

Argyll Community Housing Association

Board of Management Meeting

Thursday 20th June 2019 at 10.00am in the Inveraray Inn, Inveraray

Minute

Present:

- Jim Milne (Chair)
- Cameron Grant (Vice Chair)
- Councillor Roddy McCuish (Secretary)
- David Carmichael
- Nancy McDonald
- Ian McIntyre
- Pat McVey
- Bruce Marshall

Not in Attendance:

In Attendance:

- Alastair MacGregor, Chief Executive
- Christine Johnston, Director of Housing & Neighbourhood Services
- Bruce West, Director of Finance & IT
- Kirsteen McGinn, Director of Investment & Regeneration
- Colette Benham, Director of Human Resources & Corporate Services
- Gayle Stead, Governance & Compliance Manager
- Lesley Lindsay, PA to Board of Management

The Chair opened the meeting and advised that many members had attended the funeral of Danny Kelly last week but he was aware some members were unable to do so. The Chair advised it would be appropriate to acknowledge Danny’s passing with a one-minute silence. Following the one-minute silence the Chair advised a legacy to John Muir and Danny Kelly would be covered under Item 23 AOCB.

The Chair stated that with the introduction of the Assurance Statement it was important Board members noted the content of the Information Pack. The Chair took the meeting through some of the items contained within the Information Pack.

The Chair stated the Board had two independent vacancies and five tenant vacancies. He advised that action was being taken to remedy the situation.

The Chair reminded Board members there was still an ACHA vacancy on the AHFA Board of Directors. He stated that if anyone was interested in filling the vacancy they should contact him.

The Chair reminded Board members the target date for submitting completed Personal Profiles was the date of the August Board meeting.

1.	Apologies	Actions to be
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	Councillor Donnie MacMillan, Councillor Iain Shonny Paterson, Betty Rhodick	completed by 22/08/19
2.	<p>Minute of Previous Meeting – 30th May 2019 The Board of Management APPROVED the minute as a true and accurate record of the meeting.</p> <p>Proposed by: Cameron Grant Seconded by: Bruce Marshall</p>	
3.	<p>Matters Arising Page 2 – the Chief Executive advised that Matthew MacAulay, Regeneration Manager had left the Association’s employment on 19th June 2019. He advised Matthew had requested his best wishes be passed onto the Board of Management. The Chair stated Matthew would be missed.</p> <p>Page 2 – Item 2 – Minute of Previous Meeting – actions completed. Amendments made to previous minute.</p> <p>Page 2 – Item 2 – the Chief Executive advised an itinerary for the stock tour had been issued. He advised that as a result, the members of the newly formed Bute & Cowal Area Committee would be invited to attend along with the two non-ACHA AHFA Board members. The Chief Executive advised they would also be invited to attend the Board meeting as observers.</p> <p>Page 3 – Item 6 –CONFIDENTIAL</p> <p>Page 6 – Item 10 – the Director of Human Resources & Corporate Services to draft guidance to assist Board members in developing personal profile. The Director of Human Resources & Corporate Services advised the action had been completed.</p> <p>Page 6 – Item 10 – the Chair advised an updated Action Plan would be presented to the August Board meeting.</p> <p>Page 7 – Item 12 – Bute & Cowal Area Committee – the Governance & Compliance Manager confirmed the Scottish Housing Regulator had been updated.</p> <p>Page 12 – Item 21 – Regeneration Update – population of remarks column in the Glencruitten consultation. The Director of Investment & Regeneration advised she has requested the Consultants populate the column and once populated a further update will be provided to SMT and the Board of Management.</p> <p>Page 13 – Item 23 – Void Refusal Rates – Drumfork Court – the Director of Housing & Neighbourhood Services advised a report would be submitted to a future Board meeting once options had been analysed. The Vice Chair advised he had attended a presentation delivered by Inch Architecture on housing for the elderly. He asked if it would be possible to convert Drumfork Court into a dementia care centre. The Director of Housing & Neighbourhood Services advised she would add the suggestion into the options to be considered. She added she did not think it would be possible</p>	Kirsteen McGinn

as there were tenants and owners living in Drumfork Court. She clarified that offers of housing at Drumfork Court were not being made to homeless applicants unless they had specifically requested the area.

