

Beltane Fire Society
Board Meeting Agenda

Date and time:	Monday 17th February 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. 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 January 2020 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> Imbolc 2020 II. <i>Update:</i> EC Update III. <i>Update:</i> Blue Update IV. Discussion: Preparing for Beltane 2020 (Open Meeting, GOs, GO weekend, GO meetings, etc.) V. <i>Discussion/Update:</i> Mabon 2020 Exhibit VI. <i>Discussion/Update:</i> Samhuinn 2020+ Venue 	RC/BM EC Blues All BM All
4. Community issues <i>[Board only]</i>	8:00	<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. 2019-08 B. 2019-10 C. 2020-01 II. <i>Discussion:</i> Safeguarding III. <i>Decision:</i> Code of Conduct Changes 	BM/SD AN/TW All All All
5. Governance Issues <i>[Governance]</i>	8:40	<ul style="list-style-type: none"> I. <i>Update/Discussion:</i> EGM 2020 and changing Art. of Assoc. II. <i>Update/decision:</i> Approval of Trustee Annual Report 2019 III. <i>Update:</i> Disclosures IV. <i>Update:</i> Charity Awards 	BM
6. Finance & Income Generation <i>[Governance]</i>	9:10	<ul style="list-style-type: none"> I. <i>Review:</i> January Accounts II. <i>Update:</i> Fundraising & Income Generation 	NB BM
7. Board project progress <i>[Strategy/Operations]</i>	9:30	<ul style="list-style-type: none"> I. <i>Update:</i> Premises (Issues tracking spreadsheet), Tenants, Office upstairs II. <i>Update:</i> Systems, Drive structure, Access to documents III. <i>Update:</i> Green Tracker, Sustainability and Green Strategy 	TW AN BM
8. AOB	9:55	<ul style="list-style-type: none"> I. AOB 	All
9. Close of Meeting	10.00	<ul style="list-style-type: none"> I. Confirm date of next meeting 	Chair

Short-Term Action Points	Deadline	To be actioned by
Publish minutes and agendas for meetings & AGM on website	ASAP	BM, Becca
Share emails from Council with CH and Angus F to look over	ASAP - December	TW
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
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
Hill Decor Shout Out (Decided at GO Selection?)	?	?
Review and update Data Protection Policy before it goes to approval to board	31st March	AN, SD
Sort Plaque for Bridget (Replacement is with Georgia)	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