

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

<b>Date and time:</b>	<b>Monday 11th May 2020, 7pm - 10pm</b>
<b>Location:</b>	Held via Google Hangouts due to COVID-19 Situation <a href="https://meet.google.com/mgb-zhdd-rji">meet.google.com/mgb-zhdd-rji</a>
<b>Invited:</b>	All Board, Admin Contractor

Item	Time	Details	Item lead
<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>7.15</b>	<ul style="list-style-type: none"> <li>I. <i>Decision:</i> approval of minutes from <a href="#">April</a> 2020 meetings</li> <li>II. <i>Update:</i> Review action points</li> </ul>	Chair
<b>3. Operations Issues</b> [Operations]	<b>7.25</b>	<ul style="list-style-type: none"> <li>I. <i>Update/Discussion:</i> Operations Catch up</li> <li>II. <i>Discussion/Approval:</i> Beltane Court 2021</li> <li>III. <i>Discussion:</i> Charitable activities for next few months (Lugnasadh, Samhuinn)</li> </ul>	All
<b>4. Governance Issues</b> [Governance]	<b>8.00</b>	<ul style="list-style-type: none"> <li>I. <i>Update:</i> Companies House submission</li> <li>II. <i>Decision:</i> Postponing AGM in light of COVID-19</li> <li>III. <i>Update:</i> Policy and Procedure Meeting</li> <li>IV. <i>Decision/Decision:</i> Contractor roles and contracts</li> </ul>	AN 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="#">April Accounts</a></li> <li>II. <i>Update:</i> Paypal Situation</li> <li>III. <i>Update:</i> <a href="#">Fundraising &amp; Income Generation</a></li> <li>IV. <i>Update:</i> Be United partnership</li> </ul>	NB AN/BM RC/BM BM
<b>6. Board project progress</b> [Strategy/Operations]	<b>8.50</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>9:00</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>9:15</b>	<ul style="list-style-type: none"> <li>I. AOB</li> </ul>	All
<b>9. Close of Meeting</b>	<b>9.15</b>	<ul style="list-style-type: none"> <li>I. Confirm date of next meeting</li> </ul>	Chair

Short-Term Action Points	Deadline	To be actioned by
Review and update Data Protection Policy before it goes to approval to board	18th May 2020	AN, SD

Sort Plaque for Bridget (Replacement is with Georgia - Open Meeting)	After lockdown	NB
Investigate paypal situation	31st May	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
Look into the suitability of Patreon for BFS	Before July	Ops Support
Creation of a Drive Structure document to show where trustees can locate necessary documents	31st July	
Code of Conduct embedded in all relevant documents for BFS	30th June	Ops Support

<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