

## BOARD OF MANAGEMENT MEETING

Tuesday, 3 September 2024 at 7.15pm (Post AGM) at the Golden Friendships Community Hall, 18 Nairn Place, Dalmuir, G81 4AU.

### Attendance:

#### Board Members:

Gavin Waddell  
Francis Polding  
Stephen Boag  
Michelle Donnelly  
David Edgar  
David McIndoe  
Jade Murray  
Anita Williamson  
Sonia Smith

#### Staff/Advisor(s):

Anne Marie Brown, Chief Executive  
Dougie Wilson, Customer Services Manager  
Arlene Dickson, Care Services Manager  
Graeme Bruce, Lethame Business Services (Finance Agent)  
Pauline McDaid, Corporate Services Assistant (Minute Taker)

#### Observer(s):

Ryan Shields, Finance Assistant

Board meeting minute prepared by Pauline McDaid, Corporate Services Assistant post meeting.

ITEM	NOTE	ACTION
	<p><b>WELCOME AND ORDER OF BUSINESS</b></p> <p>The meeting started at – 7.25pm</p> <p>In the Absence of elected Office Bearers, AM Brown welcomed all to the meeting and <b>confirmed</b> that the final meeting pack was issued to members on <b>27 August 2024</b>.</p>	
1.0	<p><b>APOLOGIES</b></p> <p>AM Brown advised there was no apologies to note.</p>	
1.1	<p><b>Approved Leave of Absence</b></p> <p>AM Brown confirmed [REDACTED] was on an approved LOA.</p>	
1.2	<p><b>Non-Attendance</b></p>	

AM Brown confirmed that there was none to note.

## 2.0 DECLARATIONS OF INTEREST

AM Brown asked for declarations of interest, there were none to note.

## 3.0 ELECTION OF OFFICE BEARERS; MEMBERSHIP OF AUDIT & RISK AND STAFFING COMMITTEES & POLICY REVIEW WORKING GROUP

**Report Summary** 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.

As per Standing Orders, the Board were asked to agree the membership of its two Committees and Working Group, and to appoint the Chairperson for the Audit & Risk Committee and the Staffing Committee, and the Convenor for the Policy Review Working Group.

### Discussion

AM Brown collated the Office Bearer Nomination form received in advance of the meeting and presented the results to Members.

**Election of Chairperson;** AM Brown confirmed that the votes cast were in favour of G Waddell. G Waddell accepted the position with thanks. No other members were nominated.

**Election of Vice Chair;** AM Brown confirmed that the votes cast were in favour of F Polding. F Polding accepted the position with thanks. No other members were nominated.

**Secretary:** Members agreed that the Chief Executive should continue to act as the Association's Secretary.

**Audit and Risk Committee:** Members agreed to remain on the Committee with no new Members joining. F Polding was nominated as Chair.

**Staffing Committee:** Members agreed to remain on the Committee with no new members joining. After a brief discussion, David McIndoe's nomination for the role of Chair was agreed by Members.

**Policy Review working Group:** Members agreed to remain on the Committee with no new members joining and G Waddell remains as convenor. Members agreed that G Laurie, will continue to be co-opted on to the Working Group.

AM Brown advised Members that the current review of Standing Orders may result in Staffing Committee and PRWG being merged. Members were advised that further information would be provided on completion of the review.

### Decision

The Board:

**Appointed** G Waddell as the Board's Chairperson & F Polding as Vice Chairperson.

**Agreed** that the Chief Executive should continue to act as the Association's Secretary.

**Appointed** F Polding as the Chair for the Audit & Risk Committee.

**Agreed** the membership for the Audit & Risk Committee as follows:  
I Lennox, D McIndoe, F Polding, D Edgar and S Boag.

**Appointed** D McIndoe as the Chair for the Staffing Committee.

**Agreed** the membership for the Staffing Committee as follows:  
I Lennox, G Waddell, A Williamson, F Polding, S Boag and D McIndoe.

**Appointed** G Waddell as the Convenor for the PRWG.

**Agreed** the membership for the Policy Review Working Group as follows:  
I Lennox, G Waddell, A Williamson,

**Agreed** to co-opt G Laurie to the PRWG.

#### 4.0 FINAL BOARD/COMMITTEE MEETING SCHEDULE 2024/2025

**Report Summary** AM Brown presented Members with the Board/Committee Meeting Schedule for 2024/2025.

**Discussion** There was no discussion to note.

G Waddell advised that due to leave, they will be unable to attend the Board meeting on the 24<sup>th</sup> of September.

**Decision** The Board **approved** the meeting schedule for 2024 to 2025.

#### 5.0 BOARD MEMBER APPLICATION: S SMITH

**Report Summary** AM Brown presented the report to recommend that the Board appoints S Smith, a shareholding member to the Board of Management.

S Smith's shareholder application number [REDACTED] was approved by the Board on the 20 August 2024 and observed the Board meeting on the 20 August 2024. S Smith has confirmed that they wish to proceed with their application to join the Board.

**Discussion** The Board approved S Smith's application and welcomed them to the Board with no objections.

**Decision** The Board **approved** Sonia Smith's Board Member application and appointed S Smith as a Board Member with immediate effect up to the 2025 AGM, which is scheduled to take place on the 2 September 2025.

#### 6.0 REMARKS FROM THE CHAIRPERSON

**Report Summary** G Waddell reflected on the year behind and the year ahead and acknowledged to Members that there were challenges ahead but they were confident as the Board were a good team.

	G Waddell advised Members that it was a pleasure being appointed Chair and with a new business plan in place, they were looking forward to the year ahead.
<b>Discussion</b>	No discussion took place.
<b>Decision</b>	The Board noted the Chair's comments.
<b>7.0</b>	<b>ANY OTHER COMPETENT BUSINESS</b>
	G Waddell asked if Members had any other business to discuss.
	F Polding, on behalf of Members thanked G Waddell for guidance and support and was looking forward to another year.
<b>8.0</b>	<b>DATE OF NEXT MEETINGS</b>
	G Waddell advised the date of the next meeting:
	<b>Board Meeting: 24 September 2024 at 6pm – Hybrid meeting.</b>

**Meeting finished at: 7.45pm**

Signed \_\_\_\_\_ Date \_\_\_\_\_

(Chairperson)