

Blairtummock Housing Association

Minutes of the Management Committee meeting held on Thursday 9th July 2020 @ 6pmm via Microsoft Teams as remote working due to COVID-19 Crisis

Present:

Irene Black, Treasurer
Lynn Blackwood
Yvonne Crockert
Catriona Jamieson
Donna Miller
Margaret Pirrie, Secretary
Tracy Slaven
Gary Wood, Chairperson

In Attendance:

Jim Harvey, Consultant (Part Meeting)
Della McKelvie, Office Manager (Mins)
Jacqui O'Rourke, Director

1.0 APOLOGIES

1.1 There were no apologies.

2.0 DECLARATIONS OF INTEREST

2.1 No declarations of interest.

3.0 BUSINESS PLAN

3.1 Jim Harvey gave a presentation on main elements of the business plan that was previously issued. Management Committee noted the following:

3.1.1 Executive summary highlights the core business, how many houses, strong governance and financial viability and working with community to improve opportunities, local environment and quality of life.

3.1.2 Theme of business plan is to maintain business continuity after COVID 19 by tenant and staff safety; collect rent; restore services and monitor financial impacts and risk.

3.1.3 Committee acknowledged that future is impacted by COVID and this is acknowledged within the business plan.

3.1.4 Three different elements to focus on moving forward are the economic risks; the community and the Association.

- 3.1.5 Main risks to Association are to keep moving through COVID; impact of external factors e.g. GCC service cuts, recessions; high unemployment; Universal Credit.
- 3.1.6 During discussions it was agreed that risk register should now be presented to Management Committee quarterly not 6 monthly as at present. Management Committee requested information on how the risk are calculated and agreed to discuss at the next meeting on what they should focus on at the next Management Committee meeting e.g. should it only be high risk items that they focus on?
- 3.1.7 After discussion the Management Committee approved the business plan.

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Jim Harvey left the meeting at this point.

4.0 ANY OTHER COMPETENT BUSINESS

4.1 Rainbow Fund

£4250 of the £6000 has now been spent. Management Committee approved donating another £2,000 to the fund.

4.2 Good Neighbour Award

Leaflets have been issued to promote the award.

4.3 Knowledge Partnership - Focus Groups

Knowledge Partnership, who carried out the Association's most recent tenant satisfaction survey are trying to arrange the focus groups via zoom.

4.4 COVID 19 - Return to Office Working

It was agreed to continue following government guidelines and begin phased return to the office on Monday 3rd August.

Clear guidelines will be in place for staff returning and Director has an induction process in place that will be carried out with each staff member before the return.

4.5 Garden Competition

This has still to be judged, Director will chase up.

4.6 **Electric Car Charger - Office**

It was agreed that power to this charger should be off until the car is delivered. This will be for Association tenants and staff with possible overspill for FARE if not good uptake.

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

Della McKelvie
June 2020

Chairperson: _____