

**MINUTES OF THE SPECIAL BOARD OF MANAGEMENT MEETING**  
**On 18 SEPTEMBER 2018 AT 6.30PM**  
**AT THE ASSOCIATION'S OFFICE, THE TANNAHILL CENTRE, 76 BLACKSTOUN RD,**  
**PAISLEY**

**1. Welcome, Sederunt & Apologies**

**Present:**

Elaine Carter	Board Member
Barbara Walker	Board Member
Louise McNicol	Board Member
Anne Culley	Appointed Board Member
Andy Wilson	Board Member
Ian Williams	Board Member
Andy Doyle	Board Member
Stuart Piggott	Board Member
	Board Member

**In Attendance:**

Catrina Miller	Group Chief Executive
Teresa Sadler	Minute Secretary
Lynn McCulloch	Consultant
Alison Vass	Interim Housing Services Manager
Ivor McCauley	Interim Property Asset Manager
Richard Bolton	Observer

**Apologies:**

Andrea McLaughlan  
Shona McIntyre  
Fiona Murphy  
Iain McGhee  
Shona McIntyre  
Helen Glassford

**Absent:**

The Group CEO welcomed everyone to the meeting.

**2. Issue and Signing of Board Code of Conduct**

- 2.1. The Group CEO explained members must sign the code of conduct in order to serve as a Board Member.
- 2.2. Teresa Sadler will ensure those who are not at the meeting, receive and sign the code of conduct, declaration of interest and equal opportunities forms.
- 2.3. Anne Culley declared she would hold off on signing the code of conduct until the Regulator has made a decision on whether she will be remaining on the board as an appointee.

**Resolution:**

*All Members present, with the exception of Anne Culley, signed their code of conduct and completed the declaration of interest and equal opportunities forms.*

### **3. Election of Chair and Vice Chair**

3.1. The Group CEO explained the procedure of electing office bearers.

3.2. Barbara Walker nominated Shona McIntyre for Chair. There were no further nominations for Chair and so Shona McIntyre was duly elected, seconded by Elaine Carter.

3.3. Elaine Carter nominated Ian Williams for Vice Chair. There were no further nominations for Vice Chair and so Ian Williams was duly elected, seconded by Louise McNicol.

#### **Resolution:**

- i) *There were no other nominations for Chairperson therefore Shona McIntyre is Chair for 2018/19.*
- ii) *There were no other nominations for Vice Chairperson therefore Ian Williams is the Vice Chair for 2018/19.*

### **4. Consideration of Co-options**

4.1. Due to work committeemen's and special meetings being held, Richard Bolton missed 4 consecutive meetings which meant he automatically lost his place on the Board in compliance with the Association rules. Richard expressed he wishes to serve on the board. The Board of Management were asked to approve co-opting Richard Bolton.

The resolution was proposed by Ian Williams and seconded by Barbara Walker.

#### **Resolution:**

*Richard Bolton was duly appointed as a co-optee onto the Board of Management.*

### **5. Consideration of Meetings programme for 2018/19**

5.1. The Group CEO explained she plans to keep the meetings on the last Wednesday of every month with the exception of July when the Board will be in recess.

### **6. Appointment of Members to Subsidiary and Committees**

6.1. The Group CEO asked for volunteers to serve on the sub-committees.

#### **Resolution:**

- i) *The Group Audit and Risk Committee members are Richard Bolton, Magi McCulloch, Shona McIntyre, Andrea McLaughlan, Louise McNicol and Christine Reilly.*
- ii) *The Staffing Committee members are Elaine Carter, Stuart Piggott, Iain McGhee Barbara Walker, Ian Williams and Andy Wilson.*
- iii) *The New Tannahill Centre Executive Committee members are Christine Reilly who remains Chairperson, Shona McIntyre, Elaine Carter, Richard Bolton, Foster Evans and Magi McCulloch.*

**Meeting closed: 7pm**

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

Signed (Chair) .....  .....

Date ..... 31/10/18 .....