

Beltane Fire Society Board Meeting Minutes

Date and Time:	Tuesday 18th September 2023, 7pm - 9pm
Location:	Beltonia, and dial in option on invitation
Invited:	All Board and Trustee Assistant, Blues and Tom Watton
Present:	C'tri Goudie, Sammi Searle, Sophie McCarthy, Mailis Marty Stew Wilson, Andrew Tucker, Tom Watton & James Turner

Item	Time	Details	Item Lead
1. Welcome		<p>Apologies</p> <p>Declarations of interest regarding any agenda items</p> <ul style="list-style-type: none"> None 	<p>ALL</p> <p>ALL</p>
2. Review of minutes and action points		<p>Decision: approval of previous minutes</p> <ul style="list-style-type: none"> All in favour <p>Update: Review any previous action points</p> <ul style="list-style-type: none"> See bottom of document 	<p>SS</p> <p>ALL</p>
3. Operations Issues [Operations]		<p>Festival Committee Update</p> <ol style="list-style-type: none"> Replacement for Clara Koenig as festival@ inbox due to her GOing Samhuinn <p>MM - has been keeping an eye on the inbox. SM - has capacity to check regularly. SS to ask committee for email volunteer and delegate to SM if no FC member has capacity.</p> <p>Committee dubbed "Extremely useful" for the Board, many thanks to all.</p> <p>Cailleach Requests Update</p> <ol style="list-style-type: none"> Mabon is now shelved - no venue found Busk fundraising is going ahead Social Media takeover awaiting update from Cailleach and Kings. No update since kings selection. <p>Whoever is briefing Gabby to bring up this topic with them</p> <p>Either SW or Gabby to receive digital content from Cailleach about Mabon, and to post this article.</p>	<p>SS, SM & MM</p> <p>SS</p>

		<p>Open Meeting Wrap Up</p> <ul style="list-style-type: none"> - Reasonable interest in the Board table, some genuine questions. - £255 worth of merchandising - CG to reduce stock count with that info 	ALL
		<p>Samhuinn Preparations</p> <p>TW - We've had our first session of "Samhuinn Risk" without conflict or significant confusion. Hoping that we'll be launching tickets this week. Need to sign off on the rough parameters on the cue sheet. Curfew is 10pm. Current estimated time of completion would be 21:30.</p> <p>MM - to send email addresses of people on waiting list to TW</p> <p>TW - Budget is ready to be explored, ticket pricing aiming to be roughly break even.</p> <p>CG to liaise with TW and bring budget to trustees in the next week</p>	ALL
		<p>Update on Stewards</p> <p>SM - not aware of any issues at present. Not scary low numbers.</p> <p>SM to check in with Stewards GO & Ella Humphries on a weekly basis to ensure support is in place</p>	ALL
		<p>TW - asked EH to focus more on stewarding side of FoH as there is only single GO - much approval</p> <p>TW keeping the hillusphere projects / decor support simple.</p> <p>Update on Tech</p> <p>TW - had a few people, and some newbies! Had some people who don't want to be co-GOs but are super experienced. Also we've got Rob Thorburn.</p> <p>TW - Generally we're in a strong starting place and don't expect van-hell on the day. Target is to keep van trips to one.</p> <p>TW - we're going to be very regularly reiterating that groups are responsible for putting things they'll need in the van, take it out the van, etc...</p> <p>SS - raises the discussion whether or not to circulate that news to the membership.</p> <p>TW - Let's wait until we've a build schedule / derig schedule. Once we have that, we can put out specific actionable callouts</p>	ALL

