

Beltane Fire Society
Board Meeting Agenda

Date and time:	Monday 9 December 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 October 2019 meeting II. <i>Update:</i> Review action points	Chair
3. Festival / Events <i>[Operations]</i>	7.15	I. <i>Discussion:</i> CEC Consultation around Calton Hill II. <i>Decision:</i> Yule 2019 actions III. <i>Discussion:</i> Any actions for Beltane 2019 before January board meeting IV. <i>Discussion:</i> Samhuinn 2020+ Venue	AN/ TW BM All All
4. Finance and Income Generation <i>[Governance]</i>	8.00	I. <i>Review:</i> October & November accounts II. <i>Decision:</i> 2020 BFS Budgets III. <i>Update:</i> Fundraising & Income Generation IV. <i>Decision:</i> Income Generation Strategy V3	NB NB BM BM
5. Governance Issues <i>[Governance]</i>	8.20	I. <i>Discussion:</i> Blether and EGM for February 2020 II. <i>Update:</i> Policies, Procedures, Guidance Notes III. <i>Discussion:</i> Co-opting trustees IV. <i>Decision:</i> Ops Support Contract Renewal	BM All
6. Board project progress <i>[Strategy/Operations]</i>	8.30	I. <i>Update:</i> Premises (Issues tracking spreadsheet), II. <i>Discussion/Decision:</i> Sub-tenants (lease agreement , welcome pack) III. <i>Update:</i> Sustainability and Green Strategy IV. <i>Update:</i> Systems, Drive structure V. <i>Update:</i> Safeguarding	TW TW BM AN All
7. Community issues <i>[Board only]</i>	8.50	I. <i>Update:</i> Complaints Tracking and update on active complaints II. <i>Discussion/Decision:</i> 2019-COM-05 (Final Report) III. <i>Discussion/Decision:</i> 2019-COM-02 (Final Report) IV. <i>Discussion/Decision:</i> 2019-COM-10 (Initial Discussion)	All AN RC/ TW All
8. AOB	9.55	I. AOB	
9. Close of Meeting	10.00	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. EVOC 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)
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