Page 13 – Item 23 – Void Refusal Rates – the Director of Housing & Neighbourhood Services advised she had been liaising with Councillor Paterson and had spoken to the applicant in question regarding decorating costs. She further advised she would keep Councillor Paterson up to date.

Page 14 – Item 24 – Investment Update – the Chief Executive advised he had carried out some legwork and ascertained there were 56 Community Councils operating. He stated that in order to breakdown investment into each area would be a time consuming job for Investment & Regeneration staff. He stated he could communicate with each of the Community Councils advising them of the total investment in all areas. Bruce Marshall asked whether they would receive a written letter or an email. The Chief Executive advised either vein of communication would be used.

Page 15 – Item 25 – Torlochan Update – Bruce Marshall asked for clarification on why Council Tax was payable on pitches that could not be used. The Director of Finance & IT advised the only way to avoid paying Council Tax was to agree to demolish. He stated a vacant pitch was treated in the same way as a void property. The Chair stated that if the pitches could not be used as a result of fire regulations they were technically not vacant. The Director of Housing & Neighbourhood Services stated it would most likely be argued it was due to the Association's configuration of the site. She advised she was working on trying to reach a solution but would be entirely dependent upon whether Government funding would be available. She reminded the meeting there required to be a 6 metre separation between caravans. She added that some sites had two caravans.

The Director of Housing & Neighbourhood Services advised she had obtained further information regarding the family who wished to move onto the Gypsy/Traveller Site at Torlochan. She stated she had names and ages for 11 family members who would wish to rent two or three pitches. She advised there may be an additional six or seven family members who may take another four pitches. She advised the family were currently based in Fife and that Fife Council had been contacted requesting further information, which was being awaited. The Director of Housing & Neighbourhood Services told the Board she had made it clear to the family the site would require upgrading and if it was to be re-opened it was likely it would be at least a year and a half before this could be done. The Chief Executive advised he would be meeting with Michael Russell MSP on Monday 24th June 2019 and would raise the issue of funding. The Board of Management were advised a further report would be brought to the August meeting.

Page 16 – Item 26 – Brexit – the Chief Executive confirmed he had written to Ian Brennan at the Scottish Housing Regulator advising the Association have analysed the Brexit risks.

The Chair asked Board members to note the post meeting note highlighting the members of the Board Portal Working Group as Cameron Grant, Ian

**Alastair
MacGregor**

**Christine
Johnston**

	McIntyre, Jim Milne and a member of the IT Department.	
4.	Correspondence There was no correspondence.	
5.	Declaration of Interest There were no declarations of interest.	
6.	<p>New Audit Committee Member/Chair The Chair stated that due to the sad passing of Danny Kelly, who had been Chair of the Audit Committee there was a vacancy on the Audit Committee. He asked if any Board member would be willing to fill the vacancy. Ian McIntyre volunteered. The Chair asked if Ian would be willing to take on the role of Chair of the Audit Committee. Ian McIntyre agreed.</p> <p>The Chief Executive advised that he, along with the Director of Finance & IT would meet with Ian to go through the responsibilities.</p> <p>The Board of Management unanimously AGREED Ian McIntyre as Chair of the Audit Committee.</p>	Alastair MacGregor/ Bruce West
7.	<p>a. New Membership Applications The Board of Management unanimously APPROVED one new membership application. The Chief Executive advised he would contact Mrs MacColl to find out if she would be interested in filling a vacancy as she had considerable experience of committee and Board work.</p> <p>b. Cancelled Memberships the Board of Management NOTED the cancellation of two memberships.</p> <p>The Board of Management NOTED the current membership total as at 11th June 2019 was 264 members.</p>	Alastair MacGregor
8.	<p>Chief Executive Presentation The Chief Executive delivered a presentation covering:</p> <ul style="list-style-type: none"> • Key Updates • Other Updates <p>The Board of Management NOTED the contents of the presentation.</p> <p>Members in attendance were provided with a copy of the presentation.</p> <p>The Secretary asked why the Council did not liaise with RSLs to obtain the information required for the housing needs survey. The Chief Executive advised it was his understanding that it was a requirement of the Scottish Government that the Council carry out an independent housing needs survey.</p> <p>The Secretary asked if there were any issues flagged up at the Strategic Housing Forum meeting regarding the Council's Housing Needs and Demand analysis that may be barriers to the Association meeting its new build target. The Director of Investment & Regeneration advised that land availability was the main issue. The Chief Executive stated the new build</p>	

