

## ABERTAY HOUSING ASSOCIATION LIMITED

Minutes of the Board Meeting

Wednesday 18 September 2024 14:00 in Dryburgh Gardens Retirement Complex

**Present:** Ron Neave (Chair), Kath Mands (Vice-Chair), Paul Crichton, Denis Brown, Ian Byers and Alan Fraser.

**In Attendance:** Barry Moore (CE), Marjorie Sloan (CSD and Secretary), and Clare Talbot (CSO).

### **24/09/01 Apologies**

There were apologies from Kevin Braidwood, Vicki Cutler and Darren Keddie. The Chair welcomed everyone to the meeting.

### **24/09/02 Declarations of Conflicting Interests**

No Member declared a conflicting interest.

### **24/09/03 Minute of Board Meeting 28 August 2024 and Tracker**

The Chair talked through the minutes of the meeting held on 28 August 2024 and asked for comments. There were no amendments.

**Approved** Proposed Paul Crichton, **Seconded** Alan Fraser.

The CE explained that all issues detailed in the tracker will be carried forward to the November Board Meeting.

### **24/09/04 Matters Arising**

There were no matters arising.

### **24/09/05 Chair's Actions / Decisions between meetings**

The CE presented the report and confirmed there had been no Chair's Actions since the previous Board Meeting on 28 August 2024; the Chair confirmed this to be the case.

Board **noted** the report.

### **24/09/06 Election of Office Bearers**

The CSD explained that the election and appointment of Office Bearers would be conducted with reference to the Association's Rules.

#### Appointment of Chair

The CSD confirmed that Ron had been appointed as Chair for three years in 2022 and therefore would continue as Chair for the third year.

#### Appointment of Vice-Chair

The CSD reported that Kath had confirmed that she was willing to remain as Vice-Chair. The CSD asked whether any other Board Members wished to be considered for the role of Vice-Chair and there were no further nominations.

Board **approved** the election of the Chair and Vice-Chair.

#### Appointment of Secretary

The CSD acting in her capacity as Secretary explained that it had been previously agreed that the CSD would carry out the role of Secretary. As this appointment is made on an annual basis the Board were asked to confirm the CSD's appointment as Secretary for the year 2024/25.

Board **confirmed** the appointment of the CSD as Secretary for the year 2024/25.

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**24/09/07 Election of Sub Committees**

The Secretary confirmed that four Members, Denis, Kath, Kevin and Paul had put their names forward to remain on the Audit, Finance and Risk Management Committee (AF&RMC). The Secretary reported that Vicki no longer wished to continue to serve on the AF&RMC. Ron had put his name forward to join the AF&RMC. It was proposed that they were all appointed.

Board **confirmed** the appointment of Denis, Kath, Kevin, Paul and Ron to the AF&RMC.

The Secretary confirmed that five Members, Alan, Darren, Ian, Kath and Ron had put their names forward to remain on the Asset Management and Development Committee (AM&DC) and it was proposed that they were all appointed.

Board **confirmed** the appointment of Alan, Darren, Ian, Kath and Ron to the AM&DC.

It was noted that Board Members who had not been appointed to either Sub-Committee were very welcome to attend meetings.

**24/09/08 HRPR: Dignity at Work Policy**

The CE talked through the report. The CE explained that the policy was last approved in November 2021 and was therefore due for review. The CE reported all staff confirmed that they have read and understood the policy. The CE referred to the email to staff as per Appendix 2.

Board **approved** the Dignity at work Policy

**24/09/09 Board and Sub-Committee Meeting Dates 2025/26**

The CE talked through the calendar of meeting dates.

Board **noted** the Board and Sub-Committee Meeting Dates for 2025/26.

**24/09/10 AOB**

The CE provided a verbal update on Oak Gardens reporting that he was currently pursuing the Administrators and is having conversations with potential developers and there are further meetings scheduled within the next couple of weeks.

The CE informed the Board that a Report would be circulated to Members next week.

Board **noted** the update.

Meeting closed at 14.50hrs.