

**Minute of Management Committee Meeting held on  
Wednesday 18 September 2024 at 7.40pm The Connie**

**Provanhall Housing Association Limited**

**1 Sederunt**

Members Present    Deborah Anderson    (Vice Chairperson)  
                                 Christine Morris        (Secretary)  
                                 Tracy Coutts            (Committee Member)  
                                 Claire Mckay            (Committee Member)  
                                 Elizabeth McEwan      (Committee Member)  
                                 Calum O'Donnell        (Committee Member)

Staff                     Alan Hume                (Director)  
                                 Heather Elder            (Corporate Services Assistant-  
                                 Minute Taker)

**2 Apologies**             Linda Cameron            (Chairperson)  
                                 Gabriel Agbola            (Committee Member)  
                                 Ayodeji Olorunsogo      (Committee Member)  
                                 Moira Bayne              (Committee Member)  
                                 Daniel Hughes            (Committee Member)

**3 Registrations of Interest**

3.1 None

**4 Previous Meeting Minutes for Approval**

4.1 Paper circulated prior to meeting from the Director.

4.2 Minutes of Management Committee meeting 5 September 2024.  
Proposed by Tracy Coutts and Seconded by Claire Anderson.

**5 Resignation & Re-election of Management Committee Members**

5.1 Elizabeth McEwan & Tracy Coutts stood down and were re-elected at this evenings AGM.

5.2 Calum O'Donnell & Gabriel Agbola resigned as Casual members and were elected as full members at this evenings AGM.

5.3 Moira Bayne, Claire Mckay & Daniel Hughes resigned as Co-opted members and were elected as full members at this evenings AGM.

5.4 This brings the total number of full committee members to 11.

## **6 Appointment of Chairperson**

6.1 Linda Cameron was nominated. This was proposed by Claire Mckay and seconded by Deborah Anderson.

## **7 Appointment of Office Bearers**

- a) Secretary – Christine Morris was nominated. This was proposed by Claire Mckay & seconded by Deborah Anderson.
- b) Vice Chairperson – Deborah Anderson was nominated. This was proposed by Elizabeth McEwan and seconded by Christine Morris.
- c) Technical Services Sub-Committee Convenor – Calum O'Donnell was nominated. This was proposed by Claire Mckay & seconded by Deborah Anderson.
- d) Housing Services Sub-Committee Convenor – Claire Mckay was nominated. This was proposed by Elizabeth McEwan & seconded by Deborah Anderson.
- e) HR, Audit & Finance Sub-Committee Convenor – Christine Morris was nominated. This was proposed by Claire Mckay & seconded by Deborah Anderson.

## **8 Annual Review**

8.1 MC are happy with the document and had no questions.

## **9 SHR Notifiable Event Meeting 20 May 2024 not quorate**

9.1 Paper circulated prior to meeting from the Director.

9.2 The Director is sending further info to SHR tomorrow and will update MC at the October meeting.

## **10 A.O.C.B.**

10.1 Membership applications 840, 841, 842 & 843 received and APPROVED.

## **11 Review of Meeting**

11.1 MC happy with meeting and thanks was given to all who attended the AGM prior to the meeting as well.

11.2 Elizabeth McEwan agreed to attend the office tomorrow morning to assist the Director with the Quarterly H&S Office walkabout.

## 12 Date and Time of Next Meeting

12.1 The next Management Committee Meeting will be on Monday 28 October 2024 at 5pm

There being no further business the meeting was brought to a close at 7.53pm.

Signed by (Vice Chairperson) 

Date 1 October 2024