

**Beltane Fire Society  
Board Meeting Minutes**

<b>Date and Time:</b>	Monday, 19th September 2022, 7pm - 9pm
<b>Location:</b>	Beltonia, and dial in option on invitation
<b>Present:</b>	Sarah Barr, C'tri Goudie, Daniel Tysen, Caroline Evans, Steve Glover, Tom Watton, Neil Barton, Sara Thomas, Gavin Kennerley, Stew Wilson
<b>Apologies:</b>	Bob Ball, Lindsey Bell, Alex Nuttgens, John Wilson

Item	Time	Details	Item Lead
<b>1. Welcome</b>	7pm	<p>I. Apologies Apologies were received from BB, LB, AN, JW.</p> <p>II. Declarations of interest regarding any agenda items</p> <p>SB declared interest regarding 3.IV (discussion of Operations Support contract).</p> <p>No further declarations of interest.</p>	All All
<b>2. Review of minutes and action points</b>	7:05	<p>I. <i>Decision:</i> approval of previous minutes</p> <p>II. <i>Update:</i> Review any urgent action points</p>	All All
<b>3. Operations Issues</b> <i>[Operations]</i>	7:15	<p>I. <i>Update:</i> Samhuinn venue</p> <p>TW provided an update on progress with the festival. Festival expenditure and budget currently on track for £20,000 spend. License applications going this week - market license and public entertainment license. GO meetings and planning progressing well, and no support from Board needed at present.</p> <p>ACTION: CG to check Director details document updated, and share with TW.</p> <p>II. Live community things that need doing or discussion CG noted that the community fire happened and was well received.</p> <p>III. <i>Update:</i> Who are Comms/Art Contractors and Line Management (who/current state of contracts)</p>	TW AN CG  SB

TW provided contractor update, confirming that Phoebe is contracted as joint press and social media contractor until end of November, and Lianne Clavey remains art contractor, with artwork due by Wednesday. Rhiannon is on board as Front of House contractor, but contract not signed yet.

ACTION: TW to share link to folder with contractor details and contracts with CE and CG.

ACTION: TW to obtain signed contract from Rhiannon.

IV. Discuss Renewal of Ops Support Contract

The board discussed the renewal the Ops Support Contract. It was proposed that the two key responsibilities of volunteer management, and volunteer survey transferring to Development Manager role - with emphasis on transition stability.

The proposal was to provide notice to Ops Support that we would be terminating employment at the end of November, and supplying an additional severance bonus of 2 months pay in recognition of his hard work and value in assisting the board.

**The board voted on setting a termination date for the role as outlined above, the vote passed 3 to 1**

V. Discuss solutions for Torchbearers

SB provided an update on the status of the Torchbearers application received today, and potential solutions to the queries/issues raised by prospective Torchbearer GOs in their application were discussed.

CG noted that Selection Committee had not had time to properly consider application, due to timing of board meeting. TW highlighted urgent need to have Torchbearers represented at GO meetings.

CE proposed a vote on appointing Nicky Saunders and James Lyddall as interim Torchbearer GOs so they can attend tomorrow's GO meeting, and for Selection Committee to do due consideration/due processes to make final decision by spreadsheets shared by email by end of week.

The vote was passed unanimously.

TW provided an update on premises issues, including waste contracts (quote gathering stage), security contracts (quote gathering stage), and tenancy contract with Be United.

