

Beltane Fire Society
Board Meeting Agenda

Date and time:	Monday 13th January 2020, 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. Changes to meeting III. Declarations of interest regarding any agenda items 	Chair
2. Review of minutes & action points	7.10	<ul style="list-style-type: none"> I. <i>Decision:</i> approval of minutes from October & December 2019 meeting II. <i>Update:</i> Review action points 	Chair
3. Festival / Events <i>[Operations]</i>	7.20	<ul style="list-style-type: none"> I. <i>Review:</i> Yule 2019 II. <i>Discussion/Update:</i> Imbolc Club Night 2020 III. <i>Discussion:</i> Beltane 2020 actions to be assigned IV. <i>Discussion/decision:</i> Holding Multiple Roles Guidance V. <i>Discussion:</i> Blue Selection VI. <i>Discussion:</i> Green Man Selection VII. <i>Discussion/Update:</i> Samhuinn 2020+ Venue 	All BM/RC All All All All All
4. Community issues <i>[Board only]</i>	8.30	<ul style="list-style-type: none"> I. <i>Update:</i> Complaints Tracking and update (if any) on active complaints <ul style="list-style-type: none"> A. 2019-05 B. 2019-08 C. 2019-10 II. <i>Discussion:</i> Managing complaints going forward 	AN BM/SD AN/TW All
5. Governance Issues <i>[Governance]</i>	8.50	<ul style="list-style-type: none"> I. <i>Discussion:</i> EGM for February 2020 on changing Art. of Assoc. II. <i>Update/decision:</i> Approval of Trustee Annual Report 2019 III. <i>Update/decision:</i> Approval of Indirect Cost Recovery Policy IV. <i>Update/decision:</i> Approval of Data Protection Policy 	BM
6. Finance & Income Generation <i>[Governance]</i>	9.30	<ul style="list-style-type: none"> I. <i>Review:</i> December Accounts II. <i>Update:</i> Fundraising & Income Generation 	NB BM
7. Board project progress <i>[Strategy/Operations]</i>	9.40	<ul style="list-style-type: none"> I. <i>Update:</i> Safeguarding II. <i>Update:</i> Premises (Issues tracking spreadsheet), Tenants III. <i>Update:</i> Systems, Drive structure, Access to documents IV. <i>Update:</i> Sustainability and Green Strategy 	All TW AN BM
8. AOB	9.50	<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 	

Short-Term Action Points	Deadline	To be actioned by
Push for refund from CEC re:year license (Currently reviewing what happened)	ASAP	TW, Russ
Publish minutes and agendas for meetings & AGM on website	ASAP	BM, Becca
Write revised version of consultation response to the community	ASAP - December	AN
Share emails from Council with CH and Angus F to look over	ASAP - December	TW
Amend tenant lease with removal of 22 and 23 as requested	ASAP - December	TW
Contact Daniel around taking on Ops Support for another term	ASAP - December	BM
Provide suggested changes to the Articles of Association with board to review	6th Jan	BM
Everyone to check trustee register and ensure details up to date	31st Jan	All trustees
Talk to poster person around potential commission for Beltane 2020 poster	31st Jan	AN
Draft a Safeguarding Policy	7th Feb	CH TW
Register BFS with Disclosure Scotland for checks on volunteers	7th Feb	BM
Explore site safety contract potential (inc fees)	15th March	TW, EC, NB
Sort Plaque for Bridget (Replacement sent to Georgia, waiting for response)	30th April	NB
Investigate paypal situation	30th April	NB, BM, TW, (AN)
Progress Royal Mile and Princess Street Garden ideas for Samhuinn 2020 with the Council and HES	30th April	TW, Russ
Review Samhuinn budget depending on changes	31st May	All board

Long-Term / Ongoing Action Points	Deadline	To be actioned by
Look into Insurance Providers	Before AGM	NB
Draft external trustee advert to send to A&B Scotland	Before AGM	BM
Discussion on Trustee recruitment, external trustees, skills gaps, etc.	Before AGM	All board
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