

Beltane Fire Society Board Meeting Agenda

Date and Time:	Monday 27th November 2023, 7pm - 9pm
Location:	Beltonia, and dial in option on invitation
Invited:	All Board members and Trustee Assistant, Blues, Tom Waton, and Bradley McArthur
Present:	Sammi Searle, C'tri Goudie, Mailis Marty, Andy Tucker, Stew Wilson, Sara Thomas

Item	Time	Details	Item Lead
1. Welcome		<ul style="list-style-type: none"> Apologies Sophie McCarthy Bradley McArthur Tom Watton Declarations of interest regarding any agenda items N/A 	ALL ALL
2. Review of minutes and action points		<ul style="list-style-type: none"> Decision: approval of previous minutes <ol style="list-style-type: none"> Minutes from 18/09/23 <i>All present in favour, one abstaining</i> Minutes from 16/10/23 <i>All present in favour, one abstaining</i> Update: Review any previous action points Relevant points and discussion added to the minutes below. <i>Done</i> 	ALL ALL
3. Operations Issues <i>[Operations]</i>		<ul style="list-style-type: none"> Festival Committee Update FC helping to put Yule together Tamsyn Ball, ST & Clara Koenig have offered help with decor and organising. AT is MCing the evening <i>C'tri will get in touch with venue</i> SS has asked Tamsyn Ball to look into hiring a venue for a general blether. TB is talking to the Charteris Centre about having a Blether there. <i>We need to confirm her info and get back to her before she can book the space.</i> Bob Ball has offered to help organise the GO Mixer - looking for venues - Sunday 14th Jan TB still assisting with enquiries into the festival@ inbox Blues Update 	SS, SM & MM BLUES

		<p>ST - Blues looking ahead at getting Blues in place for the next festival - new people / returning / etc.</p> <p>MM and SS to collate info for the Blues and send through MM will send Lindsey's feedback to the relevant people for discussion</p> <p>• Samhuinn Wrap Up Overall the festival went well - with useful feedback and steps taken after any incidents, and the afterparty was a success. Things to work on for next time. SS - "BOARDLY AGREE" - much chortling</p> <p>1. Volunteer Feedback Survey SS - Survey is up and live, until 10th CG - can push it on Discord now. MM will push it on FB - with an explanation of what it's for SS - is there a minimum number of surveys we're looking for? CG - you need at least 3 per group to be able to provide anonymous feedback to GOs SS -once's it done we'll need to collate the feedback. MM - can the Blues provide some feedback for GO, separate to the survey, before the 11th ST - will put it in the Blues Slack MM - would like to try and get group feedback from Tom as well</p> <p>2. Approve B+B & Contractor Debrief Notes No one had access - we'll do this later on Slack SS to share it with everyone who isn't Sara Thomas!</p> <p>3. Public Complaints MM - there were a small number. Mostly about not being able to access the park to walk their dogs, or about a light on top of the Ranger Centre that people thought was directed at the buildings (it wasn't - it was just bright). Also one complaint from a punter about the lack of seats by the stage We responded, they haven't been pursued</p> <p>SS - Can we make the blog about the true cost of beltane just a static page on the website? And the same for our Anti Far Right Statement. These feel like things that shouldn't get lost in the blog. SW - Agrees Action for SW - make the Blog, AND the Anti-Far-Right statement into static pages, not blog</p> <p>4. Photopoint SS - I have checked in with Nate post-festival and all was well, I think SM may have done the same. SS - Put this here because they were still busy up to recently</p>	<p>SS</p> <p>SS</p> <p>SS</p> <p>MM</p> <p>SS</p>
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		<p>ST - can the board keep the Blues in the loop so we all know what is/isn't/should/shouldn't be included. SECOND BOARD PUN OF THE NIGHT</p> <p>SS - would be interested to get feedback from past court members about what could have been better</p> <p>MM & SW will aim to have something in place for January to share with other trustees and Blues. SS can provide further info too.</p> <ul style="list-style-type: none"> • Beltonia <ol style="list-style-type: none"> 1. Leaks <p>SS has noticed leaks - WHAT DO?</p> <p>SS to liaise with TW when he returns.</p> • Preparations for Samhuinn'24 <p>MM will be requesting that we select dates for Samhuinn's GO w/e and Open Meeting for the next Board Meeting</p> <p>Action - SW to start a slack chat to discuss it ALL to look into these dates for the next Board Meeting</p> • Past trustee information <p>All information about past trustees and access, excepting that which we are required to keep is now removed</p> 	<p>SS</p> <p>SS</p> <p>SW</p>
<p>4. Governance Issues [Governance]</p>		<ul style="list-style-type: none"> • Press & Comms <ol style="list-style-type: none"> 1. Request for induction with Artist in Residence. <p>SS - Gabby asked if there could be a day rate, for asking the AiR to do extra stuff CG: the issue is we're offering a project fee, so how do we work out a day rate? SW: Can we ask previous AiRs how long they look doing their stuff? ACTION - CG to ask Daniel about that, and look into day rates in general</p> • Safeguarding and Resolutions <ol style="list-style-type: none"> 1. Update <p>SS - we spent the first week after Samhuinn doing interviews (9 of them!) All went well - all potentially good candidates We have selected!</p> <p>OVERBOARD - 3rd pun</p> <p>SS is working on onboarding stuff. Would like to invite her up to meet people in person, and get her to attend some</p> 	<p>SS</p> <p>SS</p>

