

**Beltane Fire Society**  
**Board Meeting Minutes**  
 (timings are more approximate than usual)

<b>Date and Time:</b>	Thursday January 9th 2025, 1915 for 1930
<b>Location:</b>	Beltonia
<b>Present:</b>	Present in person: Jenny Bloom, Steffie Sutherland, Neil Barton, Jenny Glover, Franklyn Reinhart, Robert Lee, Andy MacLeod, Becky Salter  Present electronically: Ella Humphries, Simone Last, Rob Thorburn  Apologies: Tom Watton

Item		Details	Action on
<b>1. Welcome</b>	1915	Jenny Bloom (Chair) <i>welcomed</i> all attendants, present both in person and electronically. There was some discussion about winter in Narnia, particularly with reference to the snow in West Lothian, with a thick layer still perched on Neil's car roof. I. Apologies were received from Tom Watton. II. <i>Redacted: Trustee declaration of interest</i> III. News: Robert Lee reported that the computer, screen and web camera will be connected in the next week.	
<b>2. Minutes Agreement</b>	1920	The <b>Minutes</b> from the last meeting on December 16th 2024 were agreed though Jenny Bloom mentioned that some serious issues were raised in the Volunteer survey but they were all things that the Board, Blues and Contractors were already aware of and working on.  No urgent action points were updated at the meeting, Action 7.1: J Glover (Secretary) will remind people of their actions to check before the next Board Meeting in February.	7.1 All; J Glover
<b>3. Operations (Blue update)</b>	1925	<b>I. Blues Update</b> There were three questions in the Samhuinn Volunteer Survey relevant to the Blues. The Blues have expressed interest in being able to provide feedback to comments. Action 7.2: The debrief format will be changed for Beltane and that Blues and Contractors will be involved in this change process.  Nate Kelso has been proposed as a new Blue; this was enthusiastically approved by the Board.  The Blues for Beltane will be: Becky Salter, James Turner, Steve Glover and Nate Kelso. The Blues are still consulting with a couple of new additions not yet named. Action 7.3: R Lee to reinstate Steve's Blue access. Note: action now complete.  Mairi, Eva and Luca will not be taking part in Beltane and good wishes were passed to them.	7.2: J Bloom, Blues, Contractors          7.3: R Lee



		<p><b>Playbooks:</b> Tom Watton and Rob Thorburn seem to have different needs from playbooks. Rob's function is to know who does what, whether they have been trained sufficiently and whether they can perform competencies. J Bloom to speak to Tom to clarify what he needs from an acro/fire playbook. If sufficiently different the expectations need to be made clear and we should avoid using the same terminology for both."</p> <p><b>Hierarchy:</b> Fire Techs can quite often see problems about to happen, but are not able to influence events in advance - for example, they do not attend GO meetings. Action 7.9: Suggestion for Fire Techs and or Tech people to have their own Whatsapp groups.</p> <p><b>PPE:</b> Clarification is needed with regard to what is best practice and what is mandatory for insurance purposes. Action 7.10: J Bloom to meet with Tom Watton to check what the exact rules are (Action now completed).</p> <p><b>Response to Hannah:</b> Action 7.11 S Sutherland will reply to community member about being involved as a Community Organiser.</p>	<p>7.9 T Watton</p> <p>7.10 J Bloom, T Watton</p> <p>7.11 S Sutherland</p>
<b>Operations (Meetings)</b>	2000	<p><b>IV EGM (January 25th)</b> If the motions to simplify the format of the Articles of Association are agreed, then the revised form is to be uploaded: Action 7.12: J Glover to upload revised form to Companies House (this should be done before February 7th 2025); J Bloom to upload revised version to OSCR (this should be done soon, but there is slightly more time to do it before the deadline - aim to have it completed before the end of February 2025).</p> <p><b>V Blether (January 25th after the EGM)</b> What are the most important things? Aim to be neutral and positive - it's not going to be a moan fest. It's about envisioning what we want from future Samhuinns. Action 7.13: J Bloom to provide paper and post-its. J Glover to take away all paper and write up the results.</p> <p>Following discussion, the following things were agreed:</p> <ul style="list-style-type: none"> <li>- Start with 20-30 minutes group discussion to get the main themes</li> <li>- To separate topics to different tables, 1 topic per table.</li> <li>- To encourage people to move about and go to the table with a topic which interests them</li> <li>- To have a host for each table (either Board or Community Organiser).</li> <li>- Action 7.14: To discuss this idea with Community Organisers.</li> </ul> <p><b>VI GO Training Weekend planning/update (February 15-16)</b> Blues would like to coordinate with the GO training weekend, but they need to know who's doing what to allow for pre-planning and preparation.</p> <p>Action 7.15: Andy MacLeod (Festival Secretary) said he would be happy to be involved with arranging this weekend.</p> <p>Action 7.16: Blues and Contractors to have access to GO training weekend Slack and be involved with planning.</p> <p>Ideas mentioned so far:</p>	<p>7.12 J Glover, J Bloom</p> <p>7.13 J Bloom, J Glover</p> <p>7.14 S Sutherland</p> <p>7.15 A MacLeod</p> <p>7.16 Blues, Contractors</p>

