Beltane Fire Society
Board Meeting Minutes

Date and Time:	30 July 2024 1900
Location:	Beltonia
Present:	Jenny Louise Bloom, Neil Barton, Jenny Glover, Robert Lee, Andy McLeod, Steffie Sutherland, Franklyn Reinhart was present electronically.

Item	Details	Action on
1. Welcome	The new BFS Board was welcomed to their first meeting Jenny Louise Bloom and everyone checked in. The Minutes from the last meeting (21st July at the Trustee Handover) were agreed.	
2. General notes on Board behaviour and relationship with others	i. Robert Lee suggested that we should all adopt a no blame, non-judgmental attitude to other members, with active listening, being willing to listen to and accept suggestions from other members – in other words, be kind and supportive. This was voted on and agreed. ii. Social event to arrange for Blues and Board. Action: Andy to schedule.	AMacL
3. Operations Issues *[Operations]*	i. Robert Lee has done a lot of work setting up Slack with other systems and working on the newsletter, which was published on August 1st.There is no set date for the next newsletter, but Robert will gather relevant news as and when required. Action: Robert to gather suitable newsletter material. All to help with this. ii. Robert has investigated using Toggle, but it would not be free for more than 5 people and there was some discussion about Trello. Action: Jenny B to explain more about Trello (https://trello.com/) on Slack.	RL, All JB
4. Governance Issues *[Governance]*	i. Steffie has a registered address in Newcastle, so wondered about the need to have a Scottish disclosure certificate (Steffie has a valid English one). Action: Steffie to investigate this, if necessary get a Scottish one, cost about £25, Beltane will refund the money). ii. Jenny B has been reading the Beltane drive (which is enormous), looking at concerns raised and proposed solutions and checking historical closed claims with Safeguarding. It is useful to check information from previous Boards to prevent reinventing the wheel. Jenny has also been finding how to use various	SS

		computer programmes. Suggestion that [community member] may be able to help with searching, as he has done a lot of archiving. Also that there is an automatic search function. Action: Ongoing.	JB
	iii.	Companies House. Names of new Trustees to uploaded, names of former Trustees to be removed. Action: Jenny G to do this.	JG
	iv.	Articles of Association. Brad McArthur and Sophie McCarthy have been working on this. Action: Jenny to check on Companies House to confirm this has been done. If not done by mid August, Jenny to check progress.	JG
5. Finance & Income Generation *[Governance]*	i.	Neil has started looking for a new bank, with an ethical attitude, and is considering The Charity Bank (https://www.charitybank.org/). The Bank of Scotland (our currrent bank) is easy to use, except for changing signatories. He reminded us that the current account needs to be accessible and it is helpful to have a physical branch to visit if necessary. Action: Neil to continue investigating alternative bank accounts and to bring the official forms (if necessary or relevant) to the next Board meeting.	
	ii.	The 2023 accounts have been done by C'tri. There are a few things to be tidied up. Action: Neil to do the tidying up, return accounts to the auditor, then the file will need to be uploaded to Companies House.	NB
	iii.	Then it will be time to start the 2024 accounts. Action: Neil to take lead on this.	NB
	iv.	Trustees are entitled to claim expenses eg for printer paper, bus fare. This can be done monthly or quarterly. Sammi Searle, who travelled from North Berwick to Edinburgh for meetings, claimed 25p per mile. Action on all to claim expenses as necessary.	NB
			All

6. Community Issues *[Board only]*	i. Jenny G has been investigating the possibility of attracting more people to the BFS through social media and personal contacts. Action: Ongoing Action; Ongoing.	JG
	ii. Franklyn has been working out scope of Volunteer Secretary job and how best to communicate with the members, especially new ones. Franklyn is working on a list of potential actions from the last Volunteer Survey. Action: Ongoing.	FR
	iii. Lughnasadh on the Beach (North Berwick, 4th August). This has been arranged by Tom and Sophie, following a suggestion from Jackie, an organiser with the North Berwick Fringe. There is no action for the Board directly. Buses have been arranged to leave from near the Burns Monument (https://edinburghguide.com/venues/visitor-attractions/burns-monument) at 3pm on Sunday afternoon August 4th. There will be performers (Reds and drummers) and stewards (Andy and Jenny G will be among the stewards). Communication for this event has been a little fragmented, but the main thing at present is to make this Outreach event a success and have a discussion afterwards. Action: To discuss at next Board meeting.	AMacL, JG All
7. Trustee Assistants	There have been lots of offers to help from members and "outsiders". Jenny B has listed them on Slack and will continue this. Action: Ongoing. All Trustee Assistants will need a Volunteer Agreement. As part of the Trustee Assistant progress, people will be asked about their areas of interest, what they would like to help with, how much time they have to offer, how regular this would be and what relevant experience they have to offer.	JB
	i. Action: Steffie is making up a spreadsheet for Trustee Assistant volunteers, listing names and skills.	SS
	ii. Action: Franklyn to be involved with the Trustee Application process, a shout-out to members and (when arranged) a relevant Blether.	FR, RL
8. Membership	i. Work is ongoing on a Welcome Pack for BFS members. There are partially completed drafts available. It was suggested that production and performance groups have different needs, but no decision was made on having different versions of the Welcome Pack. Action: Ongoing, Franklyn is lead on this.	FR, RL
9. Samhuinn 2024 progress *[Strategy/Operations]*	i. Dates are now available for interviews and selection. Cailleach: 5-7 August	

		Kings: 10-12 August Action: Jenny B and Steffie will be involved with this.	JB, SS
		GO selection: after 14 August, probably weekend of 17-18 August. Selection team to included Tom, Blues, Steffie, Franklyn, Jenny G, Andy. Action: Andy to inform Tom and Blues of proposed date.	Tom, Blues, AMacL SS, RF, JG
	ii.	Pre-GO meeting scheduled for August 11, 3-6pm at the Kilderkin. Suggestion from Jenny B and agreed by the Board is that the 1st hour should be for potential GOs to pitch and search for follow GOs to work with; 2nd part to be more about gossip, advice on previous experience etc. Board Trustees are likely to be Andy, Jenny B, Steffie, possibly Jenny G and a Blue representative. Action: Ongoing.	AMacL JB, SS, JG, Blue
10. Board Project Progress *[Strategy/Operations*	i.	Current priority is the appointment of new Safeguarding Officer. Action: Jenny B to take lead on this.	JB
AOB	i.	Steffie suggested that producing little video snippets of what the Board does might encourage other people to start as Trustees in the future. Action: Steffie to investigate potential videos.	SS
	ii.	Steffie suggested that it would be imperative to have clear boundaries on confidentiality (that is, what's ok to share). This was discussed and the following was proposed: that having bubbles is useful, that Board members will work it out as we go along and if we talk to partners/housemates, then they will need an agreement by which they do not repeat it.	All
	iii.	There was a catch-up Safeguarding Huddle. Progress is recorded in a separate set of Minutes for the Safeguarding Team.	
	iv.	This was not part of the AOB discussion, however, this list shows people's roles: Chair: Jenny Bloom; Vice President: Steffie Sutherland Treasurer: Neil Barton Company Secretary and Outreach: Jenny Glover Festival Secretary: Andy MacLeod Sysadmin: Robert Lee and Andy MacLeod; Volunteer Secretary: Franklyn Reinhart and Robert Lee Safeguarding: Jenny Bloom, Franklyn Reinhart, Steffie Sutherland and Jenny Glover	
9. Close of Meeting	The next meeting will be held on August 19th at Beltonia, 1900. A Zoom presence may be available on request.		