

**Beltane Fire Society**  
**Board Meeting Agenda**

<b>Date and time:</b>	<b>Monday 17th February 2020, 7pm - 10pm</b>
<b>Location:</b>	Beltonia (16 East Cromwell Street, EH6 6HD)
<b>Attending:</b>	Bradley Mcarthur (BM), Shae Dunsmore (SD), Rebecca Conway (RC), Tom Watton (TW), Alex Nuttgens (AN), Neil Barton (NB)

<b>Item</b>	<b>Details</b>
<b>1. Welcome</b>	<ul style="list-style-type: none"> <li>I. Apologies <ul style="list-style-type: none"> <li>A. Caroline Heavens, Russ (EC), Lindsey (Blues), Daniel (Ops Support)</li> </ul> </li> <li>II. Declarations of interest regarding any agenda items <ul style="list-style-type: none"> <li>A. RC - 2019-COM-10</li> <li>B. TW to update Trustee register with new Directorship</li> </ul> </li> </ul>
<b>2. Review of minutes &amp; action points</b>	<ul style="list-style-type: none"> <li>I. <i>Decision:</i> approval of minutes from <u>January</u> 2020 meeting <ul style="list-style-type: none"> <li>A. To be approved next time</li> <li>B. <b>Action</b> - Shae to update January minutes</li> </ul> </li> <li>II. <i>Update:</i> Review action points <ul style="list-style-type: none"> <li>A. Looked through and amended as required</li> </ul> </li> </ul>
<b>3. Festival / Events</b> <i>[Operations]</i>	<ul style="list-style-type: none"> <li>I. <i>Review:</i> Imbolc 2020 <ul style="list-style-type: none"> <li>A. Imbolc went well and a special thanks to Rebecca Conway for helping organise everything with performers and venue.</li> <li>B. 126 tickets online and total raised of £1,508.20.</li> <li>C. After expenses of £500, each group (inc. BFS) paid £203.</li> <li>D. Few learning curves for next time such as; <ul style="list-style-type: none"> <li>1. focus on other things than just drums</li> <li>2. limiting tickets for people performing</li> </ul> </li> <li>E. Community enjoyed so should look at trying it again</li> </ul> </li> <li>II. <i>Update:</i> EC Update (<i>Provided via email</i>) <ul style="list-style-type: none"> <li>A. Specialized Security - provisionally confirmed, but Tom Watton and I are proposing a review of the security plan with support from SSO after issues arose after Samhuinn. <ul style="list-style-type: none"> <li>1. Board happy with this</li> </ul> </li> <li>B. Site &amp; Safety Officer - James Windebank proposed for the position, hopefully get confirmation this week <ul style="list-style-type: none"> <li>1. Board happy with this</li> </ul> </li> <li>C. Contact Point - any progress? should be a priority to get a contact point. <ul style="list-style-type: none"> <li>1. Hoping stewards can do a bit of contacting since it was mentioned in application</li> </ul> </li> <li>D. Open meeting <ul style="list-style-type: none"> <li>1. Mention on event parking is by arrangement on the event - parking limited</li> <li>2. 20-40 seats, no PA and no Projector</li> </ul> </li> <li>E. Busk <ul style="list-style-type: none"> <li>1. We had a conversation about not doing a busk, should we present this to GOs on training day so there's enough time to get the licence sorted? - Say it is on a date but dependant on costs and gauge their reaction</li> <li>2. Busk is good for stewarding practice and a chance to show off</li> <li>3. Need to look at how expensive it will be - mainly depends on the Insurance costs for this</li> </ul> </li> <li>F. Collective meeting - still to be arranged, will aim for 3rd or <b>4th March</b>. Parks and events will attend this one, I will also ask for Tom from SS to attend.</li> </ul> </li> </ul>

