

Beltane Fire Society Board Meeting Agenda

Date and Time:	Monday 16th 2023, 7pm - 9pm
Location:	Beltonia, and dial in option on invitation
Invited:	All Board members and Trustee Assistant, Blues and DM
Present:	Sammi Searle, Sophie McCarthy, Mailis Marty, C'tri Goudie, Andrew Tucker Tom Watton, Màiri McKay joined later Stew Wilson and Sara Thomas

Item	Time	Details	Item Lead
1. Welcome		<p>SM notes that our Trustee Assistant (AT) has brought snacks, and is a most excellent helper</p> <p>SS opens the space with a majestic "WELCOME", and moves on to congratulate everyone for a successful walkthrough, and a request for patience with all due to pervasive tiredness</p> <ol style="list-style-type: none"> Apologies SW is running a little late ST is intending to join after 8pm Declarations of interest regarding any agenda items N/A Stew Wilson arrives 	<p>ALL</p> <p>SS</p>
2. Review of minutes and action points		<ol style="list-style-type: none"> Decision: approval of previous minutes Deferred Update: Review any previous action points Relevant points and discussion added to the minutes below. 	<p>ALL</p> <p>ALL</p>
3. Operations Issues <i>[Operations]</i>		<ol style="list-style-type: none"> Festival Committee Update SS - I reached out to the committee to ask if anyone has capacity to oversee general inquiries on the festival@inbox. Tamsyn Ball agreed to do this! MM - TB is looking after the inbox and is doing a wonderful job. There's an FAQ doc that needs to be prepared and given to her. MM - to update the auto reply. Blues Update SS - I want to establish a regular slot for Blues 	<p>SS, SM & MM</p> <p>BLUES</p>

		<p>MMcK - Having a regular slot to chat in the agenda is appreciated.</p> <p>JT wants to check in with the board - are there any safeguarding cases that might impact the festival?</p> <p>[DISCUSSION REDACTED]</p> <p>SS - Initiates discussion on safety issues arises from props used during walkthrough</p> <p>Sara Thomas arrives</p> <p>SS - requests TW/ Blues to have urgent conversation relevant people about their props that have not yet been seen / risk assessed.</p> <p>ALL - general agreement</p> <p>SS to check in with TW by the end of the week.</p> <p>7. Samhuinn Preparations</p> <p>TW - Events Planning Operations Group (EPOG) has signed off and we're signing contracts with historic environments tomorrow.</p> <p>Flyers were present at the walkthrough, and additional ones will be present for the busk and next one. Ticket sales doing as well as they are (only 1000 left to go) we might not need them. If you have people who want to come see this, let them know. We're expecting to sell out.</p> <p>7.1. Walkthrough</p> <p>Went well! Faff was within projected boundaries, with extra fire blanket training at the end for stewards, tech, group techs, and some torchies was good (done with permission from the park). TW notes that the park is much more relaxed about us. Ranger team has been very pleased with us.</p> <p>Citizen Ticket devices will be a bit limited (only 3), will be using some android phones to supplement this. All ticket holders being directed to the parliament end, though there are ticket processing capabilities at duck pond entrance.</p> <p>7.2. Court</p> <p>SS - check in with Blues about how Court are faring.</p> <p>General feeling that expectations may be higher than it's possible for court members to fulfil. Discussion on check ins for planned attendance for walkthroughs.</p>	<p>SS</p> <p>SS</p> <p>SS</p>
--	--	---	-------------------------------

