

Beltane Fire Society
Board Meeting Agenda

Date and time:	Monday 8th June 2020, 7pm - 10pm
Location:	Held via Google Hangouts due to COVID-19 Situation meet.google.com/qym-cpoc-yiq
Invited:	All Board, Blues, Event Coordinator, Admin Contractor

Item	Time	Details	Item lead
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. <i>Decision:</i> approval of minutes from Board (11th May) and Policy and Procedure (18th May) meetings II. <i>Update:</i> Review action points	Chair
3. Operations Issues [Operations]	7.15	I. <i>Update/Discussion:</i> Feedback from BOnFire 2020 Survey II. <i>Discussion:</i> Lughnasadh 2020 III. <i>Discussion:</i> Scenario planning for Samhuinn 2020 (i.e Performance as usual, limited audience, private event, digital event) IV. <i>Discussion:</i> Joint petition around license fees with Meadows festival	AN/DT All TW
4. Governance Issues [Governance]	8.20	I. <i>Update:</i> Trustees and co-opting others II. <i>Update:</i> Companies House submission Update III. <i>Decision:</i> Holding consultation and digital EGM IV. <i>Update:</i> Carrying on from Policy and Procedure Meeting	BM AN BM
5. Community issues [Board only]	8.50	I. <i>Update:</i> Complaints Tracking and update (if any) on active complaints A. 2019-COM-08 B. 2020-COM-01/02 C. 2020-COM-06	All
6. Finance & Income Generation [Governance]	9.30	I. <i>Review:</i> May Accounts II. <i>Update:</i> Fundraising & Income Generation	NB BM
7. Board project progress [Strategy/Operations]	9.45	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	TW AN BM
8. AOB	9.55	I. AOB	All
9. Close of Meeting	10.00	I. Confirm date of next meeting	Chair

Short-Term Action Points	Deadline	To be actioned by
Sort Plaque for Bridget (Replacement is with Georgia - Open Meeting)	After lockdown	NB

Progress Royal Mile and Princess Street Garden ideas for Samhuinn 2020 with the Council j 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

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