

## CALEDONIA HOUSING ASSOCIATION LTD

### MINUTES OF MANAGEMENT BOARD MEETING – 19 MAY 2015 – WEBSITE VERSION

#### IN ATTENDANCE

Board Members:	David Grant Tom Potter Robing Grant Bill Robertson Lindsay Darroch	Chair Vice Chair Treasurer  (From Item 51/15)	Ian Gray Helen Archibald Raymond Low Gavin Stewart Elaine O'Brien	
CHA Staff:	Julie Cosgrove Ron Hunter Garry Savage	Chief Executive Finance Director Business Services Director	Andrew Kilpatrick Tim Calderbank Jenny Dalton	Asset Management Director Operations Director Executive Officer (Minutes)

#### APOLOGIES

Board Members:	David Grant	Chair
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BUSINESS ITEM	ISSUE	DISCUSSIONS AND DECISIONS
<b>Declaration of Interest</b>		There were no declarations of interest.
<b>Minutes of Management Board Meeting held on Tuesday 21 April 2015</b>	<b>Matters Arising</b>	The Finance Director advised that the ICT systems were being transferred in stages and that the final stage would be completed the coming weekend.
<b>Management Accounts for the Period Ended 31 March 2015</b>		<p>The Finance Director presented the management accounts for the financial year 2014/15 and explained that these were in draft form and had still to be audited.</p> <p>The Board <b>NOTED</b> the variances between service charges and service costs. The Chief Executive advised that the Executive Management Team (EMT) accepted that management controls needed to be strengthened and that a full review would be undertaken. Once completed, a full report would be provided to the Board.</p> <p>The Board <b>NOTED</b> that a detailed analysis of major repairs expenditure was not included in the Asset Management Director's Report and arrangements would be made to circulate this to them.</p>

BUSINESS ITEM	ISSUE	DISCUSSIONS AND DECISIONS
<b>2014-15 Business Performance</b>		The Board <b>NOTED</b> that further analysis of feedback from the Tenant Satisfaction Survey would be undertaken in an effort to identify particular trends. It was also the intention to review the factored owners' survey this year.
<b>2014-15 Business Plan Update</b>		The Board <b>NOTED</b> the Business Plan actions completed during the year and the number of actions carried forward to 2015/16.
<b>Annual Return on the Charter 2014/15 (ARC)</b>		The Board <b>APPROVED</b> the ARC and the recommendation that the Chief Executive be <b>REMITTED</b> to submit the Return on behalf of the Association.
<b>Applications for Membership of the Association</b>		The Board <b>APPROVED</b> the applications for membership from Martin Harkness and Hugh Levins.
<b>Draft Minutes of Cordale Committee Meeting: 14 April 2015</b>		The draft minutes were <b>NOTED</b> .
<b>Development and Planned Maintenance Progress</b>		<p><u>Water Vennel, Perth</u></p> <p>Completion of this development had been delayed due problems with a drain situated underneath the building.</p> <p><u>Caledonian Road School, Perth</u></p> <p>The Board suggested adding a plan of the finished development to the sign outside the building.</p> <p><u>Kippen Dairy, Alexandria, John Street, Renton and Main Street/King Street, Renton</u></p> <p>Agreement with the Robertson Group had now been reached and it was anticipated that work would commence at the beginning of June.</p> <p>The Board discussed procurement and the use of local contractors and advised that they wished to see Caledonia actively encourage local small to medium sized contractors to participate in the tender process for smaller development and planned maintenance projects.</p>
<b>Minutes of the Health &amp; Safety Committee Meeting: 23 April 2015</b>		The Board <b>NOTED</b> these minutes. The Board also <b>NOTED</b> their appreciation of Penny Coburn's involvement in the Committee.