		<p>SS - note for liminal space, can we work to better set expectations for court in general. (MM happy to co-work on this)</p> <p>7.3. Budget</p> <p>TW presents a budget where the surplus matches the contingency fund, so should break even. Some stuff is provisionally waiting on prices still (staging and pyro) is pending. Stage technical drawings and such carry value into future festivals.</p> <p>Trying a new type of Radio that includes GPS positioning in the comms, as an experiment - first time it's available in scotland, and this will give us brownie points in EPOGs and such. Even if the GPS stuff doesn't help, the radios will still work.</p> <p>SM - definitely in favour even if it's just for the EPOG points</p> <p>TW feeling comfortable with the festival financially.</p> <p>SS - all in favour of this budget receiving our approval? 5 in favour, unanimous</p>	TW
		<p>7.4. Busk</p> <p>TW - Going well. Thursday is van packing day - happy to accept help. Space is booked, will either use all of it or some of it.</p>	TW
		<p>7.5. Steward update</p> <p>Discussion of stewarding numbers and how things are faring SS suggests</p> <ul style="list-style-type: none"> • Social Media shoutout for stewards? 	TW
		<p>7.6. Tech/Tech plan update</p> <p>TW - would be great to have a combined shout out for build assistance and new stewards.</p> <p>"Tech Plan" which is executing the cue sheet and basic logistics is sorted, with names attached to cue sheet items.</p> <p>In terms of a wider community engagement for specific things (like build and tear down) that's being circulated next week. "Tech, for this festival, are helping with the build and derig, but the community is doing the build, logistics, and derig" Expect movement in a couple of days</p>	SS
		<p>7.7. Photopoint</p> <p>MM - Seems like everything is under control, good tie in from previous GOs.</p>	SS

		<p>TW has regular check ins with Photopoint each week and it's all going well. Best point to check in with Photopoint is about 2 days after the festival, and that's when they need support.</p> <p>Board suggestion that we manifest ourselves at peoples houses with food and drink after the festival.</p> <p>Board to check in with Photopoint after festival</p> <p>Family Samhuinn TW - Going well, been handed off to Ella Humphries as FOH, Scottish Storytelling centre, budget supplied - volunteers solicited.</p> <p>ALL - Board thanks Ella for covering Family Samhuinn beautifully.</p> <p>8. Afterparty Update Summerhall have cancelled on us last minute, huge problem. Other venues being investigated.</p> <p>TW - We're pushing Summer Hall to contribute towards transport down to portobello. Transport to / from portobello is <i>not cheap</i>. There are a couple of options that we're pursuing. There are long and complicated reasons why it's going to be difficult to do with people minivans due to licensing and such, otherwise it's just not worth it.</p> <p>MM & TW confirm that provisions for Photopoint is being considered.</p> <p>General discussion of making provisions for members to drop off belongings or otherwise transport them.</p> <p>SS and TW find out specifics of time availability on Wednesday.</p> <p>SS General action point - work to ensure that safety is implemented to the best of our ability</p> <p>8.1 After Party Tickets</p> <p>Board settle on participant = £7.50, member £10, guests £12.50. Tech, stewards, drummers all get in for free. Photopoint for free if they're working.</p> <p>SS - to investigate tiered donations in the Liminal Space</p> <p>All in favour of the above approximate costings with transport rider? 3+ in favour</p>	<p>CG & TW</p> <p>ALL</p> <p>TW</p> <p>ALL</p>
--	--	--	--

		<p>9. Cailleach Social Media Takeover Done, handed off to GS.</p> <p>10. Translation Offer SS Bob Ball emailed asking if we can get some of our FAQ translated into things.</p> <p>SS and SM to take point on this</p> <p>11. German Filmographer MM - we've got someone coming to do a documentary on Scotland. They want to attend the festival, speak with members, film people getting ready for Samhuinn. Forwarded to Gabby with recommended "no to GRS filming". They can probably film tech building the stage if it's safe. Otherwise it would be getting them a press pass for filming the festival. Could put interviews onto FoH/ other contractors</p> <p>CG - might be worth asking Court if they would like their messages shared this way via interviews etc..</p> <p>SM - for the record, Gabby was very respectful of the GRS boundary, big green flag energy.</p> <p>TW - might be worth checking in with Andy about stewards doing interviews since they're on site before things kick off. Normally we'd try and blend in the year's narrative into these conversations.</p> <p>Request to access the GRS is common, the answer is always no.</p> <p>MM and GS to take point on this</p>	<p>SS</p> <p>SS</p> <p>ALL</p>
<p>4. Governance Issues [Governance]</p>		<p>12. Contractor Update</p> <p>10.1 Production & Site SS - Have sent Rob his amended contract and would like a check in about how he's doing. TW - Rob's fine, we caught up before yesterday, and have another scheduled from Wednesday. Things are all in hand.</p> <p>10.2 FOH TW - Same answer, all in hand.</p> <p>10.3 Press & Comms SM - going well, going to check on the press plan.</p> <p>SM - to have chat with Gabby about what her plan for the busk would be.</p> <p>10.4 Safeguarding and Resolutions SS - Job posting is now live and I've been posting everywhere I can think of, I've emailed everyone I can</p>	<p>SS TW</p> <p>TW</p> <p>SM</p>

