

**Beltane Fire Society
Board Meeting Minutes**

Date and Time:	Monday, 21st November 2022, 7pm - 9pm
Location:	Beltonia, and dial in option on invitation
Invited:	Present: SB, CE, TW, DT, BB, CG, ST, SG, SW, GK

Item	Time	Details	Item Lead
1. Welcome	7pm	<ul style="list-style-type: none"> I. Apologies Apologies received from LB. II. Declarations of interest regarding any agenda items 	All All
2. Review of minutes and action points	7:05	<ul style="list-style-type: none"> I. <i>Decision:</i> approval of previous minutes <ul style="list-style-type: none"> A. September meeting minutes September minutes approved. B. October meeting minutes October minutes approved. II. <i>Update:</i> Review any urgent action points <ul style="list-style-type: none"> A. Transition of Volunteer Management & Volunteer Survey DT indicates happy to handover Volunteer Survey to C'tri TW to continue handover process with DT next week B. Data retention update? SW - Policy in place, will communicate to GOs. SW - some accounts (Tech etc...) need continuity, to discuss with TW later this week. C. Resolutions co-ordinator CE: One of our biggest time sinks is mediating interpersonal issues, and complaints. Recommend hiring a dedicated contractor to deal with this. Several people point out that the quantity and severity of complaint allegations has gotten more significant. ACTION: AN and SW to meet up about a complaints case. D. How to do a complaint session - training dates? 	All All

		<p>CE: Arranging an onboarding session for trustees willing to handle complaint, and bring on additional volunteers from within membership. CG: can we do scheduling off-table?</p> <p>ACTION: schedule complaint how to session.</p>	
<p>3. Operations Issues <i>[Operations]</i></p>	<p>7:15</p>	<p>I. <i>Update:</i> Samhuinn update (pre debrief)</p> <p>TW: ballpark figures and synopsis today.</p> <ul style="list-style-type: none"> ● All in all looks like event ran at 10k deficit. ● Pretty good going given circumstances ● Family samhuinn happened, and the storytelling centre are giving us 300 and we spent 500 so not a bad thing! ● Nobody died except Summer King. ● Park was a great venue; lots of shortfalls because new - such as "HOW dark" it was, with crowd swallowing up the light. ● Generally went really well. ● Stores day this saturday for sort out. ● Most things put away already. <p>II. Live community things that need doing or discussion</p> <p>CE: DT says survey so far looks positive, will issue on Wednesday. AN: have noticed that when we get media feedback, it's "there was a samhuinn", it's annoying we don't have anyone giving us true reviews so little outside feedback at all. Suggests to resurrect audience survey.</p> <p>ACTION: do that.</p> <p>III. YULE plans update</p> <p>TW: Hall booked 22nd dec, maybe 21st, paid for. Planning session to happen with ST and SB.</p> <p>CE: team can agree a budget with Neil.</p> <p>ACTION: ST, SB, TW to do planning session, and determine when hall booked!, including do comms for it!</p> <p>ACTION: Planning team to confirm budget with Neil</p> <p>IV. Beltane Court and Blue Selection</p>	<p>TW AN TW Blues? BB CG</p>

