

Beltane Fire Society Board Meeting Minutes

Date and Time:	Sunday, 23rd July 2023, 8pm - 10pm
Location:	Online via Google Meet
Invited:	All Board
Present:	Stew Wilson, Mailis Marty, Sammi Searle, Sophie McCarthy

Item	Time	Details	Item Lead
1. Welcome	8:05	I. Welcome & Apologies C'tri Goudie (CG)	ALL
2. Review of minutes and action points	8:13	II. Decision: Approval of previous minutes Vote: Aye 4, Abstain 1 III. Actions Review A. SM to share Blues Dates to Board calendar B. SW to investigate outstanding work on Google account admin for new trustees C. SS update on Festival Committee membership applications (4 people thus far) D. SM juggling other priorities (venue hunting and Committee forming) E. Contact made with Caroline Evans (CE) (outgoing chair) and a handover meeting with SS & SM present is being planned F. CG handover discussion with NB done G. CG handover of Fest Sec duties a soft handover to current board members H. SS has access to festival@, SW to check access before next meeting	SS ALL SS SM SW SS SM SS SW SS SS
3. Governance Issues [Governance]	8:35	IV. MM introduction and formal welcome to the board. A. Discussion around possible roles, they expressed they are keen to support board members in their work. Discussion then moved to formal liaising between Board & Blues so there is a consistent point of contact. B. Fest Sec role divying up discussed, MM happy to deal with the GO selection. SW highlighted the roles of the GO facing aspects of the Fest Sec role.	SS All ALL

		<p>C. MM to become the named Festival Sec, dealing with GO Facing work. All other tasks will be delegated to MM, SS, SM and the Fest Sec committee.</p> <p>D. Vote: Aye: 3, Abstain: 1</p>	<p>ALL</p> <p>ALL</p>
		<p>V. Festival Secretary</p> <p>A. Inbox management of the festival@ inbox discussed</p> <p>B. Fest Committee to manage inbox inquiries</p> <p>C. Conflicts of interest around GO's and access to Fest Committee people a highlighted issue by SW proposes new inbox ONLY for GO information so confidentiality is easier and workload of inbox monitoring can still be delegated</p> <p>D. SW to create new inbox for this</p>	<p>SS</p> <p>SS</p> <p>SW</p>
		<p>VI. Festival Committee Progress Update</p> <p>A. Trello updated with names approached</p> <p>B. Update given in action recap</p> <p>C. Safeguarding committee will need list of names to clear them for membership</p> <p>D. SS & SM to organise meeting with applicants</p>	<p>SS</p> <p>ALL</p> <p>SW</p>
		<p>VII. Co-opting Trustees</p> <p>A. No luck so far, all decided not a current priority unless a perfect person crops up</p>	<p>SS, SM</p>
		<p>VIII. Blurbs for website</p> <p>A. SS reminded people to do their bio blurb</p> <p>B. These will go live after the handover</p> <p>C. Official 'hello it is us' announcement after handover</p> <p>D. No actions required till after handover</p>	<p>SS</p> <p>SS</p> <p>SW</p> <p>SM</p> <p>SM</p>

3. Operations Issues <i>[Operations]</i>	9:09	<div data-bbox="686 207 1385 787"> <div data-bbox="686 207 1385 636"> IX. Venue Updates <div data-bbox="813 239 1385 636"> <div data-bbox="813 239 1385 331"> A. GO Weekend <div data-bbox="911 270 1385 331"> 1. Beltonia option a</div> <div data-bbox="911 300 1385 331"> 2. Studios near Holyrood</div> </div> <div data-bbox="813 331 1385 424"> B. Open Meeting <div data-bbox="911 363 1385 424"> 1. SM noted and gave updates on progress to board</div> </div> <div data-bbox="813 424 1385 636"> C. Afterparty <div data-bbox="911 455 1385 636"> <div data-bbox="911 455 1385 516"> 1. SM presented updates in contacting venues</div> <div data-bbox="911 516 1385 636"> 2. SM asked SS & MM to explore and gather info that venues will require e.g. expected capacity to prevent delays in liaising</div> </div> </div> </div> </div> <div data-bbox="686 636 1385 697"> X. Treasurer Handover process <div data-bbox="813 667 1385 697"> A. Parked, CG not present</div> </div> <div data-bbox="686 697 1385 787"> XI. Accessing Email Accounts <div data-bbox="813 728 1385 787"> A. To be confirmed and sorted once handover complete</div> </div> </div>	<div data-bbox="1425 207 1523 697"> <div data-bbox="1425 207 1523 331">SS</div> <div data-bbox="1425 331 1523 455">SS</div> <div data-bbox="1425 455 1523 579">SS</div> <div data-bbox="1425 667 1523 697">SS, SW</div> </div>
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5. Finance & Income Generation <i>[Governance]</i>	9:20	XII. Income generation A. CG requires access to quickbooks B. Parked to next meeting	SW
6. Community Issues <i>[Board only]</i>	9:22	XIII. Community Issues A. SS asked if this is a standing item. B. SW highlighted this is normally a recurring standing item C. Discussion on access to incident reports, SW to investigate D. Discussion of open cases E. SS highlights need to have a proper handover of this area	ALL SW ALL SS, SM ALL
7. Board Project Progress <i>[Strategy/Operations]</i>	8:45	N/A	N/A
8. AOB	8:55	XIV. Future Venue Booking A. SS says in the interest of saving time by getting Beltane24 venues booked early over Winter XV. Winter Activities A. MM & SS continued previous discussion to encompass Winter Admin B. SS to make a trello board for Winter admin C. SW & SM agree D. SM suggests naming it "Liminal Space" XVI. MM asked about Board boundaries of Community Fires A. SW gave context and highlighted these are not associated with Board activity or BFS	SS ALL
9. Close of Meeting	9pm	I. Discussion of next Board meeting date A. Agreement that the standard 4 weeks is too far a gap given present workloads B. Suggested meeting in 2 weeks C. 6th June or 7th June to be discussed as options for an online meeting on Slack	ALL

Summary of Votes

Previous Minutes Agreed	Aye 4	Nay 0	Abs 1
Mailis Marty to take the role of Festival Secretary	Aye 3	Nay 0	Abs 1

Summary of agreed actions

Check availability for board meeting on 6th or 7th August	ALL	As soon as possible
Organise safeguarding specific meeting with CE present	ALL	As soon as possible
Share Blues Dates to Board calendar	Sophie	Before next meeting
Check access to festival@ inbox	Sophie	Before next meeting
Set up a meeting with Festival Committee Applicants	Sophie & Sammi	As soon as possible
Brainstorm Board Co-optees	Sammi	Update at next meeting/ongoing
Make a trello board for Winter admin "Liminal Space"	Sammi	Before next meeting
Explore and gather info that venues will require	Sammi & Mailis	As soon as possible
Investigate outstanding work on Google account admin for new trustees	Stew	Before next meeting
Remove former trustee personal information from past trustee registers	Stew	Update at next meeting
Create a GO info only inbox and give MM & SS access	Stew	Before next meeting
Investigate access issues to incident reports	C'tri	Before safeguarding meeting