

LOCHFIELD PARK HOUSING ASSOCIATION LTD

MINUTES 2024-2025

MEETING: Special Management Committee

VENUE: Lochfield Park Housing Association Offices

DATE: 24th September 2024

TIME: 6.30 pm

PRESENT:

Steven Gallacher	-	Chairperson
Marie Quinn	-	Secretary
Kate Serries	-	Committee Member
Helen Black	-	Committee Member
Joyce Hennessy	-	Committee Member
Jade McCulloch	-	Committee Member
Karen Bowman	-	Committee Member
Joan Buchanan (zoom)	-	Committee Member
Maria Oguntayo (zoom)	-	Committee Member

IN ATTENDANCE:

Liz McEachran	-	Interim Director
Liz Cumming	-	Office Manager

APOLOGIES:

Audrey Gilfillan	-	Vice-Chair
Moira Gilfillan	-	Treasurer
Lorraine Keegan	-	Committee Member

NEXT MEETING: When required

Welcome to Members

The Interim Director advised that as this was the first meeting of the new Committee, she advised that she would chair the meeting until the Chairperson was elected.

The Interim Director explained the Special Committee meeting to everyone present.

1. Code of Conduct for Committee Members

The Interim Director explained the Code of Conduct for Governing Body Members, in detail, which had been previously distributed to the Committee, she advised that a new Code of Conduct was being distributed by SFHA in the coming weeks.

Committee agreed to sign the new Code of Conduct when they were completing their Committee Appraisals next week.

Committee also agreed to sign the Register of Interests declaration at the appraisals.

2. Entitlements, Payments & Benefits Policy

The Interim Director explained to Committee the Entitlements, Payments & Benefits Policy in detail. Committee confirmed that they had read and understood the Policy.

3. Training & Induction Policy

The Interim Director explained the Training & Induction Policy to Committee, who confirmed they understood the policy. It was noted that this was for information only as the training plan for the next 6 months would be distributed after the Committee Appraisals.

4. Election of Office Bearers

The Interim Director explained the role of Office Bearers to the Committee and the format by which the election would take place.

She requested nominations for the following positions:

Chairperson - Steven Gallacher
- proposed by Jade McCulloch
- seconded by Marie Quinn

There being no other nomination, Steven Gallacher was duly elected Chairperson.

The Interim Director requested nominations for the following position:

Vice-Chairperson - Audrey Gilfillan
- proposed by Helen Black
- seconded by Steven Gallacher
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There being no other nominations, Audrey Gilfillan was duly elected Vice-Chairperson.

The Interim Director requested nominations for the following position:

Secretary - Marie Quinn
- proposed by Steven Gallacher
- seconded by Helen Black

There being no other nominations, Marie Quinn was duly elected Secretary.

Treasurer - Moira Gilfillan
- proposed by Marie Quinn
- seconded by Joyce Hennessy

There were no other nominations. Moira Gilfillan was duly elected Treasurer.

The Interim Director thanked all for their attention and congratulated Steven on his re-election as Chairperson.

The Interim Director also advised that the designated signatories list of the Association would require to be updated in accordance with the election of new Office Bearers.

All relevant agencies, lenders and regulatory bodies will be notified of our new office bearers for 2024/25.

5. Sub-Committee Membership

The Interim Director explained the remit of each sub-committee and advised that members could be in all the sub-committee's if they so wished.

The following sub-committees were agreed:

Property Management Sub-Committee:

Steven Gallacher / Marie Quinn / Joan Buchanan / Helen Black / Jade McCulloch / Karen Bowman / Joyce Hennessy

Finance Sub-Committee:

All Management Committee members.

Health & Safety Sub-Committee:

All Property Management Sub-Committee members

Staffing Sub-Committee:

All Office Bearers.

6. A.O.C.B.

The Interim Director advised Committee that Jenna Vance had today handed in her resignation due to work commitments.

Committee asked that a letter of thanks be sent to Jenna and advise her that if work allowed, she would be welcomed back.

Approved:



Date:

29/10/24