

Beltane Fire Society Board Meeting Minutes

Date and Time:	Monday, 7th August, 7pm - 9pm
Location:	Beltonia, and dial in option on invitation
Present:	Sammi Searle, Sophie McCarthy, C'tri Goudie, Mailis Marty, Stew Wilson (Online)

Item	Time	Details	Item Lead
1. Welcome	7pm	I. Apologies II. Declarations of interest regarding any agenda items	ALL ALL
2. Review of minutes and action points	7:06	III. Decision: approval of previous minutes Vote: Aye - 5 IV. Update: Review any urgent action points A. SM to review Board calendar B. SS & SW to follow up on Festival Committee comms C. SS to organise a Board/Blue mixer D. SW continue working on Google Account Admin and 2nd action E. MM give SS details of GO inbox F. CG to add access to complaints	SS ALL
3. Operations Issues <i>[Operations]</i>	7:15	V. Disclosure Scotland Checks for GOs A. Only unspent criminal convictions B. SS highlights they don't do what we'd like them to do C. SM suggests getting an external safeguarding certificate D. SW highlights it brings externality E. SS suggests exploring this in depth for Beltane F. MM adds to the Liminal Space VI. Chair Handover A. Meeting occurred, SS there as Chair, SM as Vice Chair, CG there on invitation from outgoing Chair B. The incoming board thank Caroline and outgoing board members VII. Festival Committee Update A. Committee has access to festival@ inbox and is beginning to manage the mailbox with daily checks, MM to check once or twice a week	MM & CG SS SS, SM & MM

		<p>B. GO mixer booked and delegated</p> <p>C. Open meeting hosting delegated</p> <p>D. SS highlights this is a very lovely resource for non confidential tasks for all trustees to use</p>	
	VIII.	<p>Cailleach Selection</p> <p>A. Cailleach successfully selected</p>	MM
	IX.	<p>Kings Selection</p> <p>A. SS notes that this is being actionned with a delay for nominations.</p>	SS
	X.	<p>Media Takeover Suggestion</p> <p>A. SS in favour of facilitating artistic work</p> <p>B. SM clarifies it must be with guidelines</p> <p>C. SM & SS to make brand guidelines for SS to coordinate</p>	ALL
	XI.	<p>GO Selection Planning</p> <p>A. MM keep on the 20th</p> <p>B. Board cleared out office space in Beltonia</p> <p>C. Becomes apparent that MM's email aren't being received into other Trustee's email inbox</p> <p>D. MM to use Slack as primary comms till tech is resolved</p> <p>E. SW to investigate email issue</p> <p>F. MM modelled Matrix following guidelines for Beltane 2023</p> <p>G. SS notes shoutout reminders: 9th Aug, 15th Aug for comms</p>	ALL
	XII.	<p>GO Weekend Planning</p> <p>A. SS, SM & MM planning an agenda meeting on 11th August</p> <p>B. JT suggested a specific GO weekend, and a slack channel with Blues in to MM</p> <p>Vote: Aye 5</p> <p>C. Utilise Volunteer feedback</p> <p>D. CG to send out Beltane GO feedback in conjunction with MM</p> <p>E. Template that was used for Beltane 2023 was very distilled and CG says is a good skeleton but didn't get key moments for each group in</p>	ALL
	XIII.	<p>Open Meeting Planning</p> <p>A. SS no actionning</p> <p>B. MM to book Nicolson Sq 1-5pm (1HR top and tail), booked for expected 100 people</p> <p>C. SS to check with TW if this is an ok plan</p> <p>D. 10 tables - confirm at a later date once we've had GO selection</p> <p>E. MM highlights this is the cheaper option</p> <p>F. SS notes as soon as this is booked in Comms should be immediate</p> <p>G. CG notes our PA system is a bit dodge - checks need to occurred</p>	

