sorted		BM/SD
Publish minutes and agendas for meetings & AGM	ASAP	BM
Register for Disclosure checks as a charity	Before Beltane	BM
Discussion on Trustee recruitment, external trustees, skills gaps, etc.	Before AGM	TW, CH, BM
Draft a Safeguarding Policy	Dec-2019	CH
Draft external trustee advert to send to A&B Scotland	Before AGM	BM

Ongoing Action Points points:

Action	Timing and status at last update	To be actioned by
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