

MINUTES OF THE SPECIAL BOARD OF MANAGEMENT MEETING
Held on 7 SEPTEMBER 2022 AT 6PM
Via Video Conference

1. Welcome, Sederunt & Apologies

Present:

Ian Williams	Board Member
Howard Dales	Board Member
Jim Strang	Board Member
Andy Wilson	Board Member (Zoom)
Helen Glassford	Board Member
Aiden McGrogan	Board Member
Tracey Johnstone	Board Member
Laurie Kefalas	Board Member (Zoom)

In Attendance:

Catrina Miller	Group Chief Executive
Teresa Gallagher	Minute Secretary

Apologies: Louise McNicol

Absent: None

The Group CEO welcomed everyone to the meeting.

2. Issue and Signing of Board Code of Conduct

- 2.1. The GCE explained members must sign the code of conduct in order to serve as a Board Member. The Governance & Corporate Services Co-ordinator had issued these electronically and hard copies were made available for those in attendance to sign.
- 2.2. Members were informed that the group staff also sign the code of conduct and complete the declaration of interest form every year.

3. Election of Chair and Vice Chair

- 3.1. The Group CEO explained the procedure of electing office bearers.
- 3.2. Jim Strang nominated Ian Williams for Chair. There were no further nominations for Chair and so Ian Williams was duly elected, seconded by Howard Dales.
- 3.3. Jim Strang nominated Howard Dales for the role of Vice Chair. There were no further nominations for Vice Chair and so Howard Dales was duly elected, seconded by Ian Williams.

Resolution:

- i) *There were no other nominations for Chairperson therefore Ian Williams is Chair for 2022/23;*
- ii) *There were no other nominations for Vice Chairperson therefore Howard Dales is the Vice Chair for 2022/23.*

4. Appointment of Members to Subsidiary and Committees

- 4.1. The Group CEO had previously been in communication with members via email to seek volunteers to serve on the sub-committees.
- 4.2. Members discussed the benefits of new appointees being on the sub-committees as it gives a more in-depth knowledge of the association business. There would be inductions held for new members and a buddying system to help new members settle in.

Resolution:

- i) The Group Audit and Risk Committee members are Louise McNicol, Howard Dales, Tracey Johnstone and Aiden McGrogan. Howard Dales agreed to chair this subcommittee and an NTC committee member will be sought to join.*
- ii) The Staffing Committee members are, Andy Wilson who will chair, Ian Williams and Jim Strang. A further member will be sought at the Board meeting scheduled for 28 September.*
- iii) Helen Glassford and Jim Strang will continue to be the parent representatives for the New Tannahill Centre Executive Committee.*

5. Consideration of Meetings programme for 2022/23

- 5.1. The GCE tabled a draft programme of meetings for the year ahead and asked members to consider them. These can be subject to change and amended as necessary.

Meeting closed: 6.35pm

I certify that the above minute has been approved as a true and accurate reflection of the proceedings:

Signed (Chair)

Date