		<p>H. MM & SS to check PA system pre Open Meeting</p> <p>I. SS suggests a planning meeting post GO selection</p> <p>J. MM says have a table for the Board</p> <p>K. SM to make a Board doodle poll for post GO selection meeting</p>	
4. Governance Issues <i>[Governance]</i>	7:55	<p>XIV. Anti Far Right Statement</p> <p>A. Previous board got far into drafting a statement post Beltane 2023</p> <p>B. SW to get in touch with Alix P who co-drafted it</p> <p>C. SW to then share link for new board sign off</p> <p>D. SW to publish on the website in policy area</p> <p>XV. Companies House Update</p> <p>A. SM now has access to Companies House</p> <p>B. SM confirms confirmation statement filed on time</p> <p>C. SM to share register of interests doc</p> <p>D. SM to add people on companies house</p> <p>XVI. Articles of Association Audit Update</p> <p>A. SM working through Jenny Ferne audit review</p> <p>B. SM to go through OSCR process for current voted through AoA with gendered language removed</p> <p>C. SM to work on drafting new classes to present to Board post Samhuinn</p> <p>XVII. Citizen Ticket Suggestion</p> <p>A. Do we put Samhuinn and Beltane up with waitlists?</p> <p>Vote: Aye - 5</p> <p>B. SS or SM to check limit on ticket purchase in one go</p> <p>XVIII. Board meeting invites & observer invites</p> <p>A. SM noted observer's email</p> <p>B. SW noted committee in as an observer</p> <p>C. Regular invites to Tom and Blues</p> <p>D. SS noted this week and not prior that it is customary to invite Tom and Blues to Board meetings - which she was hitherto unaware of - but didn't invite to this one due to the short notice as she wasn't aware of this</p> <p>SS asks that to consider working on handover guides for future trustees as there's not much info on this</p> <p>E. CG notes that once regular meetings are in place we can invite people</p> <p>F. ALL agree to work on handover notes in Liminal Space trello</p>	<p>SW</p> <p>SM</p> <p>SM</p> <p>ALL</p> <p>ALL</p>

5. Finance & Income Generation <i>[Governance]</i>	8:25	<p>XIX. DM Contract Assessment</p> <ul style="list-style-type: none"> A. SS requests a review is actioned as soon as possible B. SS highlights there are suggestions from CE in handover C. SS requests to work with CG before bringing to Board for approval D. MM, SW & SM agree <p>XX. Budget for Court Costuming</p> <ul style="list-style-type: none"> A. Budget exists for Court but MM doesn't know what it is B. MM requests a clear budget presented to Court at beginning of run up and it is up to Court how they individually spend it C. CG to organise the budget and system for Court Costuming D. SS requests a welcome pack for court members from the Board (SS to lead and include other Trustees in) <p>XXI. Insurance Renew</p> <ul style="list-style-type: none"> A. Covers festivals, rehearsals, Beltonia B. Voted through with 5 ayes <p>XXII. Busk Suggestion</p> <ul style="list-style-type: none"> A. CG to check how this affects our finance pot B. All to discuss implementation logistics on Slack before next meeting <p>XXIII. LB Mabon Request</p> <ul style="list-style-type: none"> A. CG notes it is in our Charitable Aims B. All in agreement to look into this C. CG to investigate finances to support <p>XXIV. Creative Scotland Funding (Board Paper 1)</p> <ul style="list-style-type: none"> A. SM walks through the information in paper 1 B. SM reflects that whilst we may not be successful, the process itself will be of huge benefit to organisational streamlining of BFS C. Discussion on the merits of applying to Creative Scotland and the issue CG raised prior to meeting of National Lottery Funding being one of Creative Scotland's income streams to distribute funding from D. MM notes Creative Scotland funding is the industry norm, echoed by SS E. Board in agreement that the benefits far outweigh the cons F. SM & CG to work on an application over coming months <p>XXV. The July Accounts</p> <ul style="list-style-type: none"> A. CG states the July accounts are completed above safe operating levels 	<p>SS & CG</p> <p>MM</p> <p>CG</p> <p>SS</p> <p>ALL</p> <p>SM</p> <p>CG</p>
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6. Community Issues <i>[Board only]</i>	8:35	<p>[REDACTED]</p> <p>XXVI. SS Safeguarding Update</p> <ul style="list-style-type: none"> A. All in agreement to get a safeguarding officer in place before Samhuinn B. SM suggests getting safeguarding training for the entire board in addition once this officer is in place C. All in agreement, noting the priority order D. Board in agreement to hire in imminent future E. SM notes the officer must have a clause of not being allowed to participate in our Festivals and BFS events to maintain their externality - all in agreement F. SS to get Job Description to begin the action process 	<p>ALL</p> <p>SS</p>
7. Board Project Progress <i>[Strategy/Operations]</i>	8:45	<p>XXVII. PR Strategy Update</p> <ul style="list-style-type: none"> A. SM notes that historically comms have been covered by a contractor during festival periods and then in 'off' seasons (Winter & Summer) comms are often lacking, out of date or no new content is generated and shared B. SM proposes a comms calendar is created with key moments through the year that <i>have</i> to be communicated and what potential there is to create evergreen content and share between festivals C. Meeting is scheduled with some board members, Tom and Festival Committee members to work on this D. Board in agreement that this is a good project to work on E. SM asks if a comms coordinator is being brought in for Samhuinn F. SS thought this was not happening and being covered by a Festival Committee member G. SM notes the high workload of the comms coordinator role from the previous job description for Beltane H. SM clarifies the aspects of the role which can largely be split into press coverage and social media work and notes how due to no brand guidelines coverage, language and branding has been changeable between post holders further highlighting the benefit of 'brand' guidelines creation I. Conversation on the benefits and cons of hiring in a comms coordinator takes place 	<p>SM</p>

