

Beltane Fire Society
Board Meeting Agenda

Date and time:	Monday 7th September 2020, 7pm - 9.10pm
Location:	Held via Google Hangouts due to COVID-19 Situation meet.google.com/zck-oyim-bgw
Invited:	All Board, Blues, Event Coordinator, Admin Contractor

Item	Time	Details
1. Welcome	7pm	I. Apologies <ul style="list-style-type: none"> A. AleX N. and rest of Blues all send apologies II. Declarations of interest regarding any agenda items <ul style="list-style-type: none"> A. No conflicts
2. Action points	7.15	I. <i>Update:</i> Review action points <ul style="list-style-type: none"> A. Sort Plaque for Bridget (Replacement is with Georgia - Open Meeting) <ul style="list-style-type: none"> ■ Should retrieve from Georgia, since Georgia is leaving. TW can arrange. B. Review Samhuinn budget depending on changes and present a rough budget for this S.2020 <ul style="list-style-type: none"> ■ Still in progress. C. Code of Conduct embedded in all relevant documents for BFS <ul style="list-style-type: none"> ■ Completed for Volunteering documents and documents on website. During current review of policy documents, should check for references to Principles of Participation & update that. D. Set up Discord (or other online platform) to hold conversations around EGM materials E. Creation of a Drive Structure document to show where trustees can locate necessary documents F. Prepare policies and procedures that are outstanding G. Look into Insurance Providers H. Look for potential co-op trustees or people suitable for sub-committees I. Look for potential new income streams (income gen or fundraising) J. Look into the suitability of Patreon for BFS
3. Operations Issues [Operations]	7.20	I. Blues Update (Inc. How are Blues doing, Court Selection) <ul style="list-style-type: none"> ○ Working out how the role works for this festival. ○ Court feedback has been sent and court members are doing well. ○ Support Blues & more active Blues all to receive their paperwork. ○ Assigning Blues to groups is underway. II. EC Update (Inc. How is EC doing, GO Weekend, Ticket Plan) <ul style="list-style-type: none"> ○ GO Meeting went well; some technology issues that're being addressed, but going well. ○ Wild Hunt Acro process is still ongoing. Haven been able to find outside accreditation, but the guidance supplied by Sports Scotland is detailed enough for the GOs, Board, & EC to continue developing a usable set of regulations. ○ Johnny has a BTEC Level 2 sports science qualification, and Public Liability Insurance, which will form part of our demonstration of diligence. ○ Johnny will submit documents by Thursday 5pm. Board aims to make a formal response on Friday. ○ Omega Point and Veles have also expressed an interest in contact (acro and combat respectively); they will be expected to go through the same process. ○ Omega Point seem already well-organised on this point, but Veles do not seem to have the planning done already. Given the short timescale, this would need

		<p>to be fully clarified in the next week.</p> <ul style="list-style-type: none"> ○ Should we subsidise some of the sanitiser for the groups instead of just leaving the financial burden with all the groups? Maybe we should provide the safeguard of the extra amounts (i.e. extra masks and sanitiser) but ownership should be bringing their own anyway ○ Action: NB to look at price range and advise on First Aid & Sanitiser ○ Action: Look over BFS H&S procedures (inc. Distribution of First Aid Kits) ○ Some groups want interactions, not physically meeting up at the same time, but rather using the same place to make it seem in the video as if they interacted. This is a heads up for now, should be going through EC first ○ Could have done things a bit quicker in hindsight on shutting things down at the start of the pandemic. Do we want to set a level around how we close things down with outside practices? ○ Think it will be hard to set clear thresholds but we can communicate <p>III. Feedback/Feelings from GO Selection</p> <ul style="list-style-type: none"> ○ Special thanks to Alex for the hard work in hell fortnight! ○ Admin error in processing an application, thankfully dealt with it as quickly as possible but just need to ensure all databases are as accurate as possible ○ Keep communication clear for people so we all are on the same page ○ Online document is not great for trickier voting so maybe looking at another meeting to be scheduled for 2nd Round ○ Have a discussion between Board and Blues for what safeguarding boundaries are and what we can/can't do and also put a Comms to the community to help clarify this as well <p>IV. Planning for the Open Meeting</p> <ul style="list-style-type: none"> ○ Discord might not work as a live event ○ Have Discord more as a come jump in and speak to people or leave registration details and watch the videos on Youtube. ○ Not starting at 12pm but more it's open around 12pm and 4pm ○ Have pre-recorded clips and have people available near tech to chat to others ○ Maybe have a time that people are dedicated to their conversations with prospective group members (2-4pm) ○ Board shall make a video to introduce BFS and Boards role in the festival as an intro to be included with all the GO videos <p>V. Checking the Samhuinn 2020 task list and other things we need to consider for Samhuinn 2020</p> <ul style="list-style-type: none"> ○ DW brought one suggestion from a member on the Diversity Committee around a competition with a prize which they have already communicated this needs approval from Board 	
<p>4. Governance Issues [Governance]</p>	8.20	<p>I. <i>Discussion:</i> Articles of Association with the Simplified Summary and Detailed Changes</p> <ul style="list-style-type: none"> ○ BM provided a summary of the changes we are looking to submit as the EGM materials ○ Board reviewed the simple summary was clear enough for submitting the membership ○ All in consensus to proceed <p>II. <i>Discussion:</i> EGM Timeframe and Implementation</p> <ul style="list-style-type: none"> ○ Plan to share the above documents and make an announcement by the end of the week ○ Shall have the EGM on the 18th October, thus meaning they will have the required 28+ days notice of the EGM ○ Will look at how we facilitate non-digital participation in EGM ○ Will discuss later how we collect voting from membership and ensure scrutiny of the proposed changes 	
<p>5. Community Issues [Board Only]</p>	8.50	<p>I. <i>Update:</i> Complaints Tracking and update (if any) on active complaints</p> <p>A. 2020-COM-01/02</p> <ul style="list-style-type: none"> ○ No further progress 	

		<ul style="list-style-type: none"> ○ TW needs more support on this ○ Agree to look for external consultant to hire regardless of price <p>B. 2020-COM-06</p> <ul style="list-style-type: none"> ○ DW will link up with SD to discuss complaint and ways forward 	
6. AOB	9.00	<p>I. AOB</p> <ul style="list-style-type: none"> ○ TW with premises - Need to book a skip and get around 3 volunteers to help clearing everything ○ Approached by next door neighbour for a wall painting exercise, will be a small cost for BFS ○ Pigeon city needs to be removed as a priority 	
7. Close of Meeting	9.10	<p>I. Confirm date of next meeting</p> <ul style="list-style-type: none"> ○ 28th September 2020 - Governance focused 	