

## Beltane Fire Society Board Meeting Minutes

<b>Date and Time:</b>	September 16th 2024 1915 for 1930
<b>Location:</b>	Beltonia
<b>Present:</b>	Present in person: Neil Barton, Jenny Bloom (Chair), Jenny Glover, Andy MacLeod, Steffie Sutherland Present electronically: Robert Lee, Màiri Na Grèine, Franklyn Reinhart, Tom Watton

Item	Details	Action on
<b>1. Welcome</b>	Jenny Bloom (Chair) welcomed all attendants, present both in person and electronically.  I All people present checked in  II There were no conflicts of interest recorded.	
<b>2. Minutes Agreement</b>	The Minutes from the last meeting on August 19th 2024 had been reviewed and updated by members and were agreed.  The actions were reviewed and updated and are listed at the end of these Minutes with relevant action points.	
<b>3. Operations</b>	<p>I <u>Blues Update</u> All good. The Blues have met the Cailleach. Blues will send emails to everyone who has joined a group as a Welcome Introduction - so access to a mailing list is requested.</p> <p>II <u>Contractors Update</u>  Gabbi (Press) is working on progress of the artwork Ella (Front of House) has been in discussion about Stewards Rob (Logistics) has been in discussion about a proposed cycle lane on the Holyrood site, meeting due to look for a cycle diversion route in the park.  It was formally noted that Tom is dealing with angry emails from a local resident with reference to cycle access during the Samhuinn period.  A review of the contracts for contractors is ongoing.  Tom has asked about a company credit card or a pre-paid debit card (currently he uses his own personal card). Neil to investigate this.  Everything else is ongoing.</p> <p>III <u>Groups Update</u> There have been no complications reported. Most groups are now closed, apart from Photopoint, Tech and Stewards. Later note: Photopoint closed on 22/09/24.</p> <p>IV <u>Tickets for Samhuinn</u></p>	<p>Blues, FR</p> <p>Gabbi</p> <p>JB</p> <p>NB</p>

	<p>Tom reported that the tickets are ready to go, price the same as last year. Only thing outstanding is the finished artwork. A suggestion to have a ticket wait list was declined, as this might cause confusion. Press release to be prepared with ticket details (JB to forward to TW)</p> <p><u>V Communications and social media content</u> Gabbi to prepare a Facebook article on Samhuinn when the artwork has been released. Andy MacLeod will be the Comms Rep, working with Gabbi and will check the Comms Plan. Gabbi will fill in the communications schedule.</p> <p><u>VI Volunteers Fair (October 1st)</u> This was discussed briefly. Andy MacLeod and Jenny Glover will be present. Laminated photographs are available from Beltonia. Samhuinn flyers have been ordered and may be available for this event. This is an Outreach event with the aim of raising awareness of the BFS and ideally encouraging people to attend as audience members or to volunteer for stewards now or for a future Festival.</p> <p><u>VII Photo archive challenges</u> The photo archives have been hosted as an individual plan and the hosting company has contacted Nate Kelso to suggest that the BFS is not an individual but a company and therefore the terms of agreement should be amended. This will mean a considerable increased corporate charge.</p> <p>The amount is approximately 242 gigabytes of photos, which might be possible but difficult to put on Wordpress. Flickr is of an option. As a goodwill gesture, the current host company has given BFS 30 days to decide on how to proceed.</p> <p>Suggestions: To change the host for the archive photos To discuss the situation with Photopoint Tom to explore option of an Edinburgh Library hosting the photos</p> <p>James Turner (Blue) and Robert Lee to assist, though it was noted that some crucial information is missing.</p> <p><u>VIII Planning for the Yule meal</u> It was suggested that this could be a project for the Trustee Assistants. Cinders (Bloom) has asked to host the organisation of this. The aim is to have an open mic evening with a pot luck meal. Venue not yet finalised. Previous venues have included Old St Pauls (Jeffery Street) or Greyfriars Charteris (Pleasance).</p> <p><u>IX Bike path closure for Samhuinn</u> This was also covered in the Contractors' Update (section 3 above). While Tom and the rest of the Board understand the stress that closing the road entails and sympathise, it will only be for one evening, from 4-11pm. Tom has passed leaflets to local residents to explain the Samhuinn plans. He will do his best to provide an alternative diversion for cyclists and keep the Board (JB) informed of progress.</p> <p><u>X Beltonia amnesty</u> Tom has proposed a post-Samhuinn amnesty, probably in November, to have a focus on clearing redundant items and checking on fabric.</p>	<p>JB, TW</p> <p>Gabbi</p> <p>Gabbi</p> <p>AMacL, JG TW</p> <p>Nate Kelso Nate Kelso James Turner RL and TW</p> <p>Cinder</p> <p>TW</p>
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<b>5. Governance</b>	<p><u>I Safeguarding Recruitment Update</u>  The situation was previously that Lisa worked 10 hours a week on Safeguarding and there is the scope for a person to work more hours than that. There was a discussion whether two people should be recruited, probably one for Policy and one for Case Work. Neil confirmed that the BFS can afford this.  The two people who had been on the short list have indicated availability and interest. Both have other work and both are suitably qualified. Although there was some doubt about appointing two people, it was noted that this shows the BFS commitment to safeguarding.</p> <p>The work towards recruitment continues (JB) Action 1.21.</p> <p>The following points were made for future discussion:</p> <ul style="list-style-type: none"> <li>- This could be a suitable time to have a team restructure and to add trustworthy people</li> <li>- The number of hours allocated should probably be more than 10 hours a week.</li> <li>- Would be good to have more training in mental health. It was noted that Jenny Glover has a recent qualification in mental first aid and has a book covering the core subjects, which can be used for reference. (Also other Beltaners have mental first aid training or other mental health training).</li> </ul> <p><u>II Trustee Assistant Management Project</u>  SS is the lead here.  If anyone has a standalone project which needs assistance, contact SS.</p> <p><u>III Check in about Board roles and jobs</u>  There were no major issues, but the subject of Outreach was discussed (this is listed in the Community section 6 below).</p> <p><u>IV Data retention</u>  There was discussion about what types of information provided by volunteers should be kept, where and for how long.</p> <ul style="list-style-type: none"> <li>- Sensitive data is currently retained for 6 years</li> <li>- Data may be retained for health and safety reasons</li> <li>- Ensure medical data eg allergies is kept up to date</li> <li>- Maintain a list of the type of information which should be kept, subject to privacy regulations.</li> </ul> <p><u>V Publication of redacted minutes post Jan 2024</u>  Proposed redacted Minutes sent to JB for the July meeting. No proposed redacted Minutes for August meeting yet submitted. SS to work on this.</p> <p>Following discussion, it was suggested that the Board should concentrate on producing redacted versions of the 2024-25 Board meeting minutes and then gradually fill in the gaps when this has been done.</p> <p>Sammi will upload the backlog of redacted minutes when they can.</p>	<p>JB</p> <p>SS</p> <p>All</p> <p>RL</p> <p>SS</p> <p>Sammi</p>
<b>6. Finance and Income Generation</b>	<p>Neil Barton reported on the current financial position. The following suggestions were made:</p>	