	<p>GK: Update on Rosa's feelings toward MQ for BE 23. She's agreed to be part of next MQ selection if she's not able to do it herself.</p> <p>AN: court - was talking to hannah smith other day and she was saying that (not confirmed yet) but court as a whole would like to talk to us as a board with feedback for a festival. Not at a board meeting. JW to invite SB, SW, Nate to give 2021 feedback.</p> <p>ACTION: AN to get in touch and will set it up. (SB, ST interested in meeting)</p> <p>TW: Summarises - May queen and green man selection changes board calendar because court selection due in a specific order. Risk of Blues being stretched.</p> <p>GK: Some active discussion among blues about blue recruitment regarding MQ recruitment. New Blues process requires festival survey feedback. (due shortly)</p> <p>AN raises discussion about Board <-> Blues slack integration being dead. Discussion follows about best practice for managing Blues / Board slack operations and practices.</p> <p>V. Energy Audit</p> <p>BB: Energy Audit in progress. Finding out if Beltonia is suitable for solar panels, and talks to landlord about that. "could get minor dividends, but want to do for the sake of it tbh." We don't have authority to act as we're leasing the building not owners</p> <p>CE: will need to break even in 2-3 yrs to get solar panels.</p> <p>BB: going out tonight or tomorrow, will update next meeting.</p> <p>TW: notes current lease ends in 2027 and conversation will need to begin in the next 12 months. Good opportunity to discuss building's sustainability.</p> <p>ACTION: TW to send BB info on landlord.</p> <p>VI. Data Protection request (INQ-2022-11#1)</p> <p>CG summarises the request, under which law it was requested, and our obligations. CG notes that google drive with permission system is not ideal for managing personal data of our members.</p>	
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<p>4. Governance Issues [Governance]</p>	7:50	<p>I. Selection Committee improvements</p> <p>CG: we had a transparency question from a member asking why certain things on selection committee were done a certain way.</p> <p>Not a complaint but revealed that it's easy for people not on selection committee to not be clear as to weather they're getting feedback FROM selection committee or from their friends.</p> <p>Request that before we start shouting out, remind everyone that we can all make mistakes. When we kick off next time, remember that, and will be less risk of people getting upset on comms.</p> <p>AN; hat management - we are absolutely in a position to give advice on how to fill in a form but we need to remember to emphasise "that is my advice as someone who's done this in the past, not as selection committee member"</p> <p>CE: thanks to C'tri - the role he's doing in terms of transparency is immensely valuable. I've been involved in some of the cases he's been looking into, and it's already providing immense value. Difficult to tread confidentiality path but appreciated.</p>	<p>CG BB/DT SW BB</p>
<p>5. Finance & Income Generation [Governance]</p>	8:25	<p>I. <i>Update:</i> October Accounts</p> <p>NB: core accounts are as usual. Column headed up samhinn: that isn't complete expenditure as some invoices coming from suppliers are dated Nov. Oct only includes Oct dated invoices.</p> <p>If you want to see costs for samhain, look at the year to date set of accounts.</p> <p>Still have a fair amount in bank, 75k, so fine that way.</p> <p>Next is gift aid application, then budgets for 2023, which we need to look at, and VAT. Both TW and accountant (David) thinks that we may be able to claim vat back on</p>	<p>NB</p>

		<p>activities except for Beltane ones, under cultural exemption rules. A big exercise but worth doing to claim back vat.</p> <p>SB and CE got access to BoS.</p> <p>ACTION: SB to send NB new address to pass to Triodos.</p> <p>TW: for understanding significance of VAT: once set up, would become less of a task. Still quarterly but would bring in thousands of pounds. Excludes any expenditure on Beltane itself. We'd need to charge vat on hiring studios upstairs and other expenditure, but Beltane currently a vat exempt event. Samhuinn a donation so not vat payable on that because it's not a ticket. Worth it in the end.</p>	
6. Community Issues [Board only]	8:35	<p>I. <i>Update:</i> Complaints</p> <p>A. Data breach</p>	CE CG
7. Board Project Progress [Strategy/Operations]	8:45	<p>I. <i>Update:</i> Any urgent business</p> <p>No urgent business</p>	AN
8. AOB	8:55	<p>I. AOB</p> <p>DT: GO feedback, scheduled a meeting next week to check how we're getting on with this.</p> <p>AN: normal to have a report from EC/DM, and also if they feel like it and if appropriate Festival Sec.</p> <p>ACTION: Festival sec to do thing for Debrief</p> <p>CE: offers direct thanks to DT for "hard work, blood sweat and tears, picking through answers. All noted, really appreciated, and we may be foolhardy sailing into distance without you"</p> <p>BB: I arranged bespoke unconscious bias training, on racism and quality stuff. Have drafted an anti racism strategy and equality policy. We seem to want to do unconscious bias training on a voluntary basis, please contact me about that if you want it.</p>	All
9. Close of Meeting	9pm	<p>I. Confirm date of next meeting - 3rd Monday of the month unless otherwise changed for exceptional reasons....</p>	All