		<p>Simone Last will be available for at least one of the days to discuss safeguarding aspects.</p> <p>Rob Thorburn suggests a separate section about what Fire GOs need to know with a concentration on the importance of Techs and what they do</p> <p>Discussion of Risk Assessments (ref Sarah Barr's document).</p> <p><b>VII Open Meeting (February 22nd)</b></p> <p>Becky Salter suggested that accessibility should be mentioned at the Open Meeting - if people have access concerns, can always contact the Board. More details to come, but there was unanimous approval for the Welcome Table. Andy Walker hosted this before.</p> <p>Action 7.17 Need shout out to members about date, location, likely format</p> <p>Action 7.18: Blues would like to be involved in hosting this table.</p>	<p>7.17 S Sutherland</p> <p>7.18 Blues</p>
<b>Operations (Community Organisers)</b>	2015	<p>After a query as to what role Community Organisers (COs) played in the Beltane Fire Society, it was explained that they are rebranded Trustee Assistants.</p> <p>A discussion followed, with suggestions that there should be a group photo of at least some uploaded to Social Media, and a list of Community Organisers, perhaps with their interests, uploaded a bit later.</p> <p>Action 7.19 S Sutherland to take a group photo at the next CO meeting and to upload a list of Community Organisers.</p>	<p>7.19 S Sutherland</p>
<b>Operations (Accessibility)</b>	2025	<p>The Beltane Fire Society is fully committed to accessibility for all people involved.</p> <p>A community member, who has personal expertise in managing accessibility, has offered to provide advice to GOs, and it has been agreed that they should have a time at the GO weekend to chat with the new GOs and be a point of contact for accessibility questions.</p> <p>Action 7.20 J Glover to write to them about this.</p> <p>Ella Humphries mentioned that there is scope to improve the accessibility information for ticket holders, and she has quite a few queries. She also pointed out that incorrect or misleading information can cause difficulties with ticket holders, and Front of House staff have to deal with often stressed people.</p> <p>Action 7.21 Ella Humphries to discuss accessibility issues with Tom Watton.</p> <p>There was a suggestion to make an accessibility mailing list for members, including Simone Last (if it is helpful), Jenny Bloom, Jenny Glover, Franklyn Reinhart, Ella Humphries, Tom Watton, Blues. The Blues, especially, should be aware of wellbeing pressure points.</p> <p>Action 7.22: Robert Lee to set up this mailing list, action now complete, email <a href="mailto:accessibility@beltane.org">accessibility@beltane.org</a>.</p> <p>Action 7.23: Franklyn Reinhart to draft an announcement about accessibility and Steffie Sutherland to put information on the Members Section of website.</p>	<p>7.20 J Glover</p> <p>7.21 E Humphries, T Watton</p> <p>7.22 R Lee</p> <p>7.23 F Reinhart, S Sutherland</p>
<b>Operations (Risk Assessments)</b>	2040	<p>Sarah Barr has given exquisite written guidance for this and it will be covered at the GO Training Weekend. (Ref action 7.15).</p>	

