

Beltane Fire Society
Board Meeting Agenda

Date and time:	Monday 9th March 2020, 7pm - 10pm
Location:	Beltonia (16 East Cromwell Street, EH6 6HD)
Invited:	All Board, Admin contractor

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 January and February 2020 meetings II. <i>Update:</i> Review action points 	Chair
3. Governance Issues <i>[Governance]</i>	7.15	<ul style="list-style-type: none"> I. <i>Decision:</i> Frequency and style of board meetings II. <i>Update/Discussion:</i> EGM 2020 and changing Art. of Assoc. III. <i>Update/Decision:</i> Approval of Trustee Annual Report 2019 IV. <i>Update/Discussion:</i> Operations issues - Disclosures, Coronavirus, The Collective V. <i>Decision:</i> Approval of Organisational Safer Spaces Policy VI. <i>Decision:</i> Approval of Safeguarding Policy 	BM
4. Finance & Income Generation <i>[Governance]</i>	8.10	<ul style="list-style-type: none"> I. <i>Review:</i> January & February Accounts II. Funding Applications III. <i>Update:</i> Fundraising & Income Generation IV. <i>Update:</i> Be United and office open day 	NB BM/RC BM
5. Board project progress <i>[Strategy/Operations]</i>	8.30	<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 IV. <i>Update:</i> Charity Award submission 	TW AN BM
6. Community issues <i>[Board only]</i>	9.10	<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. 2020-01/2 B. 2020-03 & 2020-04 II. <i>Discussion:</i> Safeguarding consultants 	All All
7. AOB	9:55	<ul style="list-style-type: none"> I. AOB 	All
8. 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
Draft a Safeguarding Policy	9th March	BM
Update January minutes for approval	9th March	SD
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
Blue Selection Guidance Document	30th May	BM
Draft letter for Jam House to send to CEC with late license application	ASAP	BM
Email complaint individual about result of vote on their GO application	ASAP	BM, SD
Email people about active complaint issues	ASAP	BM
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

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