		<p>ACTION: NB and TW to discuss contract going forwards with Be United.</p>	
<p><b>4. Governance Issues</b> <i>[Governance]</i></p>	<p>7:50</p>	<p>I. Volunteer agreements and membership software update</p> <p>DT provided an update on volunteer agreement progress, noting ~90% of volunteers now signed up. Discussion of procedure for volunteers who have passed sign-up deadline - CG noted need to reinforce that boundary. SB suggested getting GOs to get volunteers to sign paperwork at the start of their next practice before they can participate. CE outlined the agreement of the Board as periods of time out until the paperwork is done, followed by removal from groups if they won't complete paperwork, followed up with spot checks.</p> <p>ACTION: TW to reiterate requirement for paperwork to GOs at next GO meeting, and note we might drop in to rehearsals to check for compliance.</p> <p>ACTION: TW to provide fire-handling groups with a dire safety "danger day" chat and add fire safety procedure checking to paperwork drop-in checks.</p> <p>DT provided an update on Membership Software project: After the trial period with Membership Mojo, would not recommend the software for our purposes, suggesting that the current system with Google is more secure, about as much work, and likely to be less confusing for GOs. DT reflected that it is unlikely that there is a solution to the membership data issue without further significant investment. The Board rejected the trial for Membership Mojo.</p> <p>II. Data retention policy progress</p> <p>SW provided an update on the data retention policy, and there was discussion on the legitimate retention of board member and volunteer data.</p> <p>ACTION: Further discussion of data retention policy to be added to a future agenda.</p> <p>III. Unconscious bias training update</p> <p>(BB unavailable to provide update.)</p>	<p>BB/DT SW BB CG</p>

		<p>IV. Transparency Officer proposal and discussion</p> <p>CG proposed the creation of a Transparency Officer on the Board, who would function as an optional point of contact for members with questions or concerns about the Board itself, including responsibility for website updates with meeting minutes, advocating for transparency on behalf of members, raising concerns proactively in Board meetings, and handling any FOI requests. CG highlighted that the proposed role would not supersede confidentiality protections in the safeguarding process.</p> <p>The Board <b>voted on making Transparency Officer an official Board position</b> as outlined above. <b>The vote was passed.</b></p> <p>The Board then <b>voted on making CG the first Transparency Officer. The vote was passed.</b></p>	
<p><b>5. Finance &amp; Income Generation</b> [Governance]</p>	<p>8:25</p>	<p>I. <i>Update:</i> <a href="#">August Accounts</a></p> <p>A. Bank Mandates</p> <p>NB outlined the previously circulated August accounts. There was some discussion on the appropriate value of drum subsidies in light of venue price increases.</p> <p>ACTION: TW to ask drumming group GOs what their current costs are, and discuss further with NB to calculate an appropriate subsidy to cover drumming venue hire costs.</p> <p>NB noted bank mandate applications are in progress. NB noted that draft accounts back from accountant, with narrative in progress, and on track for submission to Companies House by deadline on Friday 30th.</p> <p>On behalf of AN in absentia, CE raised the issue of time and workload burden from the current complaints process. Notes from AN highlighted that correspondence over the years says that the current process is too long, unfit for purpose, makes trustees less likely to join the Board, and diverts much of the time of the most experienced trustees by necessity - impacting governance, and conflicts of interest. AN proposed hiring a disputes and resolutions coordinator to work through cases, who should not be a current BFS member. AN also proposed coopting an external trustee.</p> <p>The Board voted on hiring a disputes and resolutions coordinator.</p>	<p>NB</p>

		<p>The vote passed unanimously.</p> <p>ACTION: Add a vote on advertising for an external trustee to assist in complaints resolutions to the agenda in a future meeting.</p>	
<p><b>6. Community Issues</b> [Board only]</p>	8:35	<p>I. <i>Update:</i> Complaints A. COM-2021-02 briefing &amp; outcome vote</p> <p>The board received a briefing on the findings of the complaints team surrounding an extremely serious complaint that has been ongoing since 2021.</p> <p>The recommendation of the complaints team was that we request and require the subject of the complaint to resign their membership, and failure to do so would necessitate the exploration of Articles of Association changes at an EGM.</p> <p><b>The board voted on delivering an email to the subject of the complaint outlining the above. The vote passed.</b></p> <p>It's observed that this motion outcome is in line with previous votes from this board surrounding the subject, and that we are comfortable with this quorate.</p>	CE CE
<p><b>7. Board Project Progress</b> [Strategy/Operations]</p>	8:45	<p>I. <i>Update:</i> Any urgent business</p>	AN
<p><b>8. AOB</b></p>	8:55	<p>I. AOB</p> <p>GK provided an update from the Blues - noting nothing requiring board support except potentially working out appropriate locations for toilets and concessions.</p>	All
<p><b>9. Close of Meeting</b></p>	9pm	<p>I. The date of the next meeting was confirmed as the third Monday in October (17/10/22).</p>	All