



CUNNINGHAME
HOUSING ASSOCIATION

More than just a landlord

Board of Management Minutes

Date of Meeting: 8th September 2021

Please note that these minutes have been edited to remove any information relating to personal/confidential/commercially sensitive or of a personal nature.

CUNNINGHAME HOUSING ASSOCIATION LTD

Minutes of the First Board of Management Meeting

Held immediately after the Annual General Meeting on Wednesday 8th September 2021 at 3.45 pm

In the Association's Quayside Offices, Marina Quay, Dock Road, Ardrossan KA22 8DA



| Present | In Attendance |
|---|--|
| Janet Strang Brian McCabe Drew Hall June Fenelon John Nisbet John Kelly Elizabeth Shedden Margaret Davison Brenda Johnstone | Frank Sweeney, Group Chief Executive Allison McColl, Executive Director of Finance & Corporate Services Steven Good, Executive Director of Housing & Property Services Elaine Nimmo, PA to the Group Chief Executive Officer Kirsteen Wyllie, Minute Secretary |

| PRIORITY RED – SECTION 1 – STANDING ORDER ITEM AND GOVERNANCE ITEMS | | ACTION | | | | | | |
|---|---|------------------|-------------|-------------|--------------|------------------|------------------|--|
| 1. | <p>Group Chief Executive Officer Assumes the Chair The Group Chief Executive assumed the Chair and sought apologies and thereafter nominations for the position of Chair of the Association's Board of Management for the coming 2021-2022 session.</p> | | | | | | | |
| 2. | <p>Apologies Apologies were received from William Gibson, Lesley Keenan, John McLaren, Liam Loudon, Cllr Jimmy Miller and Cllr Jim McMahan</p> | | | | | | | |
| 3. | <p>Election of Chairperson (who then assumes the Chair) The Group Chief Executive sought nominations for the position of Chair of the Association's Board of Management for the coming 2021-2022 session.</p> <table border="1"> <thead> <tr> <th>Nomination</th> <th>Proposed By</th> <th>Seconded By</th> </tr> </thead> <tbody> <tr> <td>John Kelly</td> <td>Janet Strang</td> <td>Brenda Johnstone</td> </tr> </tbody> </table> <p>The Board of Management unanimously agreed the nomination.</p> <p>John Kelly accepted the nomination and thanked members. He then assumed the Chair of the meeting.</p> | Nomination | Proposed By | Seconded By | John Kelly | Janet Strang | Brenda Johnstone | |
| Nomination | Proposed By | Seconded By | | | | | | |
| John Kelly | Janet Strang | Brenda Johnstone | | | | | | |
| 4. | <p>Election of Vice-Chairperson The Chairperson sought nominations for the position of Vice-Chairperson of the Association's Board of Management for the coming 2021-2022 session.</p> <table border="1"> <thead> <tr> <th>Nomination</th> <th>Proposed By</th> <th>Seconded By</th> </tr> </thead> <tbody> <tr> <td>Janet Strang</td> <td>Brenda Johnstone</td> <td>June Fenelon</td> </tr> </tbody> </table> <p>Janet Strang accepted the nomination and thanked members.</p> | Nomination | Proposed By | Seconded By | Janet Strang | Brenda Johnstone | June Fenelon | |
| Nomination | Proposed By | Seconded By | | | | | | |
| Janet Strang | Brenda Johnstone | June Fenelon | | | | | | |
| 5. | <p>Election of Secretary The Chairperson sought nominations for the position of Company Secretary of the Association's Board of Management for the coming 2021-2022 session.</p> | | | | | | | |

