

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

<b>Date and time:</b>	<b>Monday 13th April 2020, 7pm - 10pm</b>
<b>Location:</b>	Held via Google Hangouts due to COVID-19 Situation meet.google.com/zcw-wdkf-vzg
<b>Invited:</b>	All Board, Admin Contractor

<b>Item</b>	<b>Time</b>	<b>Details</b>	<b>Item lead</b>
<b>1. Welcome</b>	<b>7pm</b>	<ul style="list-style-type: none"> <li>I. Apologies</li> <li>II. Declarations of interest regarding any agenda items</li> <li>III. General check in</li> </ul>	Chair
<b>2. Review of minutes &amp; action points</b>	<b>7.10</b>	<ul style="list-style-type: none"> <li>I. <i>Decision:</i> approval of minutes from <a href="#">January</a>, <a href="#">March (9th)</a> and <a href="#">March (16th)</a> 2020 meetings</li> <li>II. <i>Update:</i> Review action points</li> </ul>	Chair
<b>3. Operations Issues</b> [Operations]	<b>7.15</b>	<ul style="list-style-type: none"> <li>I. <i>Update/Discussion:</i> Operations Catch up</li> <li>II. Discussion/Approval: Surveys from Lore: <ul style="list-style-type: none"> <li>A. <a href="#">Group Member</a></li> <li>B. <a href="#">Group Organiser</a></li> </ul> </li> </ul>	All
<b>4. Governance Issues</b> [Governance]	<b>7.30</b>	<ul style="list-style-type: none"> <li>I. <i>Update/Discussion:</i> COVID-19 impact on <ul style="list-style-type: none"> <li>A. Safety &amp; Welfare of volunteers &amp; contractors</li> <li>B. Charitable Activities for foreseeable future</li> <li>C. Communication with membership and public</li> <li>D. Funding</li> <li>E. Governance</li> <li>F. Business Continuity planning</li> <li>G. Safeguarding</li> </ul> </li> <li>II. <i>Update/Discussion:</i> AGM &amp; EGM 2020</li> <li>III. <i>Decision:</i> Policy and Procedure Meeting</li> <li>IV. <i>Update/Discussion:</i> <a href="#">Board Calendar</a></li> </ul>	All  BM
<b>5. Finance &amp; Income Generation</b> [Governance]	<b>8.30</b>	<ul style="list-style-type: none"> <li>I. <i>Review:</i> <a href="#">March Accounts</a></li> <li>II. <i>Update:</i> Annual Accounts for 2019 <a href="#">Draft 2019</a></li> <li>III. <i>Update:</i> <a href="#">Fundraising &amp; Income Generation</a></li> <li>IV. <i>Update:</i> Be United and office open day</li> </ul>	NB  RC/BM BM
<b>6. Board project progress</b> [Strategy/Operations]	<b>9.00</b>	<ul style="list-style-type: none"> <li>I. <i>Update:</i> Premises (<a href="#">Issues tracking spreadsheet</a>), Tenants, Office upstairs</li> <li>II. <i>Update:</i> Systems, Drive structure, Access to documents</li> <li>III. <i>Update:</i> <a href="#">Green Tracker</a>, Sustainability and Green Strategy</li> </ul>	TW  AN BM
<b>7. Community issues</b> [Board only]	<b>9.15</b>	<ul style="list-style-type: none"> <li>I. <i>Update:</i> <a href="#">Complaints Tracking</a> and update (if any) on active complaints <ul style="list-style-type: none"> <li>A. 2019-COM-08</li> <li>B. 2020-COM-01/02</li> <li>C. 2020-COM-05</li> </ul> </li> <li>II. <i>Discussion:</i> Safeguarding consultants</li> </ul>	All
<b>8. AOB</b>	<b>9:30</b>	<ul style="list-style-type: none"> <li>I. AOB</li> </ul>	All
<b>9. Close of Meeting</b>	<b>9.30</b>	<ul style="list-style-type: none"> <li>I. Confirm date of next meeting</li> </ul>	Chair

<b>Short-Term Action Points</b>	<b>Deadline</b>	<b>To be actioned by</b>
Publish minutes and agendas for meetings & AGM on website	ASAP	BM, Becca
Update January minutes for approval	ASAP	SD
Review and update Data Protection Policy before it goes to approval to board	30th April	AN, 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

<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