		<p>of the GO Weekend. Will be mostly focusing on this at the moment, and co-work with her through the backlog</p> <p>SS - to lead on contract and induction of S/R Officer</p>	
5. Finance & Income Generation <i>[Governance]</i>		<ul style="list-style-type: none"> Treasurer Update <ol style="list-style-type: none"> Update <p>CG all the pending transactions from October/November are complete - need to compare and evaluate them In terms of general Treasururing, it is going OK - no disasters. CG highlights they are not a professional accountant, and can tell. Might get some casual extra support with becoming better acquainted with the ropes ST: With Different-Chair hat on - you don't NEED to be an actual accountant to do this CG: Acknowledges this, it is basically fine. Does feel like some help from people who know more would be good, also could be a potential way to find new Treasurers. SS: Hopefully new co-optees will be willing to help with this! Much agreement</p> 	CG
6. Community Issues <i>[Board only]</i>		[REDACTED]	ALL
7. Board Project Progress <i>[Strategy/Operations]</i>		<ul style="list-style-type: none"> Diversity and Inclusion Update <ol style="list-style-type: none"> EDI training <p>SS - SM is working on this. Roll over until the next meeting</p> <ol style="list-style-type: none"> Accessibility <p>Redraft of accessibility - rolled over</p> Fringe by the Sea/Lughnasagh <p>SS: SS and TW have a meeting with the organisers of FbtS in NB on 5th December SS to update all after the meeting.</p> Trustee Newsletter and Minute Updates <p>SS would like to release quarterly updates to BFS members about trustee activities to aid transparency.</p> <p>SS first draft of newsletter is done and ready for edits, also need to get meeting minutes ready for public posting.</p> <p>BOARD GAMES - another board pun</p> <p>SS: Hopefully it might help to encourage new people in to get involved with trusteeship</p> <p>SS to get minutes ready for public posting and finish up newsletter, CG offered assistance with minutes prep.</p> Translation Projects 	SM SS SS SS SS