<b>Operations (Drive issues)</b>	2045	The Group Organiser drive issues were described as being “scary” in that it is difficult to tell what isn’t there, and there are some duplications. Action 7.24 Jenny Bloom and Daniel Tysen to edit. Andy Macleod to look at general tidying.	7.24 J Bloom, D Tysen, A MacLeod
<b>Operations (Job Advertisements for Contractors)</b>	2050	<p><b>I Front of House</b> Work on this is proceeding, some details need to be added eg dates, deadlines, missing rates. Action 7.25 Jenny Bloom and Ella Humphries to work on catch up for transition planning. Jenny Bloom will discuss and email potential dates and times eg for deadlines, interviews to relevant people.</p> <p><b>II Assistant to Event Coordinator</b> Work has not started on this, as priority is being given to the Front of House post. Action 7.26 Jenny Bloom will discuss this with Tom Watton: role description to come first, then job description.</p>	<p>7.25 J Bloom, E Humphries, S Sutherland</p> <p>7.26 J Bloom, T Watton</p>
<b>Operations (Booking Rooms)</b>	2100	<p>There was some discussion on booking rooms. Tom Watton has been negotiating with the Methodist Church (Nicolson Square) and the Quaker Meeting House (Victoria Terrace) about booking rooms, though Andy MacLeod has been involved with this as well.</p> <p>There is not currently a clear distinction about who does what, but Tom Watton and Andy MacLeod have been working together.</p> <p>Action 7.27: Invoice to be generated for the Quaker Meeting House</p>	7.27 T Watton
<b>4. Governance</b>	2105	No specific Governance matters were discussed at this Board Meeting.	
<b>5. Finance and Income Generation</b>	2105	<p>The monthly financial figures had been sent to all Board members, and Neil Barton, as Treasurer, made the following comments for clarification:</p> <ul style="list-style-type: none"> <li>- <i>Redacted as group specific</i></li> <li>- The Torchlight Procession was cancelled, due to bad weather. Tom Watton has requested about £2,300 from Unique Events.</li> <li>- The reason for having large financial surpluses is because if an event is cancelled, there are still bills to pay.</li> <li>- £920 has been spent on Tech equipment for new Virtual Conferencing, but the cost will be spread over three years.</li> <li>- At the end of December, there was £145,800 in the bank. (As mentioned above, there needs to be some money put aside in case of emergencies and/or unexpected cancellations).</li> </ul>	
<b>6. Community issues</b>	2115	<p><b>I Welcome pack</b> There had been discussion about the document for people new to the Beltane Fire Society. Robert Lee is working on automating this. A document had been prepared, but more information had come to light, so it was modified, and is now almost ready to be released. Action 7.28 Robert Lee to complete and distribute this document (with a copy to all Board members, please).</p> <p><b>II Yule meal</b> The Yule meal was unanimously agreed to be a great success: huge thanks to Cinder who had organised it.</p>	7.28 R Lee

<b>7. Safeguarding</b>	2120	<p>Safeguarding information in these Minutes is minimal, for security reasons.</p> <p>However, this current Board has closed 7 cases since July.</p> <p>There are currently 13 open cases, some close to completion, some interlinked with one person.</p> <p>There have been only 2 new cases opened recently.</p>	
<b>8. AOB</b>	2125	<p><b>I Drone event information</b></p> <p>Becky Salter mentioned that her partner can help with applications for drone event licenses. Andy Walker has a personal license for his personal drone, but the Beltane Fire Society would need a separate license if using a drone for an event. (This is not an action - for information only).</p> <p><b>II Glasgow charity request for complementary Beltane tickets</b></p> <p>Someone has asked if it's possible to obtain some complimentary tickets for a Glasgow charity Outdoors for You, which deals with refugees and asylum seekers among others.</p> <p>Action 7.29 Jenny Bloom to check with Tom Watton</p> <p><b>III Reminders</b></p> <ul style="list-style-type: none"> <li>- A Board member is required to sit in during the Green Man interviews ( Robert Lee).</li> <li>- Action 7.30 Franklyn Reinhart to ask community members if they can reprise host/MC roles for the Open Meeting.</li> <li>- Could the presentations at the Open Meeting be slightly longer (normally 2 minutes)? Action 7.31 Andy MacLeod to check.</li> <li>- Check on progress of artwork submissions/acceptance. Action 7.32</li> </ul>	<p>7.29 J Bloom, T Watton</p> <p>7.30 F Reinhart 7.31 A MacLeod 7.32 S Sutherland</p>
<b>9. Date of next meeting</b>	2130	<p>The next meeting will be held on <b>Monday February 10th 2025</b>, 1915 for 1930 at Beltonia.</p> <p>There will be an electronic option.</p>	