



**Minutes of the Management Committee meeting  
held on Thursday 23rd September 2021 at 7pm in  
the Community Centre**

| Committee Member                  | Attended | Apologies |
|-----------------------------------|----------|-----------|
| Linda Brown (LB) ( <i>Chair</i> ) | X        |           |
| Gerry O'Donnell (GO'D)            | X        |           |
| Jamila Flynn (JF)                 | X        |           |
| Kristina Bowie (KB)               | X        |           |
| Elizabeth Doherty (ED)            |          | X         |
| Claire McGraw (CM)                | X        |           |
| Stewart MacKenzie (SM)            | X        |           |
| Helen McNab (HN)                  | X        |           |

| In Attendance         |                              |
|-----------------------|------------------------------|
| Pamela Milne (PM)     | Chief Executive Officer      |
| Jill Cronin (JC)      | Interim Director             |
| Lesley Carnegie (LC)  | Business Improvement Manager |
| Fettes McDonald (FMD) | FMD Financial Services       |

| Agenda Item | Description   | Action By |
|-------------|---|-----------|
| <b>1.</b>   | <b>Apologies</b>  |           |
|             | LB welcomed everyone to the meeting. Apologies were noted from E. Doherty.  |           |
| <b>2.</b>   | <b>Declaration of Interest</b>  |           |
|             | There were no declarations of interest.   |           |
| <b>3.</b>   | <b>Governance</b>   |           |
| 3a)         | Election of Office Bearers and Committee Membership   |           |
|             | <p>LC advised that as this was the first meeting following the AGM the Management Committee would need to elect the office bearers for the new governance year.</p> <p>LB stood down as Chairperson following the end of the AGM. However as per the paper approved by Management Committee on 2<sup>nd</sup> September it had already been proposed that LB stay on as Chairperson for another year, to provide some stability given the recent changes in the Senior Management Team. This was a year longer than allowed in the Rules,</p> |           |

| Agenda Item | Description  | Action By |
|-------------|--|-----------|
|             | <p>therefore this had been discussed with the Scottish Housing Regulator who had confirmed this would not be an issue.</p> <p>Management Committee elected LB as Chairperson. This was proposed by CM and seconded by SM.</p> <p>Management Committee elected G O'Donnell as Vice Chair. This was proposed by SM and seconded by KB.</p> <p>JF was elected as Company Secretary. This was proposed by HM and seconded by CM.</p> <p>Management Committee elected KB as the Chair or Audit &amp; HR Committee. This was proposed by GO'D and seconded by JF. The members of the Committee would remain unchanged.</p> <p>Management Committee elected HM as the Chair of the Community Centre Committee. This was proposed by KB and seconded by JF. The members of the Committee would remain unchanged.</p> |           |
| 3b)         | Membership Applications  |           |
|             | <p>Management Committee approved the following Membership applications:</p> <ul style="list-style-type: none"> <li>▪ Robert Wilson</li> <li>▪ Stephanie Harverson</li> <li>▪ Thomas Mellor</li> <li>▪ Maisie O'Brien</li> <li>▪ Tope Falade</li> <li>▪ Robert Wright</li> </ul>  | LC        |
| 3c)         | Management Committee Recruitment Outcome   |           |
|             | <p>LB provided an update on the recent Management Committee recruitment process, confirming that there were 4 vacancies and 5 candidates. LB provided feedback on each candidate and this was discussed by the Committee.</p> <p>Based on the current skills mix on the Committee, and the skills and experience sought through the recruitment advert, Management Committee agreed to co-opt the following onto the Committee:</p> <ul style="list-style-type: none"> <li>▪ Stephanie Harverson</li> <li>▪ Thomas Mellor</li> <li>▪ Maisie O'Brien</li> <li>▪ Tope Falade</li> </ul>  | LC        |
| 3d)         | Code of Conduct update   |           |
|             | Management Committee approved the adoption of the new Model Code of Conduct as presented.  |           |

| Agenda Item | Description  | Action By    |
|-------------|--|--------------|
|             | Signing of the Code of Conduct and Declaration of Interests forms took place following the meeting. For those not in attendance these would need to be signed prior to the next meeting of the Management Committee.   | LC / Members |
| <b>4.</b>   | <b>A.O.C.B.</b>  |              |
|             | <p>FMD advised that the LIBOR rate – used for the Association’s current loans – was being removed from across the global financial market. As a result the Association was required to provide a response to its banks on the action to be taken. FMD confirmed that there would be no legal fees for this change.</p> <p>In relation to the Cooperative Bank, it was recommended that the Association go with the SONIA compounded rate. Management Committee approved this recommendation.</p> <p>The RBS had provided a LIBOR Transition Amendment Letter that needed to be signed. It was noted that there was not long left on this loan and so the recommendation was to sign. Management Committee approved this recommendation.</p> <p>Management Committee delegated authority to LB and GO’D to sign the relevant paperwork.</p> | FMD          |
| <b>5.</b>   | <b>Date of Next Meetings</b>   |              |
|             | LB advised that a new meeting schedule for the year was currently being finalised. Management Committee members confirmed that Thursday evenings were preferred.   | LC           |

Signed: \_\_\_\_\_

Date: \_\_\_\_\_