	<p>programme needed to be progressed as there may not be as high a level of resources post 2021.</p> <p>Bruce Marshall welcomed the £475k Aids & Adaptations funding and asked what proportion ACHA contributed. The Director of Investment & Regeneration advised the Association did have a small budget for Aids & Adaptations to carry out small works. She further advised the Association were required to front fund all adaptation works.</p>	
9.	<p>AHFA Management Accounts to 31st May 2019</p> <p>The Director of Finance & IT stated it was important to note there were still some adjustments required to the Management Accounts to unwind and reverse out. He commented there were currently no significant issues.</p> <p>The Director of Finance and IT took the meeting through the Management Accounts.</p> <p>The Director of Finance & IT stated the key issues were for AHFA to ensure they secured a pipeline of work and planed and resourced the works.</p> <p>No questions were raised and the Board of Management NOTED the contents of the AHFA Management Accounts.</p> <p>The Chief Executive advised an AHFA Financial Review meeting took place on a six weekly cycle. He further advised he had requested the Managing Director of AHFA, along with the Director of Investment & Regeneration carry out a projection of works based on what they believe could be undertaken.</p>	
10.	<p>AHFA Unaudited Accounts</p> <p>The Director of Finance & IT advised the Income Statement and Statement of Financial Position from the unaudited accounts were being presented to both the AHFA and ACHA Boards to ensure members were aware of the key information on AHFA's financial performance for the year and its financial position at the end of the year. He advised the external auditors were currently on site.</p> <p>The Director of Finance & IT took the meeting through his report and advised that after setting aside the pension deficit, the financial position had improved by £63k. He stated that significant fluctuations in the pension deficit were outwith AHFA control. He further stated the deficit would be eliminated if interest rates were to rise.</p> <p>The Director of Finance & IT advised his report set out the income and expenditure over the last year.</p> <p>The Board of Management NOTED the contents of the AHFA Unaudited Annual Accounts.</p>	
11.	<p>AHFA Business Plan</p> <p>The Director of Finance & IT advised the Business Plan was largely based on the budget approved in February and the agreed resilience proposals.</p>	

	<p>He stated the overall position to March 2021 showed sufficient cash surpluses to repay the Intercompany loan, generate reserves, leave the balance sheet in a positive position and also leave cash in the bank.</p> <p>The Director of Finance & IT stated the Business Plan only covered a two-year period as the majority of AHFA income was dependent upon the Reactive Maintenance Contract with ACHA which is due for renewal March 2021.</p> <p>The Director of Finance & IT advised there was one adjustment required to the figures in relation to Grounds Maintenance. He stated the full budget had been included which was showing £40k more. He advised this would be removed and confirmed the oversight would not impact the overall position.</p> <p>The Chair thanked the Director of Finance & IT for the excellent summary of the position contained on page three of his report.</p> <p>The Board of Management unanimously APPROVED the submission of the AHFA Business Plan 2019/20 to the Scottish Housing Regulator in order to meet the Scottish Housing Regulator Regulatory Plan requirement for the submission of a copy of the AHFA Business Plan by 30th June 2019.</p>	
12.	<p>ACHA Management Accounts to 31st May 2019</p> <p>The Director of Finance & IT stated it was important to note there were still some adjustments required to the Management Accounts which would take a couple of months to unwind and reverse out.</p> <p>The Director of Finance & IT advised there was a substantial variance on Management Costs. He stated this was due to the insurance premiums invoice being received late. He confirmed the June Management Accounts would rectify the position.</p> <p>The Director of Finance & IT took the meeting through his report highlighting:</p> <ul style="list-style-type: none"> • Income • Responsive Repairs and Planned Maintenance • Investment Programme <p>The Director of Finance & IT stated the Board should take comfort that the financial position of operating costs and income over the last couple of years had always been contained within budget.</p> <p>The Chair asked when Eton Avenue and Dalintober would drop out the equation for Council Tax. The Director of Finance & IT advised when a decision had been taken to demolish the properties. He added the decision to demolish Eton Avenue had been taken by the Board but the Council Tax invoices would not be received until September 2019. He stated the future of Dalintober was not yet clear and would still incur Council Tax charges. The Chair asked if the void rent loss had stopped. The Director of Finance & IT advised as long as the properties remained on the rent role they would incur void rent loss costs but further advised that once they had been removed from the rent role that would remove the gross rent so there would be no financial impact.</p>	

