



CUNNINGHAME
HOUSING ASSOCIATION

More than just a landlord

Board of Management Minutes

Date of Meeting: 7th September 2022

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 7th September 2022 at 3.45 pm

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



Present	In Attendance
Janet Strang	Frank Sweeney, Group Chief Executive
John Kelly	Allison McColl, Executive Director of Finance & Corporate Services
Lesley Keenan	Jacqueline Cameron, Executive Director of Housing & Property Services
Brenda Johnstone	Linda Anderson, Executive Director of Development Services
Willie Gibson	Elaine Nimmo, PA to the Group Chief Executive Officer
June Fenelon	Kirsteen Wyllie, Minute Secretary
John Nisbet	
Drew Hall	
Brian McCabe	
Elizabeth Shedden	
Margaret Davison	
John McLaren	
Cllr Stephen Canning	

The Yearly Closed-Door session took place with the Board of Management and the External Auditor at the start of the meeting with no staff in attendance. Thereafter the staff joined the meeting.

PRIORITY RED – SECTION 1 – STANDING ORDER ITEM AND GOVERNANCE ITEMS		ACTION
4.	Yearly Closed-Door Session with External Auditor for Annual Accounts 2021/22 All CHA staff left the meeting while the Board had a closed confidential discussion with the External Auditor, Stuart Beattie of Chiene & Tait.	

Staff joined the Board of Management meeting.

PRIORITY RED – SECTION 1 – STANDING ORDER ITEM AND GOVERNANCE ITEMS		ACTION						
1.	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 2022-2023 session.							
2.	Chairperson's Remarks The Group CEO advised Liam Loudon has requested a leave of absence until the end of September 2022. The Board of Management approved the Leave of Absence for Liam Loudon.	CEO						
3.	Apologies Apologies were received from Cllr Scott Davidson.							
5.	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 2022-2023 session.							
	<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>Drew Hall</td> <td>Janet Strang</td> </tr> </tbody> </table>	Nomination	Proposed By	Seconded By	Lesley Keenan	Drew Hall	Janet Strang	
Nomination	Proposed By	Seconded By						
Lesley Keenan	Drew Hall	Janet Strang						

CUNNINGHAME HOUSING ASSOCIATION LTD

Minutes of the First Board of Management Meeting

Held immediately after the Annual General Meeting on Wednesday 7th September 2022 at 3.45 pm