		<p>think of, we've had over 40 responses at time of meeting. It's going to be my focus as a trustee until they're in post.</p> <p>Next steps:</p> <ul style="list-style-type: none"> • Shortlisting • Interview prep <p>MM, SM, AT all offer to help.</p> <p>SS - would at least one Blue like to be involved?</p> <p>MMcK - yes please. We spoke earlier about having one safeguarding liaison blue.</p> <p>Big "yay" energy from the board.</p> <p>SS I will action the steps and be in touch with everyone to distribute tasks</p> <p>13. Review of safeguarding policy document</p> <p>SS - found an old document, is it still current?</p> <p>TW - confirms this was drafted but not fully adopted as it needed further work</p> <p>SS to work S&R Officer (once in post) to consider amendments to the safeguarding policy, alongside SM.</p>	
5. Finance & Income Generation <i>[Governance]</i>		<p>14. Treasurer Update</p> <p>CG gives update about accounts processing.</p> <p>TW offers to give support on Thursday</p> <p>PAUSE FOR TORCHIE BUSINESS</p> <p>RESUME AFTER TORCHIE BUSINESS</p> <p>15. Ticket Sales</p> <p>SS - feeling good, 1000 left.</p> <p>TW - sitting at £27,600 in sales atm. A few different EF groups and tour groups and foreign exchange things and things have been made easier for them.</p>	<p>CG</p> <p>SS</p>
6. Community Issues <i>[Board only]</i>		<p>16. [REDACTED]</p>	ALL
7. Board Project Progress <i>[Strategy/Operations]</i>		<p>17. Diversity and Inclusion Update</p> <p>17.1 EDI training.</p> <p>In order to progress Diversity & Inclusion, we really need proper training about. Bob Ball provided a quote and SM has had contact with a provider who can provide more personalised content at a cheaper rate, which has been shared with SS.</p> <p>Long term strategy to be determined but definitely wants to progress that for this board / blues / EC/ contractors grouping.</p> <p>SM notes that the package includes PDF fact sheets and other perpetual learning materials that could be distributed down to GOs etc...</p>	SM

		<p>SS very in favour of getting training and banking knowledge for the future (With a refresher as and when it feels appropriate rather than a rolling contract each year).</p> <p>5 in favour - unanimous</p> <p>SM to progress booking EDI training. SM and SS to investigate further formation of EDI committee post-training and want to have that running by Beltane.</p> <p>17.2 Accessibility For Samhuinn, we offer companion tickets for accessibility. Can we offer a time window where accessible people are let on site early?</p> <p>TW - anyone emailing access@ gets early entry and vehicle entry. That's already standard operating procedure. What we don't/will do , if there's a crowd building then we'll open a bit early to prevent crowd crush.</p> <p>SM - is this a way of being more accessible to people? Can we publicise better?</p> <p>TW - our access statement is woeful. One reason it's historically the case, we had spam bots eating email addresses and spamming things. Things being weak is probably a legacy of that.</p> <p>MM - happy to help managing the access@ inbox if it becomes too much for TW.</p> <p>SM to look into redrafting accessibility statement</p>	SM
		<p>17.3 Creative Scotland Funding TW - with the extra funding cut, it's going to be like 2015 was in terms of getting funding (really tough) SM - shall we change this to search for other sources of funding? SS - Agreed, unless it's a transferable application.</p> <p>SM to chase TW for council funding options post festival</p>	SM
		<p>17. 4 Fringe by the Sea/Lughnasagh SS and TW are hopefully setting up meetings for that in November, with SM joining.</p>	SS
		<p>17.5 Community spaces by Uni of Edinburgh SW - They would make useful spaces for: Small group rehearsals, but not anything like GRS or intense costuming. Meeting / gathering stuff in scope. TW - the timings don't really work with GO meetings, but could work for the our diversity training</p>	SW

