

Blairtummock Housing Association

Minutes of the Management Committee meeting held on Thursday 14th September 2023 @ 6pm, Hybrid meeting at 45 Boyndie Street, G34 9JL & via Microsoft Teams

Present

Catriona Jamieson (Chair)
Jim Kane
Donna Lang
Donna Miller
Mandy Morgan
Betty McGill
Margaret Pirrie

In Attendance

Julie Ann McCloarty, SHARE (Part)
Della McKelvie, PA/Office Man (Mins)
Jacqui O'Rourke, Director

Action

1.0 Apologies:

1.1 Apologies were received on behalf of Irene Black and Jason Thet.

2.0 Declaration of Interest:

2.1 Donna Lang, Margaret Pirrie and Betty McGill all declared an interest in agenda item 15 – Correspondence Report.

3.0 Minutes of Previous Meetings:

3.1 Finance & Audit Sub-committee – 9th August 2023

The above minutes were approved by Margaret Pirrie and seconded by Betty McGill.

3.2 Management Committee – 10th August 2023

The above minutes were approved by Donna Miller and seconded by Margaret Pirrie.

3.3 Blairtummock & Rogerfield Opps – 17th August 2023

The above minutes were for information only.

4.0 Matters Arising:

4.1 Update on GCC Temporary Furnished Flats

Director advised that the tenant in TFF who threatened a staff member has refused to move from property. Association have spoken with City Council and are now having Association's Lawyer to write to them advising that the Association have a duty of care to our staff and wish this tenant to be removed and if not that they will be held responsible for any further incidents. Discussion held on how the Council can enforce removal and process they would have to go through.

5.0 Committee Appraisal

5.1 Julie-Ann from SHARE was welcomed to meeting to give presentation on the Committee Appraisal process and the outcomes. The following was noted:

Four Recommendations given as follows:

- Ensure that all Board members understand the management accounts and key financial indicators, along with the associated risks, and that finance training and risk management training is available to any members who feel they would benefit from it.
- The Association ensures that all Board members understand the Annual Assurance Statement and their role in the process.
- Ensure that all Committee members understand their role in approving and implementing the Association's policies.
- Committee and Association agree on a learning and development plan based on discussions with members and taking into account the results of the appraisal exercise.

5.2 Discussion was also held around SHARE e-learning modules, it was agreed that Della will sign all DMcK

Committee Members up and they can do any modules as and when they please.

6.0 Code of Conduct for Re-affirmation

6.1 Management Committee approved above policy and agreed to re-affirmation.

7.0 Proposals for Co-optees

7.1 Mandy Morgan approved to still be co-opted member.

7.2 Donna Lang will contact someone from Women's Aid to see if interested and Director will contact The Circle, College, local primary schools and Church. DL
JO'R

Donna Miller left meeting at this point.

8.0 Review of Representative Membership Bodies

8.1 No interest for anyone to join EHRA.

8.2 EVH – Mandy Morgan and check with Irene Black if wishes to remain representative

8.3 SFHA – Jacqui O'Rourke

9.0 Calendar of Meetings, Formation of Sub-committees & Management Committee Meeting Programme

9.1 Management Committee agreed to keep Finance & Audit meeting separate from Management Committee on quarterly basis. Housing Management & Maintenance, Health & Safety and Staff and Administration to remain part of Management Committee meeting.

9.2 Finance & Audit Members – Margaret Pirrie, Betty McGill and check with Donna Miller if still wishes to attend and what time suits. DMcK

10.0 Blairtummock & Rogerfield Opportunities Nominations to Board 2023/23

10.1 Agreed that Catriona Jamieson and Donna Lang would both be Association representatives on board.

11.0 Investment

11.1 No update.

12.0 Governance for Allocation

12.1 Management Committee noted the allocation of property to committee member.

13.0 Audited Financial Statement Returns

13.1 Approval granted for submission to made to Regulator. FM

14.0 Representatives Bodies Feedback

14.1 EVH

Director and Office Manager both left whilst Management Committee discussed their response to EVH Salary Negotiations.

14.2 EHRA

Quiz night to be held on Friday 27th October, 7.15pm at Calvay Centre - Bring Your Own Bottle.

14.3 SFHA

No update.

14.4 SHR

No update.

14.5 SHARE

Paul McNeil HR Presentation

Finance Manager requested that all Management Committee receive a copy of this presentation as she found this to useful and informative.

15.0 Correspondence Report

15.1 Donation request Daffodil Club - £500 donation approved.

15.2 Donation request Girls Brigade - £250 donation approved.

16.0 Any other Competent Business

16.1 Management Committee approved the Use of Seal for following share membership application:

[REDACTED]

As there was no further business to discuss the meeting closed at this point.

Della McKelvie
September 2023

Chairperson: _____