

Cloch Housing Association Ltd

Minutes of the Meeting held on Wednesday 20 September 2023 at 8.00pm in the Beacon Arts Centre, Customhouse Quay, Greenock (following the Annual General Meeting)

Present (in the room): Kelly Ferns, David Brown, Eileen Tamburrini,
David McIndoe, Nicola McLachlan, Victoria Weir,
Eleanor Robertson, Jackie Smith

Present (via MS Teams): Ken Robertson, Hristina Tarpanova

Attending: Alana Durnin (CEO), Valerie Wilson (Depute CEO),
Shonaid Musgrove (Corporate Services Officer - Minutes)

Item	Comments/Discussions
1.	Apologies & Declarations of Interest None were made.
2.	Election of Office Bearers At this point the CEO took charge of the meeting as all Office Bearers had been stood down at this point.
2.1	<u>Election of Chair</u> The CEO advised that the current Chair was willing to stand for re-election and asked if there were any other nominations. There were none. Resolution K Ferns was proposed, seconded and approved as the Chair. K Ferns accepted the position.
2.2	<u>Election of Vice Chair</u> The Chair took control of the meeting at this point. The Chair wished to nominate K Robertson and invited any other nominations. There were none. Resolution K Robertson was proposed, seconded and approved as the Vice Chair. K Robertson accepted the position.

2.3	<p><u>Election of Secretary</u></p> <p>The Chair advised that the current Secretary was willing to stand for re-election and asked if there were any other nominations. There were none.</p> <p>Resolution</p> <p>E Tamburrini was proposed, seconded and approved as Secretary. E Tamburrini accepted the position.</p>
3.	<p>Role Descriptions</p>
3.1	<p><u>Chair Role Description</u></p> <p>The Board had previously been circulated with the Chair Role description.</p> <p>Resolution</p> <p>The Chair Role description was proposed, seconded and approved.</p>
3.2	<p><u>Vice Chair Role Description</u></p> <p>The Board had previously been circulated with the Vice Chair Role description.</p> <p>Resolution</p> <p>The Vice Chair Role description was proposed, seconded and approved.</p>
3.3	<p><u>Secretary Role Description</u></p> <p>The Board had previously been circulated with the Secretary Role description.</p> <p>Action</p> <p>To insert the same narrative at the end of the policy that the Chair and Vice Chair role descriptions have regarding the annual review of the policy following the AGM.</p> <p>Resolution</p> <p>The Secretary Role description was proposed, seconded and approved.</p>
3.4	<p><u>Board Members Role Description</u></p> <p>The Board had previously been circulated with the Board Members Role description.</p> <p>Resolution</p>

	<p>The Board Members Role description was proposed, seconded and approved.</p>
3.5	<p><u>Code of Conduct – Board Members</u></p> <p>The Board had previously been circulated with the Code of Conduct for Board Members.</p> <p>Resolution</p> <p>The Code of Conduct for Board Members was proposed, seconded and approved.</p>
3.6	<p><u>Board Code of Conduct – Breach of the Code Protocol</u></p> <p>The Board had previously been circulated with the Board Code of Conduct – Breach of the Code Protocol.</p> <p>Resolution</p> <p>The Board Code of Conduct – Breach of the Code Protocol was proposed, seconded and approved.</p>
4.	<p>Policies and Remits Due for Review</p> <p>The CEO advised that these had been reviewed last year but that the Association is required to review them annually to ensure they are still relevant.</p>
4.1	<p><u>Board Remit</u></p> <p>The Board had previously been circulated with the Board Remit</p> <p>Resolution</p> <p>The Board Remit was proposed, seconded and approved.</p>
4.2	<p><u>Standing Orders</u></p> <p>The Board had previously been circulated with the Standing Orders.</p> <p>Resolution</p> <p>The Standing Orders were proposed, seconded and approved.</p>
4.3	<p><u>Rules of the Association – Eligibility to Join the Board</u></p> <p>The Board had previously been circulated with the above policy.</p>

	<p>Resolution</p> <p>The Rules of the Association – Eligibility was proposed, seconded and approved.</p>
4.4	<p><u>Remit of the Housing & Property Services Sub-Committee</u></p> <p>The Board had previously been circulated with the above remit.</p> <p>Resolution</p> <p>The Remit of the Housing & Property Services Sub-Committee was proposed, seconded and approved.</p>
4.5	<p><u>Remit of the Finance & Corporate Services Sub-Committee</u></p> <p>The Board had previously been circulated with the above remit.</p> <p>Resolution</p> <p>The Remit of the Finance & Corporate Services Sub-Committee was proposed, seconded and approved.</p>
4.6	<p><u>Scheme of Delegation</u></p> <p>The Board had previously been circulated with the Scheme of Delegation.</p> <p>Resolution</p> <p>The Scheme of Delegation was proposed, seconded and approved.</p>
5.	<p>Choice of Sub-Committee</p> <p>The Chair advised that it is expected that Board members will sit on at least one sub-committee where possible. By the nature of their positions the Chair, Vice Chair and Secretary must sit on the F&CS Sub-Committee.</p> <p>After discussion the sub-committees will have the following members:</p> <p><u>Housing & Property Services Sub-Committee</u></p> <p>K Ferns, D Brown, V Weir, N McLachlan, E Robertson, H Tarpanova</p> <p><u>Finance & Corporate Services Sub-Committee</u></p> <p>K Ferns, K Robertson, E Tamburrini, D McIndoe, J Smith</p>

	<p>The Chair stated that Members may attend both sub-committees if they wanted, to know more about the workings of the Association. A Member enquired if it would be acceptable for the papers of both sub-committees to be sent to all Board members then, rather than just those Members sitting on that sub-committee. This was agreed by the Members.</p> <p>Action</p> <p>The Board Portal links for papers to be updated. Now to be sent to all Board Members, not just those on the individual sub-committees.</p>
<p>6.</p>	<p>AOCB & Reflections</p> <p>The Depute CEO advised that a calendar of meetings will be circulated with the papers for the next Board meeting.</p> <p>The CEO asked if the Board was content with the meetings being held on a Tuesday evening or if anyone wanted to propose a different day. The Board indicated that Tuesday evenings were the preferred choice.</p> <p>The Chair asked if there were any reflections from the AGM. One thing that needed to be addressed was to increase the Association membership and ascertain how to get these members to engage in AGM attendance.</p> <p>Action</p> <p>Increase Association membership and find ways to get engagement.</p>
<p>7.</p>	<p>Date of Next Meeting</p> <p>The next meeting will be held on 24 October 2023.</p>
	<p>There being no further business the meeting ended at 8.15pm.</p>