

BOARD OF MANAGEMENT MEETING

Tuesday, 5 September 2023 (Post AGM) at 7.15pm at the Golden Friendships Community Hall, 18 Nairn Place, G81 4AU

Attendance:

Board Members: John (Ian) Lennox
Karen Johnson
Gavin Waddell
David Edgar
Francis Polding
Joseph Gherardi
Michelle Donnelly
Stephen Boag (potential new Board Member)

Staff/Advisor(s): Anne Marie Brown, Chief Executive
Carla Cameron, Finance and Corporate Services Manager
Kim Tennant, Corporate Services Officer (minutes)

Board meeting minute prepared by K Tennant, Corporate Services Officer post meeting.

ITEM	NOTE	ACTION
	<p>WELCOME AND ORDER OF BUSINESS</p> <p>In the absence of elected Office Bearers, AM Brown welcomed all to the meeting and confirmed that the meeting pack was issued to members on Wednesday, 30 August 2023.</p>	
1.0	<p>APOLOGIES</p> <p>AM Brown confirmed apology received from D McIndoe</p>	
1.1	<p>Approved Leave of Absence</p> <p>AM Brown confirmed A Williamson and J Henderson remain on LOA.</p>	
1.2	<p>Non Attendance</p> <p>AM Brown confirmed that there was none to note.</p>	
2.0	<p>DECLARATIONS OF INTEREST</p> <p>AM Brown asked for declarations of interest, there were none to note.</p>	

3.0	ELECTION OF OFFICE BEARERS; Membership of Audit & Risk and Staffing Committees & Policy Review Working Group	
Report Summary	<p>AM Brown advised the Board in accordance with the Rule 59.5, the Chairperson and other Office Bearers will be appointed on an annual basis.</p> <p>As per Standing Orders, the Board also appoints its Committee and Working Group members and the Chairs of the two Committees at the Board meeting immediately after the AGM.</p>	
Discussion	<p>AM Brown collated the Office Bearer Nomination form received in advance of the meeting and presented the results to members.</p> <p>Election of Chairperson; AM Brown confirmed that majority of the votes cast were in favour of G Waddell. G Waddell accepted the position with thanks.</p> <p>Vice Chair Election: AM Brown advised the Board that the majority of the votes cast were for F Polding. F Polding accepted the position with thanks.</p> <p>Secretary: Members agreed that the Chief Executive should continue to act as the Association’s Secretary.</p> <p>Audit and Risk Committee: After brief discussions the current members agreed to remain on the committee with no new members joining. J Lennox was nominated as Chair with G Waddell proposing and F Polding seconding.</p> <p>Staffing Committee: After brief discussions the current members agreed to remain on the committee with no new members joining. G Waddell was nominated as Chair with J Lennox proposing and F Polding seconding.</p> <p>Policy Review Working Group: After brief discussions the current members agreed to remain on the committee with no new members joining and that K Johnson would remain as the Convenor. G Laurie, with their consent, shall be co-opted on to the Working Group at the first meeting of the new Board year on 3 October 2023.</p>	
Decision	<p>The Board:</p> <p>Considered and agreed the outcome of the nomination process for the Office Bearer positions.</p> <p>Appointed G Waddell as the Board’s Office Chairperson & F Polding as Vice Chairperson.</p> <p>Agreed that the Chief Executive should continue to act as the Association’s Secretary.</p> <p>Appointed J Lennox as the Chair for the Audit & Risk.</p> <p>Agreed the membership for the Audit & Risk Committee, noting that J Lennox is being appointed as a Member for a further 3-year period.</p> <p>Appointed G Waddell as the Chair for the Staffing Committee.</p> <p>Agreed the membership for the Staffing Committee, noting that G Waddell is being appointed as a Member for a further 3-year period.</p> <p>Appointed K Johnson the Convenor for the PRWG.</p>	

Agreed the membership for the Policy Review Working Group.
Agreed to co-opt Gordon Laurie to the PRWG subject to their acceptance of the co-option.
Approved the changes made to the Terms of Reference for the Audit & Risk Committee (**Appendix 1**), the Staffing Committee (**Appendix 2**), and the Remit of the PRWG (**Appendix 3**).

4.0 FINAL MEETING SCHEDULE 2023-2024

Report Summary

K Tennant presented an updated report to members advising that there had been one date change highlighted in red text.

Discussion

Member asked if this would be updated on the Portal Calendar? K Tennant advised that yes, the portal shall be updated to reflect the changes.

K Tennant

Decision

The Board:
Approved the new Meeting Schedule for 2023 to 2024 at **Appendix 1**.
Note the Business Planning Day scheduled to take place on **Tuesday, 5 December 2023**

5.0

CONFIDENTIAL

Report Summary

[Redacted]

[Redacted]

Discussion

[Redacted]

Decision

[Redacted]

6.0 Beardmore Trust:

Report Summary

[Redacted]

[Redacted]

[Redacted]

[Redacted]

Discussion

[Redacted]

Decision

[Redacted]

7.0

DATE OF NEXT MEETINGS

G Waddell advised dates of next meetings:

- Board: Tuesday, 24 October 2023
- Audit & Risk: Monday, 9 October 2023
- PRWG: Tuesday, 19 September 2023
- Staffing: Tuesday, 19 December 2023

The meeting closed at 8 pm

Signed _____ Date _____

(Chairperson)