8. AOB		N/A	
9. Close of Meeting		SS - Confirm date of next meeting Holding meeting for the 27th other meeting scheduled as normal. 13th of Nov for next board meeting.	ALL

Summary of Agreed Actions from Meeting on 16/10/23

Check in next week to confirm if meeting on the 27th is needed.	ALL	After GO meeting next week
Confirm next board meeting for 13th November	ALL	After 27th
Post Samhuinn meeting to formally begin redrafting AoA's	ALL	6/11/23
Tom will need assistance cashing up after busk	ANY/ALL	busk
Board to check in with Photopoint after festival	ALL	After Samhuinn
Discuss any safety measures to be implemented for Afterparty	ALL	Before afterparty!
Check in about risk assessments and safe use of props. SS to check in about this and relay info to trustees.	Blues Tom & Sammi	URGENT
To shortlist S&R applications, organise and run interviews and prepare onboarding. Sammi to take lead on this.	Sammi, Sophie, Mailis & Blues	URGENT
Check in with tech and stewards re:numbers	Tom	Asap
SS and TW visiting Portobello Town Hall for afterparty purposes on Wednesday.	Sammi and Tom	18/10/23
SS to check in with TW about tech plan this by the start of next week	Sammi and Tom	Next week
Check in with JT over Tech	Sammi	Asap
Investigate tiered donations for afterparty tickets for the future	Sammi	After Samhuinn
Build a welcome pack for court members from the Board - leading with contributions from the rest of the Board SS to yeet full task Liminal Space ahead of Beltane 24. Can definitely be improved ahead of Beltane, and the plan is to keep this project going.	Sammi and Mailis	After Samhuinn
Second stewarding shout out	Sammi and Sophie? Gabby	Asap
SS to work S&R Officer (once in post) to consider amendments to the safeguarding policy, alongside SM.	Sammi and Sophie	Once S&R officer onboarded
Respond to BB concerning translation offer	Sammi and Sophie	Before next meeting

Look into updating the auto reply with FAQs	Mailis	Asap
Work with GS over German Filmographer	Mailis	Asap
Help manage the access@ inbox if needed for TW.	Mailis	Ongoing
Set up EDI training roundtable.	Sophie	Before next meeting
Have a chat with Gabby about what her plan for the busk <i>would be</i> .	Sophie	asap
Chat with Tom about updating the AoAs that were voted through	Sophie	Before 6/11/23
SM to chase TW for council funding options post festival	Sophie	After Samhuinn
Look into redrafting accessibility statement	Sophie	After Samhuinn
Remove former trustee personal information from past trustee registers	Stew	Before next meeting
Implement Court & Hardship funding for Samhuinn Partially done, writing things into a policy document is to be done after Samhuinn with SM	C'tri	After Samhuinn
CG to add replacing himself to the liminal space as Treasurer onboarding takes considerable time <i>Update 16th of Oct - not done, roll it over</i>	C'tri	After Samhuinn
Liaise with Tom on Soldo cards Soldo is now to be implemented post Samhuinn, no fraud actioned this month.	C'tri	After Samhuinn
Reduce merch stock info on Open Meeting count <i>MM to help with the inventory post Samhuinn</i>	C'tri and Mailis	After Samhuinn
Send Beltane Steward GOs feedback <ul style="list-style-type: none"> - Could not find feedback from Beltane. - Feedback and relevant documents created by Sarah Barr to be located/collated to be sent ahead of Beltane'24 	Mailis & Stew	After Samhuinn