	<p>The Board of Management NOTED the content of the Management Accounts.</p>	
13.	<p>ACHA Unaudited Accounts</p> <p>The Director of Finance & IT advised the accounts had been submitted to the external auditor for scrutiny and confirmed a full set of accounts would be presented to the August Board meeting for consideration.</p> <p>The Director of Finance & IT advised the covering report set out the main changes in relation to income and expenditure and took the meeting through his report highlighting:</p> <p>Statement of Comprehensive Income</p> <ul style="list-style-type: none"> • Turnover • Operating costs less other income • Finance charges etc. • Actuarial adjustment on pension scheme <p>Statement of Financial Position</p> <ul style="list-style-type: none"> • Property, plant and equipment • Net current assets • Creditors due after one year • Pensions deficit • Net assets after pensions deficit <p>The Director of Finance & IT advised final checks were still being carried out on the current security valuation.</p> <p>The Chair questioned whether the title of the report should be ACHA not ACHA Group. The Director of Finance & IT advised ACHA Group was correct as the financial statements were group statements which consolidated ACHA and AHFA.</p> <p>The Vice Chair queried the last sentence on page four of the report “the notes on pages 33 to 59 form part of these financial statements” and asked where they were. The Director of Finance & IT advised the notes would be contained within the full set of accounts which the Board would receive in August. He stated the report was an extract of the two main financial statements for information.</p> <p>The Board of Management NOTED the extracts from the unaudited accounts.</p>	
14.	<p>Treasury Management Annual Report</p> <p>The Director of Finance & IT advised the Association were required to prepare a Treasury Management Annual Report each year. He confirmed the report had been considered by the Audit Committee in May who were happy for the report to be submitted to the Board for consideration.</p> <p>The Director of Finance & IT advised the Treasury Management annual report sets out borrowing and investment and took the meeting through each of the headings contained within his report.</p>	

	<p>The Director of Finance & IT advised the key areas of his report were contained on pages five and six, section four which set out the key points from the strategy against what had happened over the course of the year.</p> <p>The Board of Management unanimously APPROVED the Treasury Management Annual Report for 2018/19.</p>	
15.	<p>ACHA Business Plan</p> <p>The Director of Finance & IT advised the Business Plan had been approved by Lloyds Banking Group and was required to be submitted to the Scottish Housing Regulator by 30th June 2019.</p> <p>The Director of Finance & IT advised the full report reflected the summary Business Plan presented to the Board in March 2019. He stated the substance of the Business Plan was the same.</p> <p>The Director of Finance & IT took the meeting through his report highlighting the key information.</p> <p>The Director of Finance & IT took the meeting through the Key Assumptions contained within his report.</p> <p>The Director of Finance & IT advised he had no difficulty in recommending to the Board that approval is given to submit the Business Plan to the Scottish Housing Regulator.</p> <p>Bruce Marshall stated there was no information contained in the void assumptions relating to Dalintober and asked what the position was. The Director of Investment & Regeneration advised discussions were ongoing with Historic Environment Scotland and Argyll and Bute Council. She advised it was hoped a pre-application would be submitted next week recommending demolition. She stated she hoped an update would be available for the August meeting.</p> <p>The Board of Management unanimously APPROVED the Business Plan 2019/20.</p> <p>The Board of Management unanimously APPROVED submission of the Business Plan to the Scottish Housing Regulator.</p>	
16.	<p>10, 10, 10 Initiative – ACHA Schools Award Scheme – Amendment to Terms of Reference</p> <p>The Director of Human Resources & Corporate Services advised the 10 10 10 Initiative was in its third year of operation. She stated there was not a high level of schools coming forward to apply for funding.</p> <p>She advised the current rules only allow for a second application to be made after five years have passed and asked the Board to consider removing the five year rule from 2020 onwards. She also asked the Board to consider whether the upper limit for overall bids should remain at two per school or a revised limit be set.</p> <p>Bruce Marshall asked for a list of the schools that had applied for funding in the current year. The Director of Human Resources & Corporate Services advised the nine schools are:</p>	