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| 5. | <table border="1"> <thead> <tr> <th>Nomination</th> <th>Proposed By</th> <th>Seconded By</th> </tr> </thead> <tbody> <tr> <td>Lesley Keenan</td> <td>Brenda Johnstone</td> <td>June Fenelon</td> </tr> </tbody> </table> | Nomination | Proposed By | Seconded By | Lesley Keenan | Brenda Johnstone | June Fenelon | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Nomination | Proposed By | Seconded By | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Lesley Keenan | Brenda Johnstone | June Fenelon | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6. | <p>Sub Committee Members 2021-2022 The Chairperson sought nominations for the position of Chairperson and Vice Chair of the Association's Finance & Corporate Services Sub Committee for the coming 2021-2022 session.</p> <p>Chair: -</p> <table border="1"> <thead> <tr> <th>Nomination</th> <th>Proposed By</th> <th>Seconded By</th> </tr> </thead> <tbody> <tr> <td>Brenda Johnstone</td> <td>Janet Strang</td> <td>Elizabeth Shedden</td> </tr> </tbody> </table> <p>Vice Chair: -</p> <table border="1"> <thead> <tr> <th>Nomination</th> <th>Proposed By</th> <th>Seconded By</th> </tr> </thead> <tbody> <tr> <td>Drew Hall</td> <td>Janet Strang</td> <td>Elizabeth Shedden</td> </tr> </tbody> </table> <p>The Chairperson sought nominations for the position of Chairperson and Vice Chair of the Association's Audit Sub Committee for the coming 2021-2022 session.</p> <p>Chair: -</p> <table border="1"> <thead> <tr> <th>Nomination</th> <th>Proposed By</th> <th>Seconded By</th> </tr> </thead> <tbody> <tr> <td>Brenda Johnstone</td> <td>Janet Strang</td> <td>Elizabeth Shedden</td> </tr> </tbody> </table> <p>Vice Chair: -</p> <table border="1"> <thead> <tr> <th>Nomination</th> <th>Proposed By</th> <th>Seconded By</th> </tr> </thead> <tbody> <tr> <td>Drew Hall</td> <td>Janet Strang</td> <td>Elizabeth Shedden</td> </tr> </tbody> </table> <p>The Chairperson sought nominations for the position of Chairperson and Vice Chair of the Association's Development Services Sub Committee for the coming 2021-2022 session.</p> <p>Chair: -</p> <table border="1"> <thead> <tr> <th>Nomination</th> <th>Proposed By</th> <th>Seconded By</th> </tr> </thead> <tbody> <tr> <td>Willie Gibson</td> <td>Margaret Davison</td> <td>Drew Hall</td> </tr> </tbody> </table> <p>Vice Chair: -</p> <table border="1"> <thead> <tr> <th>Nomination</th> <th>Proposed By</th> <th>Seconded By</th> </tr> </thead> <tbody> <tr> <td>Liam Loudon</td> <td>John Nisbet</td> <td>Elizabeth Shedden</td> </tr> </tbody> </table> | Nomination | Proposed By | Seconded By | Brenda Johnstone | Janet Strang | Elizabeth Shedden | Nomination | Proposed By | Seconded By | Drew Hall | Janet Strang | Elizabeth Shedden | Nomination | Proposed By | Seconded By | Brenda Johnstone | Janet Strang | Elizabeth Shedden | Nomination | Proposed By | Seconded By | Drew Hall | Janet Strang | Elizabeth Shedden | Nomination | Proposed By | Seconded By | Willie Gibson | Margaret Davison | Drew Hall | Nomination | Proposed By | Seconded By | Liam Loudon | John Nisbet | Elizabeth Shedden | | |
| Nomination | Proposed By | Seconded By | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Brenda Johnstone | Janet Strang | Elizabeth Shedden | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Liam Loudon | John Nisbet | Elizabeth Shedden | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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| | <p>The Chairperson sought nominations for the position of Chairperson and Vice Chair of the Association's Housing & Property Services Sub Committee for the coming 2021-2022 session.</p> <p>Chair: -</p> <table border="1"> <thead> <tr> <th>Nomination</th> <th>Proposed By</th> <th>Seconded By</th> </tr> </thead> <tbody> <tr> <td>Janet Strang</td> <td>Margaret Davison</td> <td>Drew Hall</td> </tr> </tbody> </table> <p>Vice Chair: -</p> <table border="1"> <thead> <tr> <th>Nomination</th> <th>Proposed By</th> <th>Seconded By</th> </tr> </thead> <tbody> <tr> <td>Elizabeth Shedden</td> <td>June Fenelon</td> <td>Drew Hall</td> </tr> </tbody> </table> | Nomination | Proposed By | Seconded By | Janet Strang | Margaret Davison | Drew Hall | Nomination | Proposed By | Seconded By | Elizabeth Shedden | June Fenelon | Drew Hall | |
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| Elizabeth Shedden | June Fenelon | Drew Hall | | | | | | | | | | | | |
| 7. | <p>Subsidiary Company Members 2021-2022</p> <p>The Group Chief Executive confirmed the Chair and Vice Chair and members of CFRC and Citrus Energy will remain the same until their next meetings which are scheduled for 18th November (CFRC) and 2nd December 2021 (Citrus Energy).</p> | | | | | | | | | | | | | |

The Meeting then closed at 4:00 pm.

| | Signature | Date |
|--|-----------|------|
| Approved to Proceed to Chairperson for Sign-Off: | | |
| Approved for Circulation By: | | |
| Proposed By: | | |
| Seconded by: | | |