



STM Committee Training Note

Week commencing 6 February 2012

Behind Closed Doors

The Executive Committee's Guide to Better Owners Corporation Meetings

(Part 11 of 11 in this series)

The following issues may be appropriate for “closed” meetings:

- Pending litigation, i.e. Building defect claims;
- Personnel issues where schemes employ concierge, maintenance, building manager or security staff, i.e. job performance or harassment allegations;
- Contract negotiations, where schemes outsource services of building management for example.

Items for discussion should be listed on the agenda of the EC meeting, by doing so, attendees are less likely to be offended when asked to leave a meeting.

Even though the meeting may be closed, the results should be recorded in the minutes. If appropriate, communicate the results of a closed meeting, but remember: the information discussed is confidential.

Though closed meetings are sometimes necessary, EC committees must be careful not to abuse the privilege.

Closed meetings should not be used simply because the EC wants to discuss an unpopular subject or avoid confrontation.

EC members may think closed meetings are appropriate but proprietors of the scheme may see them as secret meetings. Avoid that perception by limiting the number of closed meetings, announcing the sessions in advance and explaining the reasons for the sessions.

This is the last note in this series.

A new series will commence next week.