1. Board attendance is not essential, but one of you might want to monitor the situation with them as there are discussions to be had.
  - G. GO Meetings - discussed a breakaway room approach (with Gav and Sara), where we use the 2nd hour of GO meetings to split between performance and production discussions. What's the board's feelings? Is there a budget for this?
    1. Board fine with the idea
    2. Use the table in the breakaway room instead of paying for a new room
  - H. Disability platform at event - need to price this up with tech and check with treasurer, also any advice on best place for it to be on the hill?
    1. Best place - On the car park
    2. Speak to Actavo as they should have a platform we can use/have them build
    3. TW to advise
  - I. Coronavirus - should consider that the situation could lead to large outdoor events being cancelled. Having spoken to some other event people, more visible hand-wash stations have been advised and on-going monitoring. Need to consider how this might affect supplier contract i.e. do we need to put in a clause?
    1. Not covered by event insurance
    2. Also look at open meeting and speaking about this
    3. Look at having some handwashing stations on the night
- III. *Update: Blue Update (Provided via email)*
- A. Recent decision for selection to Blue was unanimous.
  - B. Blues were told about the advisory and one particulare Blue read out the email concerning the person. (Email that was approved to be shared on slack by board)
  - C. Blues felt that if it was a complaint worthy of investigation that it was a board matter.
  - D. Blues weren't sure of the intention behind passing on the advisory note - were they supposed to form our own investigation? If so we felt that should be a board matter. Was there some other action expected from them that they missed?
    1. Need to be clearer on the point of an advisory.
    2. They focus on community so they can unofficially look into things (knowledge of the community)
  - E. Blues acknowledge that none of us are curators of the community - board or blues.
    1. If we give you an advisory, it is not a formal complaint but a community issue which falls under their remit as we have had it told to us not do this from previous years
    2. What is the damage to the community is something they should think of.
  - F. Blues concluded that if the board had not vetoed the person then the advisory should be disregarded.
  - G. Blues have not told the person about the advisory on their selection
    1. Community not sure of how things are done in Blue selection
    2. Best to give a guidance document to them
    3. Were they guided to the decision they got to from the read out of the email? The reliance of the email or the decision
    4. **ACTION** - Brad draft a guidance then share for opinions
  - H. Blues are waiting for group selection to complete before engaging with GOs and attempting to fix our away weekend date.
  - I. Blues shared thoughts on if the recent email from a rejected GO was a breach of Data Protection.
- IV. Discussion: Preparing for Beltane 2020 (Open Meeting, GOs, GO weekend, GO meetings, etc.)
- A. Open Meeting is Leith Theatre
  - B. G5 paid for GO Meeting and Debrief
  - C. GO big blog post is shaping up
  - D. Alex to email out GOs this week so they can look at drive before weekend away
  - E. TW to fill out details of danger day as well

	<ul style="list-style-type: none"> <li>F. Lorrain and Adam interested in running Family events</li> <li>G. <b>Action</b> - Need to contact SSC on Family events</li> <li>H. GO weekend to facilitate by Blues and Russ/ TW to come along for board stuff</li> <li>I. Danger day is for all GOs - split into two halves so they can have a look around Stores as well as danger days (plus helping tech)</li> <li>J. Daniel will be there for paperwork</li> <li>K. Jam house for after party, plan DJ and if it will be 5am</li> <li>L. <b>Action</b> - BM to draft a letter for pushing back on this late license</li> </ul> <p>V. <i>Discussion/Update:</i> Mabon 2020 Exhibit</p> <ul style="list-style-type: none"> <li>A. Explanation about the planned exhibit to mark another quarter day</li> <li>B. Customs House and Leith Theatre as possible other venues for more community accessibility</li> <li>C. If Leith Theatre we could do a big thing on the night</li> <li>D. Be aware of people's limits around this time</li> <li>E. Also look at stall at Meadows festival</li> </ul> <p>VI. <i>Discussion/Update:</i> Samhuinn 2020+ Venue</p> <ul style="list-style-type: none"> <li>A. TW: Parade into Holyrood park looks like best option</li> <li>B. Only thing to happen in park is the unveiling/crowning</li> <li>C. Tom has sent off emails to Parks and Historic Environment Scotland, but no response yet</li> <li>D. No venue for afterparty yet (Assembly Roxy)</li> <li>E. <b>Action</b> - Brad to message Erin again for another place</li> <li>F. Discussion on the possibility that Samhuinn stays on the hill as costs are increasing in the core budget and Beltane that means would be financially tricky to go back to a free model</li> </ul>
<p><b>4. Community issues</b> [Board only]</p>	<p>I. <i>Update:</i> <u>Complaints Tracking</u> and update (if any) on active complaints</p> <ul style="list-style-type: none"> <li>A. 2019-08 <ul style="list-style-type: none"> <li>1. Update on the progress made with this investigation</li> <li>2. Board discusses the email request that came in from the person under investigation in regards to GO application</li> <li>3. Discussion on their involvement during this festival</li> <li>4. <b>Vote</b> - To uphold the previous decision from the GO Selection group that the person under investigation can not be in a position of power while the investigation is taking place <ul style="list-style-type: none"> <li>a) 6 Yes, 0 No, 0 Abstain</li> </ul> </li> <li>5. <b>Action</b> - Shae &amp; Brad to email results back to the complainant</li> </ul> </li> <li>B. 2019-10 <ul style="list-style-type: none"> <li>1. Discussion on progress of complaint</li> <li>2. Agreement the issue is now closed</li> </ul> </li> <li>C. 2020-01 <ul style="list-style-type: none"> <li>1. Recap on the previous complaint in relation to this one</li> <li>2. Point one is a police matter so not for BFS to deal with us</li> <li>3. Other two points are within the scope of BFS</li> <li>4. Recap of the points 2 and 3 of the complaint email</li> <li>5. AN mentions he would be materially affected with points 2 and 3 - Board happy for them in discussion but maybe appreciate abstaining on decisions with this.</li> <li>6. TW also mentioned being party to conversation around some of the issues raised. Again the board are happy for them to be in the discussions.</li> <li>7. <b>Vote</b> - To move part 2 to a disciplinary investigation: <ul style="list-style-type: none"> <li>a) 5 Yes, 0 No, 1 Abstain</li> </ul> </li> <li>8. Discussion on the nature of the investigation and the seriousness of the event and if disciplinary is appropriate or should it be grievance</li> <li>9. <b>Vote</b> - To move part 3 to a disciplinary investigation: <ul style="list-style-type: none"> <li>a) 3 Yes, 0 No, 3 Abstain</li> </ul> </li> </ul> </li> </ul>