		<p>James Turner to perform weekly checking with Tech as their designated Blue.</p> <p>SS - Stewards confirmed as having the ranger centre as their GRS.</p> <p>Photopoint update TW has been providing support to Nate about getting ready space, equipment storage/ faff. Regular check ins are happening, we've got them the green room for press photos at the afterparty.</p> <p>SW - have also provided support in terms of easy access storage in SW's home</p> <p>SM - on a more informal note, lives close, has provided a back-channel for issue escalation.</p> <p>SS - on that note, Nate has asked us to review the contract we have with photopointers.</p> <p>SM - Nate has reviewed the agreement and identified some queries and points for review. A summary was provided.</p> <ul style="list-style-type: none"> - Has identified that we have a rights expiration point on the contract at 2024, after which we won't be able to take pictures. - Highlighted that all individuals in a picture need to give consent before it can be used as a display picture, I don't think this has made it into our social media policy. <p>SM to take on the update to policy and circulate that to GOs</p> <ul style="list-style-type: none"> - There's a possible wording hiccup that suggests a loophole in the language. - SM to work on language update to section seven - There's a clause about us getting money if photographers sell BFS photos. Whilst BFS is getting money, performers aren't and that should be reviewed and minuted that it's a "protection against photos being withheld and being sold to performers". <p>SS - definitely feels like something that should be looked at on a case by case basis.</p> <p>SM - will copy in all the modifications suggested by photopoint members, summarise the discussion here onto slack, provide new agreement for trustees to review digitally before providing an approved agreement on to Nate.</p>	ALL
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<p>4. Governance Issues [Governance]</p>		<p>Contractor Request Overview and Update</p> <p>A. Press and Comms & FoH</p> <p>SS - has reviewed and circulated the contracts for the contractors, all trustees to review and sign off on those before the next meeting. Done by end of week</p> <p>B. Safeguarding Contractor</p> <p>SS and AT have shared a job spec draft and this has been reviewed by the rest of the Board.</p> <p>C'tri to give financial decision on payment. NUMBER ONE PRIORITY.</p> <p>SS - we need to clarify the state of affairs RE: safeguarding. There's a misalignment between society expectations and reality.</p> <p>SS suggests clarifying statements on that should come with our announcement that we're looking for a contractor</p> <p>SS initiates discussion on having a review of how members can access safeguarding support.</p> <p>Broad agreement that having an online space accessible to membership for safeguarding info is a good plan, to be actioned alongside onboarding safeguarding contractor.</p> <p>SS - there is an urgency to get something out to</p>	<p>SS</p> <p>SS</p>

		<p>membership, but the best thing to do is get someone in. Do we feel like a board update on safeguarding is a good idea?</p> <p>All agree</p> <p>SS to action a general safeguarding update</p> <p>C. Production and Site/Tech</p> <p>SS - has circulated the contracts for the contractors, all trustees to review and sign off on those before the next meeting. Done by end of week</p> <p>TW contractors have an “on signing” payment that treasurer needs to be aware of when the thing happens.</p> <p>Andy Safeguarding Assistant Update This happened! There was a vote, we were quorate, SS abstained.</p> <p>SW to write up a proposal and access limitation guide and touch base with CG about information security etc...</p> <p>TW to visit CG on thursday and do board / admin work whilst both tearing wallpaper off the walls.</p>	<p>SS</p> <p>ALL</p>
<p>5. Finance & Income Generation <i>[Governance]</i></p>		<p>Treasurer Update CG accounts are happy</p> <p>CG and SS to go through all the post and open everything.</p> <p>SS suggests CG to add replacing himself to the liminal space as Treasurer onboarding takes considerable time</p> <p>Ticket Sales Covered - going on sale. It's a closed park situation.</p> <p>TW is covering signage, letter drops, communication, and specialised security.</p> <p>Fringe by the Sea TW and SM have met the festival director and festival manager for Fringe by the Sea. Lughnasagh is their opening weekend, and we could do something as a big community thing.</p> <p>SS is highly in favour of this and would like to work with whoever's taking lead on this as they live in NB.</p> <p>TW suggests meeting to develop this in November. Broadly agreed upon</p>	<p>CG</p> <p>SS</p> <p>SS</p>

6. Community Issues <i>[Board only]</i>		[REDACTED]	ALL
7. Board Project Progress <i>[Strategy/Operations]</i>		PR Strategy Update SM - We have a Gabby now, no further issues.	SS
8. AOB		AOB TW - the university has a temporary trial of giving out spaces to communities, if anyone has spoons that could be great. SM and MM are both interested, as is SW who works there. Stew taking point	ALL
9. Close of Meeting		Confirm date of next meeting and for the run up Mon 16th of Oct - day after first walkthrough.	ALL

Previous Actions That Still Need Attention
(more recent actions table to be found below)

