

**FERGUSLIE PARK HOUSING ASSOCIATION
MINUTES OF SPECIAL MANAGEMENT BOARD MEETING HELD ON
7 AUGUST 2019 AT 5.00PM
AT THE TANNAHILL CENTRE, 76 BLACKSTOUN ROAD, PAISLEY, PA3 1NT**

1. Welcome, Sederunt & Apologies

Present:

Ian Williams	Acting Chair
Louise McNicol	Board Member
Andrea McLaughlan	Board Member
Siphosami Bayaza	Co-Opted Board Member

In attendance:

Catrina Miller	Group Chief Executive Officer
Ivor McCauley	Interim Head of Operations
Laura Gorman	Minute Taker

Apologies:

Barbara Walker
Andy Wilson
Helen Glassford

Leave of Absence:

Richard Bolton

The Chair welcomed everyone to the meeting.

2. Declarations of Interest

- 2.1 Andrea McLaughlan declared her declaration of interest in relation to Item 4a.

3. Board Member Report

- 3.1 The Group Chief Executive Officer (GCE) informed Members that the Management Board Chairperson Shona McIntyre had tendered her resignation in July 2019. Board members were previously notified of her resignation and Members agreed that Ian Williams should act as Chair until the AGM in September 2019.

- 3.2 The Management Board now has four vacancies which are currently being advertised.

The resolution was proposed by Siphosami Bayaza and seconded by Andrea McLaughlan.

Resolution; *The Management Board approved Ian Williams to act as Chair until the AGM in September 2019.*

4. Investment Programme

- 4.1 The Head of Operations informed the Board that Phase 3 of the window and door installation is ready to commence pending Board approval. Phase 3 costs are contained within the covering report and appendice.
- 4.2 Surveys are due to commence in August 2019 with installation works starting in September. Letters for Phase 3 will be issued to tenants following board approval.
- 4.3 Members noted tenant satisfaction for Phase 1 & 2 is now just under 96%.

The resolution was approved by Louise McNicol and seconded by Andrea Mclaughlan.

Resolution: *The Management Board accepted the costs provided by CMS Windows and approved the commencement of Phase 3 of the windows and doors installation programme.*

- 4.4 The Head of Operations sought approval to approve the recommendation of a contractor to carry out stock condition surveys on the Associations properties including 100 Energy Performance Certificates.
- 4.5 After a tender process and evaluation based on the Most Economically Advantageous Tender (MEAT) and the preferred contractor was JMP Construction and Property Consultants. All tender costs and scoring were contained in the covering report.

The resolution was approved by Ian Williams and seconded by Andrea McLaughlan.

Resolution *The Management Board approved acceptance of the tender provided by JMP Construction and Property Consultants for a stock condition survey including 100% of the stock externally and 50% internally.*

5. Share Membership Report

- 5.1 The Group Chief Executive Officer sought approval for an application from Howard Dales to become a shareholding member of the Association with a view to becoming a Board Member after the AGM.

The resolution was approved by Andrea McLaughlan and was seconded by Ian Williams.

Resolution *The Management Board approved the membership application in the non-tenant category from Howard Dales*

The Meeting ended at 6.25pm

Date of the next meeting Wednesday 28th August at 5pm.

I certify that the above minute has been approved as a true and accurate reflection of the proceedings:

Signed (Chair)

Date.....