

Committee Minutes

Minutes of	Management Committee Meeting
Date	Monday 8 th September 2025
Held	NGHA Offices at 200 Crown Street, Glasgow, G5 9AY after AGM

Present	Jean Miller, Aaron Reilly, Liz Peden, Shahila Mandaniya, Pauline McKeever, Kirsten Adams-Mackenzie, Mari Clark, Carol Ann Duffy and Bob McNally
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In Attendance	Fraser Stewart	-	Director
	Simon Metcalfe	-	Head of Development
	Chris Rothnie	-	Head of Governance & Communications
	Jennifer Crocock	-	Office Manager

Fraser Stewart chaired the meeting until the election of the Chairperson.

1. APOLOGIES

Apologies were intimated on behalf of Raymond Shannon, Linda Malone, Iain McCreaddie, Andrew Donat and Maureen McEnroe.

2. DECLARATION OF INTERESTS

None.

3. PREVIOUS MINUTES

Previous minutes will be brought to the October meeting for approval.

4. ELECTION OF OFFICE BEARERS

Chairperson

Jean Miller was nominated by Kirsten Adams-Mackenzie and seconded by Aaron Reilly.

This nomination was unopposed.

Jean Miller was duly elected as Chairperson.

From this point, Jean chaired the meeting.

Vice Chairperson

Aaron Reilly was nominated by Jean Miller and seconded by Pauline McKeever.

The nomination was unopposed.

Aaron Reilly was duly elected as Vice Chairperson.

Secretary

Kirsten Adams-Mackenzie was nominated by Liz Peden and seconded by Jean Miller.

The nomination was unopposed.

Kirsten Adams-Mackenzie was duly elected as Secretary.

Therefore, it has been approved that the office bearers as elected above have delegated authority to sign all legal and financial documentation for the organisation (i.e. disposal of property, loan documentation, cheques etc.).

5. CO-OPTEE APPROVAL

Committee **approved** the continued co-option of Catherine Docherty.

6. ANNUAL FORMS

The following forms had been circulated in advance for completion and signature by Committee members:

- Declaration of Interest
- Code of Conduct forms
- Management Committee Details
- Equalities Monitoring

Completed forms are to be returned to the Office Manager for inclusion in the Association's governance records.

7. A.O.C.B.

i) New Committee Member

Fraser Stewart noted that Bob McNally, the newest member of the Management Committee, had not been formally introduced at the start of the meeting. The Committee extended a warm welcome to Bob. Fraser clarified that the purpose of the meeting was solely to conduct the election of office bearers, with a full Management Committee meeting scheduled for October.

ii) Simon's retirement

As noted in previous minutes, Simon Metcalfe is retiring, with his final working day being Tuesday 9th September. The Chair presented Simon with a retirement gift on behalf of the Association, and the Committee expressed their sincere thanks for his valuable contribution.

The meeting closed at 8.30pm.