Schedule meeting for post Samhuinn to formally begin redrafting AoA's	ALL	Before Next Meeting
Work on building BFS Communication Guidelines doc	Sophie	Ongoing
Coordinate posting on socials with Andy & Stew	Sophie	As soon as possible
SS and SM to discuss how to implement EDI training.	Sophie and Sammi	Before next meeting
Explore re-establishing an EDI committee. - SM to organise board chat to share summary of thoughts & strategy with link to previous proposal and discuss	Sophie	Before next meeting
Chat with Tom about updating the AoAs that were voted through - Rolling on	Sophie	
Work on a Creative Scotland funding application over coming months - Rolling on	Sophie & C'tri	As soon as possible
Build a welcome pack for court members from the Board - leading with contributions from the rest of the Board - Not managed to make a start, so many other things caught fire in the last couple of weeks that required immediate attention - SS and MM to collaborate on an abbreviated version of this. - SS to yeet full task Liminal Space ahead of Beltane 24.	Sammi and Mailis	Before next meeting
Work with CG on DM contract before bringing to Board for approval - CG to actually cost out new value	Sammi & C'tri	Before next week
Remove former trustee personal information from past trustee registers	Stew	Before next meeting
Implement Court & Hardship funding for Samhuinn	C'tri	Before next meeting

Liaise with Tom on Busk requirements <ul style="list-style-type: none"> - <i>On the day, will need some bucketeers</i> - <i>Will need assistance cashing up</i> - <i>Strategy for busking will be matching donations received.</i> - <i>TW to ask Cailleach to lead discussion with GOs about who to support</i> 	C'tri	Before busk!
Liaise with Tom on Soldo cards	C'tri	Before next meeting
Send Beltane Steward GOs feedback <ul style="list-style-type: none"> - Could not find feedback from Beltane. - <i>Stew to search old festival@ for Stewards feedback to Beltane 23, and guide for stewards that Sarah Barr wrote last year and liaise with MM</i> 	Mailis & Stew	As soon as possible

Summary of Agreed Actions from Meeting on 18/09/23

Review, amend and approve FOH, Production and P&C contractor roles.	ALL	In the next week
Trustees to have a chat about after party ticket pricing in the next week	ALL	In the next week
James Turner to perform weekly checking with Tech as their designated Blue	Blues	Ongoing
Blues to assist in community chatter in regards to sensitive cases	Blues	Ongoing
SS to ask committee for email volunteer and delegate to SM if no FC member has capacity	Sammi	Before next meeting
Keep updated for when tickets go on sale	Sammi & Tom	Before next meeting
Speak to citizen ticket about waiting list	Sammi & Tom	Before next meeting
Add review of photopoint licence review / archival access to photos to liminal space.	Sammi	Before next meeting
Prepare posting for safeguarding contractor	Sammi	As soon as possible
Prepare posting for safeguarding update to membership	Sammi	Before next meeting
CG and SS to go through all the post and open everything.	Sammi and C'tri	Before next meeting
Pencil planning meeting for Fringe by the Sea in	Sammi	Before next meeting

November		
Liaise re: social media takeover	Sophie	Before next meeting
Check in with Stewards Andy & Ella on a weekly basis	Sophie	Ongoing
Sort modifications to photopoint contract copy suggested by photopoint members, summarise the discussion here onto slack, provide new agreement for trustees to review digitally before providing an approved agreement on to Nate.	Sophie	Before next meeting
Liaise with Lindsay about Mabon blog post	Stew	Before Mabon - 23rd Sept
Investigate free community spaces being offered by Uni of Edinburgh	Stew	Before next meeting
Contractors have an "on signing" payment.	C'tri	Before next meeting
Reduce merch stock info on Open Meeting count	C'tri	Before next meeting
C'tri to give financial decision on payment for Safeguarding contractor.	C'tri	As soon as possible (c'tri listed this as NO.1 priority for themselves)
CG to add replacing himself to the liminal space as Treasurer onboarding takes considerable time	C'tri	Before next meeting
Liaise with TW and bring budget to trustees in the next week	C'tri and Tom	In the next week
TW to visit CG on thursday and do board / admin work whilst both tearing wallpaper off the walls.	C'tri and Tom	Next week
Send email addresses of people on waiting list to TW	Mailis	As soon as possible