		<p>till SM notes that if it is covered entirely in house it means one of the board will have to sacrifice performing in Beltane to escort press and turn around press on the 1st Nov</p> <p>J. Board in agreement to hire in a comms coordinator for the festival</p> <p>K. SS & CG to explore and action hiring a comms coordinator</p> <p>L. SM to work on building BFS Communication Guidelines doc</p>	
8. AOB	8:55	XXVIII. AOB	ALL
9. Close of Meeting	9pm	XXIX. Confirm date of next meeting	ALL

Summary of agreed actions

Check availability for board meeting	ALL	As soon as possible
Organise safeguarding specific meeting with CE present	ALL	CARRIED OVER: As soon as possible
Work on handover notes in Liminal Space trello	ALL	Rolling
Discuss implementation logistics of busk on Slack	ALL	Before next meeting
Send Dates to SW to Add to Board calendar	Sophie	As soon as possible
Share register of interests doc with Trustees and ensure it is fully completed	Sophie	Before next meeting
Update Companies House with new Trustees	Sophie	Before next meeting
Work on building BFS Communication Guidelines doc	Sophie	Before next meeting
Work on a Creative Scotland funding application over coming months	Sophie & C'tri	Before September
Make brand guidelines for Sammi for Court Socials takeover	Sophie & Sammi	Before next meeting
Check limit on ticket purchase in one go	Sophie & Sammi	As soon as possible
Organise a Board/Blue mixer	Sammi	Before GO weekend
Check with Tom Watton that Nicholson Sq is good for open meeting	Sammi	8th August
Build a welcome pack for court members from the Board - leading with contributions from the rest of the Board	Sammi	Rolling
Explore and action the hiring process for a Comms Coordinator	Sammi & C'tri	Before next meeting

Work on DM contract with CG before bringing to Board for approval	Sammi & C'tri	Before next meeting
Follow up on Festival Committee Comms	Sammi & Stew	As soon as possible
Continue working on Google account admin for new trustees	Stew	Before next meeting
Remove former trustee personal information from past trustee registers	Stew	Before next meeting
Investigate MM mailbox issue	Stew	Before next meeting
Get in touch with Alix who drafted Anti Racist and Nationalist Policy, share link to copy for Board sign off and publish in policy area of website	Stew	As soon as possible
Get the Comms Coordinator old job description and review	Stew	Before next meeting
Investigate access issues to incident reports	C'tri	Before safeguarding meeting
Add access to Complaints folder for relevant Trustees	C'tri	Before safeguarding meeting
Organise the budget and system for Court Costuming	C'tri	Before next meeting
Explore the financial fundraising losses for BFS by fundraising at our only Samhuinn busk as per Cailleach's suggestion	C'tri	Before next meeting
Explore what funding there is for a Mabon event as per Cailleach's suggestion	C'tri	Before next meeting
Send out Beltane GO feedback in conjunction with MM	Mailis & C'tri	As soon as possible by the 15th August
Give Chair the details of GO inbox	Mailis	As soon as possible
Book Nicolson Sq 1-5pm (1HR top and tail), booked for expected 100 people	Mailis	Once cleared by TW & SS
Check PA system pre Open Meeting	Mailis & Sammi	Pre Open Meeting