### Beltane Fire Society
#### Board Meeting Agenda

<table>
<thead>
<tr>
<th>Date and time:</th>
<th>Monday 13th April 2020, 7pm - 10pm</th>
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<tbody>
<tr>
<td>Location:</td>
<td>Held via Google Hangouts due to COVID-19 Situation meet.google.com/zcw-wdkf-vzg</td>
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<td>Invited:</td>
<td>All Board, Admin Contractor</td>
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<table>
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<tr>
<th>Item</th>
<th>Time</th>
<th>Details</th>
<th>Item lead</th>
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| **1. Welcome** | 7pm | I. Apologies  
II. Declarations of interest regarding any agenda items  
III. General check in | Chair |
| **2. Review of minutes & action points** | 7.10 | I. *Decision*: approval of minutes from January, March (9th) and March (16th) 2020 meetings  
II. *Update*: Review action points | Chair |
II. *Discussion/Approval*: Surveys from Lore:  
A. Group Member  
B. Group Organiser | All |
A. Safety & Welfare of volunteers & contractors  
B. Charitable Activities for foreseeable future  
C. Communication with membership and public  
D. Funding  
E. Governance  
F. Business Continuity planning  
G. Safeguarding  
II. *Update/Discussion*: AGM & EGM 2020  
III. *Decision*: Policy and Procedure Meeting  
IV. *Update/Discussion*: Board Calendar | All/BM |
II. *Update*: Annual Accounts for 2019 Draft 2019  
III. *Update*: Fundraising & Income Generation  
IV. *Update*: Be United and office open day | NB/RC/BM |
| **6. Board project progress [Strategy/Operations]** | 9.00 | I. *Update*: Premises ([Issues tracking spreadsheet](#)), Tenants, Office upstairs  
II. *Update*: Systems, Drive structure, Access to documents  
III. *Update*: Green Tracker, Sustainability and Green Strategy | TW/AN/BM |
| **7. Community issues [Board only]** | 9.15 | I. *Update*: Complaints Tracking and update (if any) on active complaints  
A. 2019-COM-08  
B. 2020-COM-01/02  
C. 2020-COM-05  
II. *Discussion*: Safeguarding consultants | All |
<p>| <strong>8. AOB</strong> | 9:30 | I. AOB | All |
| <strong>9. Close of Meeting</strong> | 9:30 | I. Confirm date of next meeting | Chair |</p>
<table>
<thead>
<tr>
<th>Short-Term Action Points</th>
<th>Deadline</th>
<th>To be actioned by</th>
</tr>
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<tbody>
<tr>
<td>Publish minutes and agendas for meetings &amp; AGM on website</td>
<td>ASAP</td>
<td>BM, Becca</td>
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<tr>
<td>Update January minutes for approval</td>
<td>ASAP</td>
<td>SD</td>
</tr>
<tr>
<td>Review and update Data Protection Policy before it goes to approval to board</td>
<td>30th April</td>
<td>AN, SD</td>
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<tr>
<td>Email people about active complaint issues</td>
<td>ASAP</td>
<td>BM</td>
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<tr>
<td>Sort Plaque for Bridget (Replacement is with Georgia - Open Meeting)</td>
<td>30th April</td>
<td>NB</td>
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<tr>
<td>Investigate paypal situation</td>
<td>30th April</td>
<td>NB, BM, TW, (AN)</td>
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<tr>
<td>Progress Royal Mile and Princess Street Garden ideas for Samhuinn 2020 with the Council and HES</td>
<td>30th April</td>
<td>TW, Russ</td>
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<tr>
<td>Review Samhuinn budget depending on changes</td>
<td>31st May</td>
<td>All board</td>
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<table>
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<tr>
<th>Long-Term / Ongoing Action Points</th>
<th>Deadline</th>
<th>To be actioned by</th>
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<tbody>
<tr>
<td>Look into Insurance Providers</td>
<td>Before AGM</td>
<td>NB</td>
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<tr>
<td>Draft external trustee advert to send to A&amp;B Scotland</td>
<td>Before AGM</td>
<td>BM</td>
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<tr>
<td>Discussion on Trustee recruitment, external trustees, skills gaps, etc.</td>
<td>Before AGM</td>
<td>All board</td>
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<tr>
<td>Look for potential co-op trustees or people suitable for sub-committees</td>
<td>Ongoing</td>
<td>All board</td>
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<tr>
<td>Look for potential new income streams (income gen or fundraising)</td>
<td>Ongoing</td>
<td>All board</td>
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