



Agenda Item 3.1

Minutes

Reidvale Housing Association Management Committee meeting held on 30.08.23 at 5.30 pm in the offices of Reidvale Housing Association, 13 Whitevale Street

Attendance:	Eddie Marley	Chair	Chairperson
	Jane Marley	JM	Committee Member
	Isabel Brodie	IB	Committee Member
	Alastair Firth	AF	Committee Member
	Ellen McVey	EMcV	Committee Member
	Helen Moore	HM	Committee Member
	Rona Anderson	RA	Co-optee
	Steven Campbell	SC	Casual Member
	Ian McLean	IMcL	Co-optee
	Catherine Lowe	CL	Co-optee
Staff/Adviser(s)	Jill Cronin	JC	Interim Director / Minute Taker
Attendance:			
IN ATTENDANCE:	Mags Lightbody	ML	Transfer Adviser

NO.	ITEM	ACTION
	WELCOME AND ORDER OF BUSINESS	
	The Chair welcomed everyone to the meeting.	
1.	APOLOGIES	
	Apologies were received Paul McCrudden.	
2.	DECLARATIONS OF INTEREST	
	The standing declarations of interest were noted.	
3.	MINUTES	
3.1	Minutes of Management Committee Meeting 16.08.23	
	The Management Committee noted the Minutes of the meeting of 16.08.23.	AD
	The Minute of 16.08.23 was approved on a proposal by IMcL and seconded by JM.	
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3.2	Confidential Minutes of Management Committee Meeting 16.08.23	
	<p>The Management Committee noted the Confidential Minutes of the meeting of 16.08.23.</p> <p>The Confidential Minute of 16.08.23 was approved on a proposal by IMcL and seconded by EMcV.</p>	
4.	COMMITTEE MEETING MATTERS ARISING SCHEDULE	
	The Management Committee noted the Committee Members Matters Arising Schedule.	
5.	INTERIM DIRECTORS REPORT	
	<p>The Interim Director presented the report which highlighted staff absence, risk register and the annual assurance statement.</p> <p>Committee noted that no response had been received from [REDACTED] (Redacted – Confidential) MSP in relation to the letter sent by the Chair and Vice Chair in July 2023.</p> <p>Committee asked whether long term absence was related to the potential transfer of engagements. It was confirmed that this was not the case.</p> <p>Committee noted the risk register.</p> <p>Committee nominated Ian McLean, Jane Marley, Catherine Lowe and Alastair Firth to view the evidence relating to the Annual Assurance Statement prior to submission to Management Committee for approval in October.</p>	
6.	June 2023 Management Accounts A1 – June 2023 Management Accounts	
	<p>The Interim Director presented the quarter 1 Management Accounts and advised that income and expenditure was healthy with a surplus of £138,549.</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>(Redacted – Confidential)</p>	GB/JC

	<p>Committee asked if the costs of managing insurance to factored owners was covered in the factoring fee and it was confirmed that this was the case.</p> <p>Committee approved the Management Accounts for the three month period ending 30 June 2023.</p>	
7	AGM Nominations	
	<p>The Interim Director advised that Office Bearers, supported by a Co-opted member of Management Committee had carried out informal interviews with both new nominations for Management Committee.</p> <p>It was confirmed after discussion and consideration of skills that both nominees would be put forward for election at the AGM.</p> <p>Committee agreed that new nominees elected to Management Committee would be invited to observe the meeting on 13th September and that no papers or past confidential papers would be made available to new members.</p>	AD
6.	Operations	
6.1	<p>Key Performance Indicators Report 1st Quarter 2023/24 A1 – KPI Summary Performance Targets 2023/24</p> <p>Management Committee noted the contents of this report and noted that the Maintenance figures were not available as a result of staff absence. Committee requested that Maintenance KPIs be brought for consideration at the earliest opportunity.</p>	TMcK
6.2	<p>Analysis of Complaints Received 01.04.23 to 30.06.23</p> <p>Management Committee noted the contents of this report.</p>	
	The meeting finished at this point and moved to confidential items.	
	Date of Next Meeting 13 September 2023 at 5.30pm	