		<p>SS: Bob has offered to help with this - to help get stuff translated</p> <p>SS will forward the email to AT and I'll see what needs doing, AT to take lead with this.</p>	
8. AOB		<ul style="list-style-type: none"> Co-opting Bradley McArthur SS - BA got in touch and would like to come onBOARD(!) Next step is to get them into a meeting with us, couldn't make this one, will keep them updated Much rejoicing! SS email Bradley next meeting date when confirmed Membership system! Had time to start looking at options, could do with someone else to help figure out roles and what we should be storing. Might be able to produce something show off in a couple of months CG is excited to help with this - AT might be willing to help - people who are interested should text Stew who will make a Slack channel AT - I am BOARD OF THIS MEETING!! Board Puns - 6 in total 	<p>SS</p> <p>SW</p>
9. Close of Meeting		<ul style="list-style-type: none"> Confirm date of next meeting 18th of December 	ALL

Summary of Agreed Actions from Meeting on 27/11/23

Confirm the 18th for next Board Meeting	ALL	ASAP
Post Samhuinn meeting to formally begin redrafting AoA's	ALL	ASAP
We need to confirm info about Charteris Centre with TB and get back to her before she can book the space for a blether	ANY/ALL	ASAP
Beltane Date Skeleton Meeting	ALL	29/11/23
Select Samhuinn'24 GO w/e and Open Meeting Dates	ALL	Before next meeting
ST will prod C'tri at 2pm	Blues	tomorrow!
ST - will put it in the Blues Slack about group feedback from Samhuinn	Blues	Before next meeting

MM - can the Blues provide some feedback for GO, separate to the survey, before the 11th	Blues	Before 11/11/23
MM and SS to collate info for the Blues and send through	Sammi & Mailis	ASAP
Volunteer Feedback, once it done we'll need to collate the feedback	Sammi & Mailis	Before next meeting
Build a welcome pack for court members from the Board MM & SW will aim to have something in place for January to share with other trustees and Blues. SS can provide further info too.	Stew & Mailis (info from Sammi)	Before January
Confirm the Caves for Beltane Afterparty	Sammi & Tom	When TW gets back
SS to check when we can do it with TW summerhall	Sammi & Tom	Before next meeting
SS to liaise with TW when he returns. - leaks	Sammi & Tom	When TW gets back
Meeting Fringe by the sea	Sammi & Tom	Next week
SS to get minutes ready for public posting and finish up newsletter, CG offered assistance with minutes prep	Sammi & C'tri	Before next meeting
SS to update all after FbtS meeting	Sammi	After meeting
Forward translation email to AT	Sammi	Before next meeting
SS email Bradley next meeting date when confirmed	Sammi	ASAP
Share the B/B/Contractor debrief notes it with everyone who isn't Sara Thomas	Sammi	ASAP
Investigate tiered donations for afterparty tickets for the future	Sammi	Before Beltane
SS - to lead on contract and induction of S/R Officer	Sammi	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
Work on setting up EDI committee	Sammi and Sophie	Once training is received
MM - would like to try and get group feedback from Tom as well	Tom & Mailis	ASAP
MM will send court feedback to the relevant people for discussion	Mailis	Asap
MM will push Volunteer Feedback survey on FB - with an explanation of what it's for	Mailis	Asap
Action MM to ask FC to help with Yule venue hunting this if needed	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
Action for SW - make the Cost of Beltane blog, AND the Anti-Far-Right statement into static pages, not blog	Stew	Before next meeting
SW to start a slack chat to discuss it Samhuinn 24 date preparations	Stew	ASAP
CG to contact St Pauls and update	C'tri	ASAP
SW offers to do it after Thursday, CG offer to do it Tuesday night if SS can remind - they will body double	C'tri & Stew	ASAP
Ask Daniel Tysen about that, and look into day rates in general	C'tri	ASAP
CG - can push Volunteer Feedback Survey on Discord now.	C'tri	ASAP
Implement Court & Hardship funding for Samhuinn Partially done, writing things into a policy document is to be done after Samhuinn with SM	C'tri & Sophie	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
Membership roles - CG is excited to help with this - AT might be willing to help - people who are interested should text Stew who will make a Slack channel	Stew & Andy & C'tri	Before next meeting
AT to take lead with this once SS has forwarded email	Andy	Before next meeting