

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

<b>Date and time:</b>	<b>Monday 6th July 2020, 7pm - 10pm</b>
<b>Location:</b>	Held via Google Hangouts due to COVID-19 Situation meet.google.com/uwv-jsrm-ftk
<b>Invited:</b>	All Board, Blues, Event Coordinator, Admin Contractor

Item	Time	Details	Item lead
<b>1. Welcome</b>	<b>7pm</b>	I. Apologies II. Declarations of interest regarding any agenda items III. Update on the format of meeting and quickfire introductions	Chair
<b>2. Review of minutes &amp; action points</b>	<b>7.15</b>	I. <i>Decision:</i> approval of minutes from Board <a href="#">11th May</a> and <a href="#">8th June</a> meetings II. <i>Update:</i> Review action points	Chair
<b>3. Operations Issues</b> [Operations]	<b>7.20</b>	I. <i>Discussion:</i> Space for conversation around survey summary from BOnFire 2020 if required II. <i>Update/Discussion:</i> Lughnasadh 2020 III. <i>Update/Discussion:</i> Samhuinn 2020	All EC/Blues All
<b>4. Governance Issues</b> [Governance]	<b>8.30</b>	I. <i>Update:</i> Accessibility Survey II. <i>Update:</i> EGM Plans III. <i>Update:</i> Carrying on from <a href="#">Policy and Procedure</a> Meeting IV. <i>Update:</i> Joint petition on license fees <a href="https://docs.google.com/spreadsheets/d/1ApeCv6KqjeH3NsYoiOMtW4WWf2Va30XQmTsmXf5-5l/edit#gid=587787926">docs.google.com/spreadsheets/d/1ApeCv6KqjeH3NsYoiOMtW4WWf2Va30XQmTsmXf5-5l/edit#gid=587787926</a> with Meadows festival	BM TW
<b>5. Finance &amp; Income G.</b> [Governance]	<b>9.00</b>	I. <i>Review:</i> <a href="#">May Accounts</a> and <a href="#">June Accounts</a> II. <i>Update:</i> <a href="#">Fundraising &amp; Income Generation</a>	NB BM
<b>6. Board project progress</b> [Strategy/Operations]	<b>9.15</b>	I. <i>Update:</i> Premises ( <a href="#">Issues tracking spreadsheet</a> ), Tenants, Office upstairs II. <i>Update:</i> Systems, Drive structure, Access to documents III. <i>Update:</i> <a href="#">Green Tracker</a> , Sustainability and Green Strategy	TW AN BM
<b>7. Community issues</b> [Board only]	<b>9.30</b>	I. <i>Update:</i> <a href="#">Complaints Tracking</a> and update (if any) on active complaints A. 2020-COM-01/02 B. 2020-COM-06	All
<b>8. AOB</b>	<b>9.45</b>	I. Decision: Co-opting <a href="#">Deanna W.</a> II. AOB	All
<b>9. Close of Meeting</b>	<b>10.00</b>	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

Draft external trustee advert to send to A&B Scotland	1st July	BM
Russell to contact CEC to determine what is feasible for Samhuinn 2020	6th July	Russ
Review Samhuinn budget depending on changes	31st May	All board
Code of Conduct embedded in all relevant documents for BFS	30th June	Ops Support
Set up Discord (or other online platform) to hold conversations around EGM materials	Mid-July	Board
Look into the suitability of Patreon for BFS	End of July	Ops Support
Creation of a Drive Structure document to show where trustees can locate necessary documents	End of July	AN
Prepare policies and procedures that need to be completed before end of August	Mid-August	Board
Look into Insurance Providers	Nov/Dec	NB

<b>Long-Term / Ongoing Action Points</b>	<b>Deadline</b>	<b>To be actioned by</b>
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