



**Minutes of the Board meeting
held on Thursday 31st August 2023 at 6pm
in the Community Centre**

Board Member	Attended	Apologies
Kristina Bowie (KB)	x	
Jamila Flynn (JF)	x	
Robert Wright (RW)	X	
Stephanie Harverson (SH)	x	
Mark Fisher (MF) (Part Meeting)		x
Elizabeth McEachran (LM) - Chair	X	
Ross Kirkwood (RK)	X	
Amir Asif (AA)	x	
Kenny Wiggins (KW)	x	

In Attendance	
Pamela Milne (PM)	Chief Executive
Nicola Thom (NT)	Interim Director of Operations
Jennifer MacDonald (JM)	Corporate Services
Charlie Wood (CW)	Asset Manager
Danny Johns	Wyllie & Bisset
Fettes McDonald	FMD Finance

Agenda Item	Description	Action By
1.	Apologies	
	Chair advised there was apologies from the following people: - Mark Fisher	
2.	Chairs Welcome - Meeting Format	
	Chair welcomed everyone to the meeting.	
3.	Declaration of Interests	
	Declaration of interest for JM agenda item 9	
4.	Previous Minutes	

Agenda Item	Description	Action By
	<p>4.1 Minutes approved 1st – RK 2nd KB</p> <p>4.2 Noted</p> <p>4.1.2 There were no matters arising.</p>	
5.	Action Tracker	
	<p>Board went through the action tracker and approved its content.</p> <p>Action Tracker Approved</p>	
6.	Finance Reports	
	<p>6.1 – Danny Johns (DJ) from Wylie and Bisset summarised the main highlights from the year end accounts and advised that they had given a clean audit opinion in relation to the accounts. He confirmed that the Board Report was consistent with the accounts.</p> <p>6.2 – Management Letter and Response, DJ advised that there were no new recommendations which is good but still 2 points open from last year but being worked on. The audit next year will follow up progress and hopefully close these points off.</p> <p>Annual Accounts and Letter of Representation (LOR) to be signed tonight and looking for Board approval.</p> <p>Board Approved Annual Accounts and Management Letter and Response: - 1st SH. 2nd LM</p> <p>Board Approved LOR: - 1st KB 2nd SH</p> <p>6.3 – Reconciliation Accounts Surplus to Management Accounts. FMD advised that there was a change in the pension and wanted the Board to note the changes to Management Accounts – Board noted information</p> <p>6.4 – FMD went through the Q1 Management Accounts and asked Board if they were happy with the new traffic light system that was requested. Board liked this style. FMD advised annual budget is showing better than expected for Q1. There had been no medical adaptations and a cyclical overspend. CW advised this is due to grass cutting season costs being put through the Q1 budget, but this will be evened out throughout the next Quarter. FMD will report back next quarter regarding this.</p>	

Agenda Item	Description	Action By
	<p>Arrears are sitting at 7.9% which is a high figure and is a cause for concern. No issues with the loan covenants. Board asked to approve Management Accounts.</p> <p>Board Approved the Management Accounts.</p>	
7.	Governance & Compliance Reports	
	<p>DJ & FMD left the meeting at this point.</p> <p>7.1 – PM went through the Secretary Report and asked the Board to note its contents – Board noted this.</p> <p>7.2 – AGM Arrangements – PM advised that as [REDACTED] had resigned from the Board, as per the Rules, KB and SH need to step down. All Board Members filling a casual vacancy and co-optees are also required to step down. There have been no nominations so no vote will be required. There will be a short Board meeting after the AGM to decide Office Bearers.</p> <p>PM updated the Board on the Recruitment of additional Board members for co-option onto the Board.</p> <p>7.3 – Governance Compliance Update Report – PM presented the report in Wendy McCracken's absence.</p> <p>Board Noted the contents of the Report.</p>	PM
8.	Operational Reports	
	<p>8.1 – Operational Performance – KPI Report – NT advised she has started a new performance management style which is more user friendly. NT advised that there was a reduction of £22,000 in tenant arrears. NT advised she is aware that rent arrears is a high priority and will continue to prioritise this. Factoring Arrears have spiked due to invoices being issued twice a year and the latest invoices sent out in June. Void Management has strengthened and improved with the team's input.</p> <p>MF arrived in the meeting at this point.</p> <p>NT advised staff sickness is excessive due to long term sickness.</p> <p>Board commented on how they prefer the new style and find the information easy to read. Board noted contents of report.</p> <p>8.2 – Business Plan Progress Report – NT advised the cover report is in the new format and there is 77% of the action points in progress or completed. Board noted the contents of this report.</p>	

Agenda Item	Description	Action By
	<p>8.3 – Board and Staff Wellbeing – PM advised that we are looking at Board and Staff wellbeing which is part of the Q4 Action Plan. The Senior Management Team met with [REDACTED] who specialises in Board and Staff Wellbeing training to ask [REDACTED] to develop a Wellbeing Programme for Cadder which would form part of and inform other aspects of our People Strategy. PM discussed the programme with the Board. LM asked if staff were able to opt out if they wanted and PM advised yes.</p> <p>Board Approved the appointment of the Staff Wellbeing Consultant.</p>	
9.	Community Centre Reports	
	<p>JM left the meeting for this item.</p> <p>PM presented the Community Hub Feasibility Study and Business Plan. These documents have been prepared by the Association in liaison with Community Links Scotland. Through this process we have identified the type of partnership required to progress towards the reopening of the hub. The Board considered both these documents including the financial projections for the Hub.</p> <p>Board Approved the Community Hub Feasibility Study, the Community Hub Business Plan and our [REDACTED] to reopen the Hub.</p>	
10.	Any Other Business	
	<p>10.1 – JM discussed the options of email addresses and advised that Decision Time had been suggested as a possibility. LM will set up a WhatsApp group in the meantime and decision made not to set up email addresses for the Board.</p> <p>10.2 – The Board wanted it noted to Thank the team for the walk around and meeting of staff. They found this very useful.</p>	
11.	Confidential Items	
	<p>Confidential Minute to be approved separately by the Board.</p>	
12.	Date of Next Meeting	
	<p>AGM 13th September 2023. Board Meeting following AGM for election of Office Bearers. Board Meeting Thursday 26th October 2023 6pm</p>	

Signed: _____

Date: _____