St Andrews Primary, Rothesay
Barcaldine Primary
Kilmodan Primary & ELC
Kilcreggan Primary
Sandbank Primary
Dunbeg Primary
Tighnabruaich Primary
Strachur Primary
Small Isles Primary, Jura

The Secretary stated he was happy with the recommendations and asked for clarification that all schools are notified. The Director of Human Resources & Corporate Services stated the applications/information was issued via Argyll and Bute Council through their system asking each school to submit an application. She stated a higher uptake had been anticipated. Pat McVey added he did not understand why more schools were not applying and asked if the applications required to be circulated via the Council. The Director of Human Resources & Corporate Services advised it had been agreed as a joint initiative.

Ian McIntyre advised the matter had been discussed at the Oban, Lorn & Isles Area Committee meeting and it was suggested that admin within schools do not have enough time to complete the application. The Director of Human Resources & Corporate Services advised the application form had deliberately been kept simple to encourage submission.

The Director of Human Resources & Corporate Services advised that once all the applications had been submitted and approved she would bring an update report to the Board of Management for information.

The Vice Chair asked if it would be possible to issue a press release six months after the Council issue the application forms. The Director of Human Resources & Corporate Services advised that successful schools are asked to carry out an evaluation and then issue a press release. The Director of Housing & Neighbourhood Services advised the next newsletter contained an article on the 10 10 10 initiative.

The Chair advised he would be happy to change the rules with immediate effect and advise the schools of the rule change. The Chief Executive stated if the Board agreed to a rule change all schools should be notified that if the Association receive less than 10 applications that would trigger an opportunity for a second application.

The Chair asked for comments on whether the upper limit for overall bids should remain at two per school or a revised upper limit be set. The Vice Chair suggested that if the Board were minded to change one rule it would be better to change both. The Secretary disagreed and stated it would be more beneficial to spread the grant as much as possible and suggested remaining at two with a re-doubled effort to promote the initiative.

Bruce Marshall commented that issuing the application forms via the Council did not appear to be working. The Chief Executive stated the project was entering its third year of operation and already 20 schools had

**Colette
Benham**

	<p>benefited.</p> <p>The Chair stated consideration of increasing the upper limit could be carried out at a later stage.</p> <p>The Board of Management unanimously APPROVED removing the five-year rule with immediate effect and advising the previous successful schools if there is spare capacity they can submit a second application for consideration.</p> <p>The Board of Management unanimously APPROVED retaining the current upper limit but AGREED to reconsider in the future if required.</p> <p>The Chief Executive asked the Director of Human Resources & Corporate Services to establish what information was issued to all schools.</p> <p>Post Meeting Note All schools will be made aware of the immediate rule change.</p>	<p>Colette Benham</p>
<p>17.</p>	<p>Warm Homes Fund</p> <p>The Director of Investment & Regeneration advised that following the award of almost £5.1m from the Warm Homes Fund the Association plans to install 845 Air Source Heat Pumps into tenants' homes and 200 Air Source Heat Pumps into private owner's homes.</p> <p>The Director of Investment & Regeneration advised the Association did not have adequate resources to deliver the project and took the meeting through her report and recommendations to form a project team consisting of:</p> <ul style="list-style-type: none"> Project Manager x 1 Clerk of Works x 2 Tenant Liaison Officer x 2 Admin Staff x 2 <p>All to be appointed on a two year fixed term contract to be advertised externally and internally as a potential secondment opportunity.</p> <p>She advised ACHA were in negotiations to sign the final contract and plans to begin the installs in July 2019.</p> <p>The Director of Investment & Regeneration advised that Alienergy had submitted their cost of £200 per visit. The Board were advised the project could not support that level of cost and alternatives were being sought.</p> <p>The Vice Chair questioned if the report was correct; that 200 owner's properties would be fitted with Air Source Heat Pumps. The Director of Investment & Regeneration that was correct and was part of the successful bid. She clarified that the owners would be required to demonstrate they were in fuel poverty first.</p> <p>The Secretary stated he was astounded that Alienergy were proposing to charge £200 per visit. He agreed that an alternative should be sought. The Director of Investment & Regeneration stated it would have been good to work in partnership with Alienergy but the cost was not feasible. The Secretary congratulated the Director of Investment & Regeneration in</p>	

