

Beltane Fire Society
Board Meeting Agenda

Date and time:	Monday 3rd August 2020, 7pm - 10pm
Location:	Held via Google Hangouts due to COVID-19 Situation meet.google.com/tpi-acsd-rxe
Invited:	All Board, Blues, Event Coordinator, Admin Contractor, Comms Coordinator

Item	Time	Details	Item lead
1. Welcome	7pm	I. Apologies II. Declarations of interest regarding any agenda items	Chair
2. Review of minutes & action points	7.15	I. <i>Decision:</i> approval of minutes from Board meetings (6th July) II. <i>Update:</i> Review action points	Chair
3. Operations Issues [Operations]	7.20	I. <i>Update/Discussion:</i> Lughnasadh 2020 II. <i>Update:</i> Vote on the potential format of Samhuinn 2020 III. <i>Update:</i> Samhuinn 2020 Framework Group Proposal of Guidance for Festival & Volunteers (inc. Risk Assessment) IV. <i>Decision:</i> A. Calendar for Samhuinn 2020 B. Communications Plan C. Dividing up the task list	EC/Press BM SFG All AN/Press All
4. Governance Issues [Governance]	9.00	I. <i>Update:</i> Deciding on date for Governance meeting in mid/late August 2020	BM
5. Finance & Income G. [Governance]	9.10	I. <i>Review:</i> July Accounts II. <i>Update:</i> Fundraising & Income Generation	NB BM
6. Board project progress [Strategy/Operations]	9.20	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	9.30	I. AOB	All
9. Close of Meeting	9.40	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
Review Samhuinn budget depending on changes	15th August	All board
Code of Conduct embedded in all relevant documents for BFS	30th August	Ops Support
Set up Discord (or other online platform) to hold conversations around EGM materials	TBC	Board
Look into the suitability of Patreon for BFS	Sept/Oct	Ops Support

Creation of a Drive Structure document to show where trustees can locate necessary documents	Sept/Oct	AN
Prepare policies and procedures that need to be completed before end of August	Mid-August	Board
Look into Insurance Providers	Nov/Dec	NB

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