	<ul style="list-style-type: none"> <li>- <b>Lughnasagh.</b> Not all the invoices have been submitted, but the total for the event is likely to be approximately £10,000. It is possible that some of the unused torches may be sold to a future Edinburgh torchlight procession and it is possible that the BFS may receive some financial return from North Berwick.</li> <li>- However, there were complaints about the organisation and logistics of the event from BFS members, and the number of attendees was not as high as anticipated. In addition, the BFS organisers (Tom and Sophie McCarthy) found that the North Berwick communication was sparse, intermittent and liable to change at very short notice.</li> <li>- <b>Increase Ella's hours.</b> Ella (Front of House) does far more hours than she is paid for and it is suggested to increase her paid hours, especially as she is working on a new project to make Beltonia more user friendly.</li> <li>- <b>Neil's request and communications</b> Neil will produce monthly financial accounts for Board members to consider. He has also asked to have a lockable cabinet to store bank transfer print outs. This was agreed, and he will purchase one.</li> <li>- <b>General financial points.</b> The BFS will remain with the Bank of Scotland. Jenny B will be the contact for Ox meetings</li> </ul>	<p>JB</p> <p>NB</p>
<b>7. Health and Safety</b>	<p>Tom reported that there has been a few first aid incidents. A Veles member had a minor burn on the forearm from a fire prop. There have also been accidents in the Reds and Obsidian groups.</p> <p>Accident forms have been submitted, but there is some concern because this implies some potential gaps in health and safety training.</p>	<p>TW</p>

<b>6. Community issues</b>	<p>I <u>Volunteer Survey feedback to Group Organisers</u> There is some doubt whether feedback from group members has been sent to the relevant Group Organisers. To check if this has been done and if not, to send it.</p> <p>II <u>Welcome pack</u> This work is ongoing. There is a lot of useful information currently available, but scattered in different BFS pages and GO drive., so it would be useful to have it all together in one place. SS is proposing to put it all in a folder in an appropriate place and to include a jargon busting glossary.</p> <p>III <u>Risk Assessments</u> There has been some feedback from new GOs having difficulties with risk assessments. Copying previous years' risk assessments is not always appropriate Perhaps this could be covered in the GO training weekend? No action, but something to think about.</p> <p>IV <u>Use of City Cabs</u> The BFS has an account with City Cabs, and will permit taxis to be used by people with restricted mobility using that account.</p> <p>V <u>Request for late application for Samhuinn</u> Franklyn (Volunteer Secretary) had been approached by a late applicant with mobility challenges. Craobhan and Photopoint were willing to accept this person, though Craobhan already has a full group, so would need Board permission if the person chose to go there.</p> <p>Permission was granted, however the person was accepted by Photopoint.</p> <p>VI <u>Scope for Beltane Outreach?</u> There was some discussion about whether there should be some Beltane outreach. The conclusions were broadly positive and possible projects could be exhibitions or broadening the role of BFS festivals (currently there are family festivals) to be suitable for people with specialised needs eg with limited hearing or sight.</p> <p>This might be suitable for Trustee Assistants - SS to provide list of potential Trustee Assistants who may be interested in Outreach projects to JG</p>	<p>FR</p> <p>SS</p> <p>SS</p>
<b>7. AOB</b>	<p>There was no other business.</p>	
<b>8. Date of next meeting</b>	<p>The next meeting will be on 14th October 2024, the day after the walkthrough. Venue Beltonia with a link for people to dial in.</p> <p>As Samhuinn approaches, there may be more meetings needed if things go wild.</p>	