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



PRIORITY RED	SECTION 1 - STANDING ORDER ITEM AND GOVERNANCE ITEMS	ACTION																								
5.	<p>The Board of Management agreed the nomination.</p> <p>Lesley Keenan accepted the nomination and thanked members. She then assumed the Chair of the meeting.</p>																									
6.	<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 2022-2023 session.</p> <table border="1" data-bbox="248 645 1361 723"> <thead> <tr> <th>Nomination</th> <th>Proposed By</th> <th>Seconded By</th> </tr> </thead> <tbody> <tr> <td>Janet Strang</td> <td>June Fenelon</td> <td>Elizabeth Shedden</td> </tr> </tbody> </table> <p>Janet Strang accepted the nomination and thanked members.</p>	Nomination	Proposed By	Seconded By	Janet Strang	June Fenelon	Elizabeth Shedden																			
Nomination	Proposed By	Seconded By																								
Janet Strang	June Fenelon	Elizabeth Shedden																								
7.	<p>Election of Secretary The Chairperson sought nominations for the position of Company Secretary of the Association's Board of Management for the coming 2022-2023 session.</p> <table border="1" data-bbox="248 976 1361 1055"> <thead> <tr> <th>Nomination</th> <th>Proposed By</th> <th>Seconded By</th> </tr> </thead> <tbody> <tr> <td>Drew Hall</td> <td>John Nisbet</td> <td>Brenda Johnstone</td> </tr> </tbody> </table>	Nomination	Proposed By	Seconded By	Drew Hall	John Nisbet	Brenda Johnstone																			
Nomination	Proposed By	Seconded By																								
Drew Hall	John Nisbet	Brenda Johnstone																								
8.	<p>Sub Committee Members 2022-2023 The Chairperson sought nominations for the position of Chairperson and Vice Chair of the Association's Finance & Corporate Services Sub Committee for the coming 2022-2023 session.</p> <p>Chair: -</p> <table border="1" data-bbox="248 1303 1361 1382"> <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>Drew Hall</td> </tr> </tbody> </table> <p>Vice Chair: -</p> <table border="1" data-bbox="248 1451 1361 1529"> <thead> <tr> <th>Nomination</th> <th>Proposed By</th> <th>Seconded By</th> </tr> </thead> <tbody> <tr> <td>Drew Hall</td> <td>Brenda Johnstone</td> <td>Brian McCabe</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 2022-2023 session.</p> <p>Chair: -</p> <table border="1" data-bbox="248 1742 1361 1821"> <thead> <tr> <th>Nomination</th> <th>Proposed By</th> <th>Seconded By</th> </tr> </thead> <tbody> <tr> <td>Brenda Johnstone</td> <td>June Fenelon</td> <td>Janet Strang</td> </tr> </tbody> </table> <p>Vice Chair: -</p> <table border="1" data-bbox="248 1890 1361 1968"> <thead> <tr> <th>Nomination</th> <th>Proposed By</th> <th>Seconded By</th> </tr> </thead> <tbody> <tr> <td>Drew Hall</td> <td>John Nisbet</td> <td>Willie Gibson</td> </tr> </tbody> </table>	Nomination	Proposed By	Seconded By	Brenda Johnstone	Janet Strang	Drew Hall	Nomination	Proposed By	Seconded By	Drew Hall	Brenda Johnstone	Brian McCabe	Nomination	Proposed By	Seconded By	Brenda Johnstone	June Fenelon	Janet Strang	Nomination	Proposed By	Seconded By	Drew Hall	John Nisbet	Willie Gibson	
Nomination	Proposed By	Seconded By																								
Brenda Johnstone	Janet Strang	Drew Hall																								
Nomination	Proposed By	Seconded By																								
Drew Hall	Brenda Johnstone	Brian McCabe																								
Nomination	Proposed By	Seconded By																								
Brenda Johnstone	June Fenelon	Janet Strang																								
Nomination	Proposed By	Seconded By																								
Drew Hall	John Nisbet	Willie Gibson																								

CUNNINGHAME HOUSING ASSOCIATION LTD

Minutes of the First Board of Management Meeting

Held immediately after the Annual General Meeting on Wednesday 7th September 2022 at 3.45 pm

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



PRIORITY RED – SECTION 1 – STANDING ORDER ITEM AND GOVERNANCE ITEMS		ACTION																								
8.	<p>The Chairperson sought nominations for the position of Chairperson and Vice Chair of the Association's Development Services Sub Committee for the coming 2022-2023 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>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>John Kelly</td> <td>Drew Hall</td> <td>Janet Strang</td> </tr> </tbody> </table> <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 2022-2023 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>Elizabeth Shedden</td> <td>Brian McCabe</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>Brenda Johnstone</td> </tr> </tbody> </table>	Nomination	Proposed By	Seconded By	Willie Gibson	Janet Strang	Elizabeth Shedden	Nomination	Proposed By	Seconded By	John Kelly	Drew Hall	Janet Strang	Nomination	Proposed By	Seconded By	Janet Strang	Elizabeth Shedden	Brian McCabe	Nomination	Proposed By	Seconded By	Elizabeth Shedden	June Fenelon	Brenda Johnstone	
Nomination	Proposed By	Seconded By																								
Willie Gibson	Janet Strang	Elizabeth Shedden																								
Nomination	Proposed By	Seconded By																								
John Kelly	Drew Hall	Janet Strang																								
Nomination	Proposed By	Seconded By																								
Janet Strang	Elizabeth Shedden	Brian McCabe																								
Nomination	Proposed By	Seconded By																								
Elizabeth Shedden	June Fenelon	Brenda Johnstone																								

PRIORITY GREEN – SECTION 4 – ITEMS WITH NO DISCUSSION REQUIRED, FOR INFORMATION ONLY		ACTION
7.	<p>Subsidiary Company Members 2021-2022</p> <p>The Group Chief Executive advised the Chair and Vice Chair of CFRC and Citrus Energy will be elected at their next meetings which are scheduled for 29th September (CFRC) and 13th October 2022 (Citrus Energy).</p>	

The Meeting then closed at 4:05 pm.

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