

Please note – these Minutes have been edited to remove any commercially sensitive or confidential discussions

ITEM 2

MELVILLE HOUSING ASSOCIATION LIMITED

Minute of the Board Meeting held on Wednesday 12 October 2022
at 6.00 pm Hybrid Meeting - Office and Zoom Video Conference Call

PRESENT: Donna Bogdanovic
Paul Cameron
Andrew Dougherty
Cathy Hanlon
Hailie Johnston
Clare Marshall
Caron Quinn
Bill Takhar

IN ATTENDANCE: John McMorrow, Chief Executive
Kirsten Dean, Head of Finance & Corporate Services
Rich Murdoch, Head of Asset Management
Mary Monteith, PA to Chief Executive (Minute until Item 5)

D BOGDANOVIC IN THE CHAIR

	<p>Election of Officer Bearers</p> <p>The Chief Executive advised that as this was the first meeting following the Annual General Meeting members needed to elect office bearers. It was also noted that Caron Quinn had completed her 5 year term as Chair, and that she was required to step down.</p> <p>Members were asked for proposals for the Chair.</p> <p>Chair: Donna Bogdanovic – proposed by Clare Marshall seconded by Caron Quinn. Donna duly elected.</p> <p>The Chief Executive then handed the meeting over to the Chair to continue the election of the office bearers</p>	<p>Action Required</p>
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	<p>Vice Chair: David Bond – proposed by Caron Quinn seconded by Cathy Hanlon. David duly elected.</p> <p>Secretary: Barbara Shearer - proposed Hailie Johnston seconded by Clare Marshall. Barbara duly elected.</p> <p>Audit Committee:</p> <p>Clare Marshall advised that she would be stepping down from this Committee, all other members agreed to continue. Andrew Dougherty agreed to join but noted that he may not be able to attend every meeting, although he would provide feedback on papers if he was unable to attend.</p> <p>Donna Bogdanovic was Chair of the Audit Committee, but given her election as Chair of the Board, would be unable to continue as Chair. Caron Quinn was proposed by Clare Marshall and seconded by Hailie Johnston. Caron was duly elected Chair.</p> <p>The Audit Committee for 2022/2023 is:</p> <p>Caron Quinn - Chair Donna Bogdanovic Paul Cameron Andrew Dougherty Hailie Johnston Bill Takhar</p>	<p>Action Required</p>
<p>1a.</p>	<p>CHAIR’S OPENING REMARKS</p> <p>The Chair welcomed all to the meeting and thanked members for their support.</p>	
<p>1b.</p>	<p>DECLARATIONS OF ANY OTHER BUSINESS</p> <p><u>Noted</u> that there was no other competent business.</p>	<p>Note</p>
<p>1c.</p>	<p>DECLARATIONS OF INTEREST</p> <p><u>Noted</u> that declarations from Ironmills Directors were duly noted.</p>	<p>Note</p>

1d.	<p>APOLOGIES</p> <p>Apologies were received from David Bond, Barbara Shearer, Lucy Stang and Christine Moore.</p>	<p>Action Required Note</p>
2.	<p>MINUTES OF PREVIOUS BOARD MEETING 10 AUGUST 2202</p>	
2.1	<p>Noted that the Chair invited the Chief Executive to lead on the minutes on behalf of the Secretary.</p>	<p>Note</p>
2.2	<p>Noted that Members agreed that these were a true and accurate minute of the above meeting. The minutes were approved by Cathy Hanlon and seconded by Hailie Johnston</p>	<p>Approve</p>
3.	<p>CORPORATE STRATEGY REVIEW</p>	
3.1	<p>Noted that before the Chief Executive took members through the presentation, he asked for confirmation that the Corporate objectives were still relevant and that no changes were required. Members agreed that that this was the case.</p>	<p>Note</p> <p>Agree</p>
3.2	<p>Noted that members reviewed the Corporate performance to date and the following priorities and actions were highlighted:</p> <ul style="list-style-type: none"> ▪ Stock Survey – provides external validation. ▪ Net Zero & EESSH – Strategy based on guidance to be published following working group review. ▪ New Build Opportunities co-housing option – not the right time for this but will keep on the agenda. ▪ Tenant Satisfaction/Participation – keep tenants involved. ▪ Digital Strategy – Moving to Cloud and looking at systems to ensure we get the best out of them. ▪ Equality & Human Rights to be developed further – Internal Audit scheduled for December. ▪ Customer Care – develop customer care standards, Cost of Living crisis impact and management of expectations. ▪ Membership Drive – 15% (7 new members) achieved. 5% ongoing annual target suggested. 	<p>Note</p>

	<ul style="list-style-type: none"> ▪ Integrate Succession Planning for Board and Staff (review skill sets). ▪ Board attendance figures highlighted. ▪ Community needs – Cost of Living taking priority. ▪ Financial Inclusion increase outcomes. ▪ Value for Money. ▪ Integrated asset management focus. ▪ Fair Work First (New addition). ▪ Continuous Improvement Programme Procurement (New addition). 	Action Required
3.2	<p>Noted that looking at SWOT and Pest Analysis, the Chief Executive noted the following additional strengths and weaknesses were identified:</p> <ul style="list-style-type: none"> ▪ Future building opportunities ▪ Increased use of new technology ▪ Rent Freeze legislation ▪ Inflation continues to increase sharply ▪ Tenants’ ability to pay due to Cost of Living Crisis ▪ Contractors – ability to continue trading ▪ Impact of local public spending cuts 	Note
3.3	<p>Noted that following the above, the Board agreed that they were happy with the review of the Corporate strategy.</p>	Agree
4.	ANNUAL ASSURANCE STATEMENT 2022 APPROVAL	
4.1	<p>Noted that the Board received a copy of the evidence in August (on VBR) and they reviewed and considered the Action Plan presented.</p>	Note
4.2	<p>Noted that changes to the draft Annual Assurance Statement regarding the Electrical Inspection Condition Report (EICR) and review of risks associated with any potential rent freeze or caps on rental income were highlighted.</p>	Note
4.3	<p>The Board noted the contents of this report and approved the signing of the Annual Assurance Statement.</p> <p><i>The PA to Chief Executive left the meeting at this point.</i></p>	Note/ Approve

5.	CONFIDENTIAL STAFFING REPORTS	Action Required
5.1	<u>Noted</u> that these reports are confidential and have been minuted separately.	Note
6.0	DATE OF NEXT MEETING	
6.1	<u>Noted</u> that the next meeting of the Board is Wednesday 19 October 2022 at 6pm and that this will be a hybrid meeting.	Note
6.2	Meeting was closed at 19.50	Note