

Blairtummock Housing Association

**Minutes of the Management Committee meeting held on
Thursday 19th September 2019 @ 6pm in the Association's offices at
45 Boyndie Street, Easterhouse G34**

Present:

Irene Black
Lynn Blackwood
Yvonne Crockert
Catriona Jamieson (Part Meeting)
Donna Miller
Margaret Pirrie
Tracy Slaven
John Wilkie
Gary Wood (Chair)

In Attendance:

Della McKelvie (Minutes)
Jacqui O'Rourke

Action

1.0 APOLOGIES

1.1 Apologies were received on behalf of Catriona Jamieson as she would be 5 or 10 minutes late, Betty McGill and Thomas Smith.

2.0 MINUTES OF PREVIOUS MEETINGS:

2.1 Office Bearers – 9th January 2019

The above minutes were approved by Margaret Pirrie and seconded by Irene Black.

2.2 Housing Management & Maintenance Sub-committee – 25th April 2019

The above minutes were approved by Irene Black and seconded by Yvonne Crockert.

2.3 Management Committee – 8th August 2019

The above minutes were approved by Gary Wood and seconded by Tracy Slaven.

2.4 Finance & Audit Sub-committee – 12th August 2019

The above minutes were approved by Margaret Pirrie and seconded by Irene Black.

2.5 Blairtummock & Rogerfield Opportunities – 14th August 2019

The above minutes were for information only.

2.6 Housing Management & Maintenance Sub-committee – 15th August 2019

The above minutes were approved by Gary Wood and seconded by Irene Black.

2.7 Health & Safety Sub-committee – 4th September 2019

The above minutes to be brought back to next meeting.

3.0 MATTERS ARISING

3.1 Eviction

Jacqui advised Committee that the tenant who the Association have an eviction order against has appealed the decision so the eviction cannot proceed at this moment.

3.2 Andrea McLachlan

Jacqui advised Committee that Andrea cannot at this moment in time commit to being part of the Management Committee but was willing to remain on the BRO Board as an independent member. Management Committee approved this.

Catriona joined the meeting at this point.

4.0 DECLARATIONS OF INTEREST

4.1 There were no declarations of interest.

5.0 CODE OF CONDUCT – FOR REAFFIRMATION

5.1 The above code of conduct was approved. Authority given for all Committee to sign off. **ALL**

6.0 PROPOSALS FOR CO-OPTEEES

6.1 A discussion was held and it was agreed that everyone would complete a skills analysis and then Committee would identify the gaps that require to be filled. It was also agreed to speak to the local high school, church and possible university students to fill any gaps. **ALL**
JO'R

7.0 REVIEW OF REPRESENTATIVE MEMBERSHIP BODIES

7.1 The following was agreed:

EHRA – Margaret Pirrie

EVH – Irene Black & Gary Wood

SFHA – Jacqui O'Rourke & Margaret Pirrie

8.0 FORMATION OF SUB-COMMITTEES

8.1 The following was agreed:

Housing Management & Maintenance - to be quarterly

Finance & Audit – to remain as is

Health & Safety – to remain as is

Remove BRO from this report as this should be a stand alone report. **DMcK**

9.0 DRAFT CALENDAR OF MEETINGS & PROGRAMME OF MEETINGS

9.1 Calendar of Meetings

The calendar of meetings was approved. Lynn Blackwood submitted apologies for the Management Committee meeting on 7th November and Tracy Slaven submitted apologies for Management Committee on 5th March.

9.2 Programme of Meetings

Jacqui requested that the draft budget and rent increase discussions should be moved from November to December and the final budget and rent increase to be moved from December to January. Committee approved this change. **DMcK**

Committee also noted that some additional changes may occur due to the Assurance Statements.

10.0 BLAIRTUMMOCK & ROGERFIELD OPPORTUNITIES NOMINATIONS TO BOARD 2019/20

10.1 The following were approved as Board Members for BRO:

Catriona Jamieson
Betty McGill
Thomas Smith

10.2 It was agreed to change the time of the meeting to 6.15pm.

11.0 ANNUAL REPORTS/CHARTER REPORTS

11.1 It was agreed to do these separate this year and to make them more visual. **JO'R**

11.2 Annual Report should talk about the Committee maybe include statements on why Committee Members joined etc.

12.0 PERFORMANCE ANALYSIS REPORT 2018/19 – SCOTLAND'S HOUSING NETWORK

12.1 Jacqui advised that this is a new way of reporting for us, this year the Association got SHBVN to prepare our performance report against our peer group e.g. Association's of approximate same size.

Committee noted the contents within the report.

12.2 Jacqui advised that as we are members of SHBVN there are consultants who carry out tenant satisfaction survey's that give a discount, we have previously used one of

these consultants. Approval was granted for Jacqui to contact three consultants for a quote to carry out our tenant satisfaction survey.

JO'R

13.0 REPRESENTATIVE BODIES FEEDBACK

13.1 EVH

Next meeting 1st Monday in October, monthly report attached.

Awards for Irene & Cathie will be arranged in-house, the Association will arrange a small buffet. Irene will discuss suitable dates with Cathie's family and advise Jacqui.

IB

13.2 EHRA

EHRA AGM was held and the new chairperson is Linda Cameron, Vice Chairperson is Maureen Morris and at present the Treasurer is vacant.

13.3 SFHA

Only recent correspondence was in regards to Assurance Statements and this has been distributed.

Gary and Jacqui attended the Governance Conference and Gary emailed out a short summary to other Committee Members.

13.4 SHR

No update, just that Regulator has advised that they will do a small audit of the returns from Association's in regards to the Assurance Statements.

14.0 30th ANNIVERSARY CELEBRATIONS – CEILIDH

14.1 It was agreed to invite Committee, Staff & Volunteers along with their partners and to organise the buffet from Madras Cottage.

15.0 CORRESPONDENCE REPORT

15.1 Councillor Morgan had sent an email in regards to the Fireworks Display being organised at the Glasgow Fort and looking for donations. After discussion it was agreed not to donate to this display as the local church organise a display for local people and it would be better to donate to this. Committee approved a £200 donation to the Easterhouse Parish Church.

JO'R

15.2 Jacqui advised that the Association had received a thank you card from Cathie Mulligan's family.

16.0 ANY OTHER COMPETENT BUSINESS

16.1 EHRA Quiz Night

Jacqui advised that this will take place on Friday 11th October in the Community Hall.

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

Della McKelvie
September 2019

Chairperson: _____