

Beltane Fire Society Board Meeting Minutes

Date and Time:	Tuesday, 15 May 2023, 7pm - 9pm
Location:	Beltonia, and dial in option on invitation
Invited:	C'tri Goudie (CG), Sammi Searle (SS), Sophie McCarthy (SM) Stew Wilson (SW),, Mailis Marty (MM)

Item	Time	Details	Item Lead
1. Welcome	5:48	I. Apologies - Mailis	All All
2. Review of minutes and action points	7:05	I. <i>Decision:</i> approval of previous minutes N/a - already approved	All All
3. Operations Issues <i>[Operations]</i>	7:15	I. Identification of burning issues? * Afterparty for Samhuinn needs booked, Bongo and Caves not available. * Open Meeting venue not booked, desired date = first weekend <i>@ trustees to review the key dates skeletons</i> <i>@ Sysadmin to rebuild slack / communications.</i>	All

<p>4. Governance Issues [Governance]</p>	<p>7:50</p>	<p>I. Who does what - role allocation</p> <ul style="list-style-type: none"> - SS and SM are up for being Chair <ul style="list-style-type: none"> • SS strengths are as a project manager. Concerned about being a bit new and “running before walking” on the subject of policy review and such. Vote - SS for chair? Aye 3, nay 0, abs 1 • SM’s experience in governance is audit, policy, review, governance. Strategy and such is entirely her bag. Wants to push herself. Happy to dip into the fest sec side of things. Vote - SM for vice chair Aye 3, nay 0, abs 1 • <p>CG suggests a review of all roles post Samhuinn.</p> <ul style="list-style-type: none"> - We don’t need a quartermaster whilst we’re paying TW as Development Manager - Secretary should be split, GDPR is a better fit for sysadmin. Updating Companies House can be the sole responsibility of the secretary - Treasurer is surprisingly well documented, CG is up for it with support from past treasurer. CG has concerns about the strategy side of things. SW mentions that living up to the strategy side of things is really hard and not a focus. SS suggests that focusing on the operational side of things is the good way to go. SM suggests we hold off on strategy until after the winter review. SM says CG is the best person on the board to do the best job possible with the resources Vote - CG for treasurer Aye 3, nay 0, abs 1 @ CG to catch up with Neil about the strategy things. - Company secretary, Probably makes sense for Vice Chair to pick up those responsibilities. SW notes we previously had 3 people, Chair, Treasurer, Scribe. Vote - SM for Secretary, Aye 3, nay 0, abs 1 Vote - SW for Sys Admin Aye 3, nay 0, abs 1 <p>SW wants to understudy Festival Sec roles. Deferred to committee chat.</p>	<p>All</p>
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		<p>@ remove PII trustee registers from the past</p> <ul style="list-style-type: none"> - We briefly discuss the TW single point of failure concern, SM has done EPOG style things before, SS is also up for it. <p>COMMITTEES.</p> <p>SS would like to form a committee of volunteer members who are happy to help trustees with appropriate tasks.</p> <p>All broadly in favour.</p> <p>SW suggests dealing with festival@ and volunteers@ emails as a collective committee of 5.</p> <p>Broad agreement with sentiment “finding volunteers from the society who want to help but don’t want to be trustees”.</p> <p>@ SS & SM to look at shortlisting committee members and reaching out.</p> <p>@ SS to point SM at the shortlisting for co-opting.</p> <p>@ SS brings up the topic of co-opting, we should do it early and soon.</p> <p>Discussion of possible trustees.</p> <ul style="list-style-type: none"> II. Filling out the trustee register To be done in our own time, SM to chase people III. Slack/ Gmail? SW suggests torching our old slack and creating a new one, and creating a linked slack channel. IV. Trello! <p>@SS & SM to reach out to Caroline Evans as former chair</p> <p>@SS & SM to reach out to CG as former festival sec</p>	
5. Finance & Income Generation <i>[Governance]</i>	8:25		
6. Community Issues <i>[Board only]</i>	8:35	<ul style="list-style-type: none"> I. Identification of burning issues? Both complaints that are open at the moment to be shelved until after everything is running. 	CE CG
7. Board Project Progress <i>[Strategy/Operations]</i>	8:45		AN
8. AOB	8:55	<ul style="list-style-type: none"> I. AOB 	All
9. Close of Meeting	9pm	<ul style="list-style-type: none"> I. Confirm date of next meeting - 3rd Monday of the month unless otherwise changed for exceptional reasons.... 	All

Summary of Votes

Sammi Searle to take the role of Chair	Aye 3	Nay 0	Abs 1
Sophie McCarthy to take the role of Vice Chair	Aye 3	Nay 0	Abs 1
C'tri Goudie to take the role of Treasurer	Aye 3	Nay 0	Abs 1
Sophie McCarthy to take the role of Company Secretary	Aye 3	Nay 0	Abs 1

Summary of agreed actions

All trustees to review the key dates for Samhuinn skeleton document	All Trustees	Before next meeting
Create beltane Google accounts for new trustees & rebuild Slack	Stew Wilson	This week
Remove former trustee personal information from past trustee registers		Before next meeting
Draw up a shortlist of Festival Committee members, and reach out to them	Sammi Searle Sophie McCarthy	
Draw up a shortlist of possible trustee co-opts (Include a Blue liason if possible)	Sophie McCarthy	
Reach out to CE (former chair) to arrange handover	Sammi Searle	
Reach out to NB (former treasurer) to arrange handover	C'tri Goudie	
Reach out to C'tri (former festival sec) to arrange andover	Sammi Searle	