	<p>10. Need to have a meeting with the Blues to discuss</p> <p>11. <b>Vote</b> - Under the investigation with person in complaint point 2, they would be unable to apply for a position of power until investigation is concluded: a) 5 Yes, 0 No, 1 Abstain</p> <p>12. <b>Vote</b> - Under the investigation with person in complaint point 2, they would not be allowed to volunteer with BFS until investigation is concluded: a) 0 Yes, 1 No, 5 Abstain</p> <p>13. <b>Vote</b> - To explore the option of external person to look into the second investigation (point 3) as it can't be dealt with by the community. This would involve conversations with the Treasurer to ensure good value for money: a) 6 Yes, 0 No, 0 Abstain</p> <p>14. <b>Votes</b> - Same as above for investigation 1 - 6 yes</p> <p>15. Assigning roles for looking at externals and looking into the complaints</p> <p>16. <b>Action</b> - BM to email people about the investigations</p> <p>II. <i>Discussion: Safeguarding</i></p> <p>A. BM to look at safeguarding policy while CH may be busy</p> <p>B. Look at consultant for our safeguarding issues and review our processes</p> <p>C. <b>Vote</b> - Look at exploring consultant 1. 6 Yes, 0 No, 0 Abstain</p> <p>III. <i>Decision: <u>Code of Conduct Changes</u></i></p> <p>A. <b>Vote to accept</b> - 6 Yes, 0 No, 0 Abstain</p> <p><b>POINT OF ORDER - Move remainder of the agenda to a meeting on 9th March - 7pm</b></p>
<b>5. Governance Issues</b> [Governance]	<p>I. <i>Update/Discussion:</i> EGM 2020 and <u>changing Art. of Assoc.</u></p> <p>II. <i>Update/decision:</i> Approval of <u>Trustee Annual Report 2019</u></p> <p>III. <i>Update:</i> Disclosures</p> <p>IV. <i>Update:</i> Charity Awards</p>
<b>6. Finance &amp; Income Generation</b> [Governance]	<p>I. <i>Review:</i> <u>January Accounts</u></p> <p>II. <i>Update:</i> <u>Fundraising &amp; Income Generation</u></p>
<b>7. Board project progress</b> [Strategy/Operations]	<p>I. <i>Update:</i> Premises (<u>Issues tracking spreadsheet</u>), Tenants, Office upstairs</p> <p>II. <i>Update:</i> Systems, Drive structure, Access to documents</p> <p>III. <i>Update:</i> <u>Green Tracker</u>, Sustainability and Green Strategy</p>
<b>8. AOB</b>	<p>I. AOB</p>
<b>9. Close of Meeting</b>	<p>I. Confirm date of next meeting A. 2nd March 2020</p>

Short-Term Action Points	Deadline	To be actioned by
Publish minutes and agendas for meetings & AGM on website	ASAP	BM, Becca
Draft a Safeguarding Policy	7th Feb	CH, TW
Hill Decor Shout Out (Decided at GO Selection?)	?	Blues

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 - Open Meeting)	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

<b>Long-Term / Ongoing Action Points</b>	<b>Deadline</b>	<b>To be actioned by</b>
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