

Beltane Fire Society
Board Meeting Minutes

Date and time:	Monday 13th April 2020, 7pm - 10pm
Location:	Held via Google Hangouts due to COVID-19 Situation meet.google.com/zcw-wdkf-vzg
Present	Alex Nuttgens (AN) Bradley mcarthur (BM), Caroline Heavens (CH), Daniel Tysen (DT), Neil Barton (NB), Rebecca Conway (RC), Shae Dunsmore (SD)

Apologies

- None, but TW on baby duties

Declarations of interest regarding any agenda items

- None declared

General check in

- Board members had a quick check in with each other
- Reminder to be kind to each other and reach out if any of us need help

Decision: approval of minutes from January, March (9th) and March (16th) 2020 meetings

- January minutes approved
- March 9th minutes approved
- March 16th minutes approved

Update: Review action points

- Action points reviewed and updated

Update/Discussion: Operations Catch up

- BOnFire has first drafts with the EC who shared link to those
- Things seem to be going well
- There is a rough deadline then a later deadline, so will be working to those dates
- Some concerns about it being a continuous video and losing audience engagement so to mention this to EC

Discussion/Approval: Surveys from Lore:

- Nate has 2 surveys they wish to share with the community for the lore project. One is aimed at Group Members, and the other for Group Organisers.
- General appreciation for these surveys and just some feedback to go to Nate as constructive criticism
- Needs to be less verbose, clearer call to action at top and bottom
- Could be broken down into more questions with simpler answers (also easier to analyse)
- Alex offering to help Nate if they wish for another set of eyes on this

Update/Discussion: COVID-19 impact on:

Safety & Welfare of volunteers & contractors

- Everything has been made remote. All in-person activities have been cancelled; physical safety is totally covered.
- Offering the online festival is a good
- Keep an eye out for community members who are struggling
 - Make an announcement to remind community members to reach out
- Check on Marsha's project to ensure not duplicating her work

- Will create a new survey for this festival

Charitable Activities for foreseeable future

- Online festival is underway fine
- Expect future discussions about the nature of Samhuinn, possibly in late summer

Communication with membership and public

- Ever more important to communicate effectively: calm tone, concise non-overloading mess
- Help people know what is going on at a glance

Funding

- Will need to go into reserve funds this year, without Beltane on the Hill, but the funds are there to do so.
- Will continue to pursue withdrawal and refund of applications from the Council
- Scottish and UK government emergency funding does not apply to us.
- If a full-scale Samhuinn proves feasible, may be more likely to consider ticketing
- More careful scrutiny of spending
- Consider monetisation of BOnFire

ACTION POINT ME: look into Patreon and similar

- In the possible long-term, if Samhuinn looks unfeasible, we should review our core costs with a view to reducing our losses.

Governance

- Submit to Companies House

Business Continuity planning

- Have confirmed that each key trustee role has one suitable backup person.

Safeguarding

- Continuing to remind
- Complaints/resolution/grievance processes remain in place if needed.

Update/Discussion: AGM & EGM 2020

- AGM & EGM work best as a physical event.
- A 300-person Zoom meeting is not great, but not unprecedented.
- If the AGM was pushed back, it would be necessary to push to the other side of Samhuinn (ie November), to avoid the run-up.
 - In the meantime we can make a call for new trustees by co-option.
- Will decide for certain whether to postpone at the next board meeting.

Decision: Policy and Procedure Meeting

- In the near future, arrange for a large-scale policy & procedure review meeting
- Can also audit the draft policies, and audit our community documentation and comms to ensure new policy is in place

Update/Discussion: Board Calendar

- Samhuinn calendar remains in place pending updates
- No updates needed for the calendar
- Blues will discuss to confirm the new blue/blue approval timescale
- Policy meeting set for 18th

Review: March Accounts

- Accounts reviewed by the board
- Need to think about financial impact on if lockdown continues and Samhuinn is also a lost source of income

Update: Annual Accounts for 2019 Draft 2019

- Board happy with the drafted annual accounts to go to external accountant for sign off

- Do we have an idea of when the accounts will be prepared by the external accountant and how long that would take to sort out? No extension to reporting deadlines as far as OSCR says yet, so still need to submit before the end of September. The earlier the better.
- Neil to check with David about how long to sort accounts
- Neil to check what is essential expenditure for BFS

Update: Fundraising & Income Generation

- Continuing to develop ideas for the Lunasadagh skill-sharing day, whether it's possible this year or not.
- So far this year, spent very little on fundraising but brought in steady income.
- Can see the rate of return this year so far is 6.72 for every £1 spent on fundraising
- Set up an account for Work for Good where business can donate online to charities

Update: Be United and office open day

- If it goes ahead, it would be with a view to networking with other organisations; particularly discussing funding options in the current situation.
- At the moment the day is being postponed since we won't be able to hold it in May 2020 due to COVID-19

Update: Premises (Issues tracking spreadsheet), Tenants, Office upstairs

- No update

Update: Systems, Drive structure, Access to documents

- Is it possible to draw up a drive structure document so that it is easier for trustees to find essential documents. Potentially something for after Beltane.

Update: Green Tracker, Sustainability and Green Strategy

- Jump of 400% in consumed office utilities but that is because we are now recording electricity use.
- Released waste is just over 27% of last year's rate.
- Meanwhile just under 18% of recycled last year so we want to push BEUnited to recycle more and waste less.

Update: Complaints Tracking and update (if any) on active complaints

2019-COM-08

- No progress yet. Final report being drafted for board.

2020-COM-01/02

- *No progress.*

2020-COM-05

- Recent complaint. Board was updated on the issue and discussed how it has been handled. Awaiting response from complainant.

Discussion: Safeguarding consultants

- No update.

AOB

- Green Man - Current role holder feels very anxious about not having gotten to fulfil the role. Something for Trustees to consider for next meeting around making them re-apply or carrying them over for next Beltane.

Confirm date of next meeting

- 11th May 2020