	<p>obtaining the funding.</p> <p>The Board of Management NOTED progress with the Warm Homes Fund project.</p> <p>The Board of Management AGREED to source an alternative to Alienergy to carry out the eligibility visits</p> <p>The Board of Management unanimously APPROVED the recruitment of the project staff to deliver the project</p> <p>The Board of Management NOTED the application to the Energy Redress Scheme for £156k to potentially employ two energy assessors for ACHA.</p>	
18.	<p>Torlochan</p> <p>Covered under Item 3 – Matters Arising.</p>	
19.	<p>2018 Tenant Satisfaction Survey Action Plan 2019/21 Quarterly Update</p> <p>The Director of Housing & Neighbourhood Services advised that following the completion of the main satisfaction survey, an action plan had been populated by all Departments. She advised she was presenting the first progress report to end March 2019 and added that some of it had moved on.</p> <p>The Director of Housing & Neighbourhood Services took the meeting through her report and details of the action plan and advised it would be updated quarterly and report back to the Board.</p> <p>The Director of Housing & Neighbourhood Services advised there was room for flexibility within the action plan.</p> <p>The Chair stated that Facebook had been operational since the 1st April 2019 and asked for an update on usage. The Director of Housing & Neighbourhood Services advised she was awaiting statistics on usage from the IT Department and added there had been no negative comments received. The Chief Executive reminded the Board that it had been agreed an update would be provided at the end of the first year of operation.</p> <p>Ian McIntyre congratulated the Director of Housing & Neighbourhood Services on the articles issued on the Association's Facebook page. He stated the links to other organisations were very useful. He added that ACHA had a higher rate of posts than some other Housing Associations. The Director of Housing & Neighbourhood Services stated further publicity would be given to the Facebook page in the next tenants newsletter.</p> <p>Bruce Marshall asked if there would be an additional cost to extending the repairs service to beyond 6pm. The Director of Housing & Neighbourhood Services advised there would be a cost but a cost analysis still required to be undertaken. She further advised a high level of analysis was ongoing.</p> <p>The Board of Management NOTED the progress and actions taken in line with the outcomes of the 2018 Tenant Satisfaction surveys.</p> <p>The Board of Management NOTED feedback on performance would be provided via Tenants Newsletters, Landlord Report, ACHA's website etc.</p>	
20.	<p>Investment Update</p> <p>The Director of Investment & Regeneration took the meeting through her</p>	

	<p>report covering:</p> <ul style="list-style-type: none"> Investment Programme Progress to date SHQS & EESSH Stock Condition Survey Tender Returns Special Projects Demolition Contracts Stock Restructure Stock to Sell Properties to Purchase Exemplar Estates Projects Grounds Maintenance Update Customer Satisfaction Contractor/Consultant Appraisals <p>The Vice Chair asked it be noted that good comments have been received in relation to the Grounds Maintenance work and team. Ian McIntyre agreed and stated the Grounds Maintenance team were very visible and carried out good work. Nancy MacDonald also agreed.</p> <p>Bruce Marshall asked what improvements were envisaged at Finbracken. The Director of Investment & Regeneration advised a range of areas were being looked at to make the estate more attractive including balconies, external environment, door entry systems, lighting, closes, gardens etc. She advised a consultation exercise was being carried out with tenants to ascertain what they would like. She further advised a name change may be considered. The Board of Management noted there was no demand currently to live at Finbracken.</p> <p>Ian McIntyre asked the reason for the delay in works at Soroba Road, Oban. The Director of Investment & Regeneration advised a meeting is scheduled with owners in July.</p> <p>David Carmichael stated that both he and his neighbour could not cut their grass and asked if the Grounds Maintenance team could cut their grass when the common areas were being cut. The Director of Investment & Regeneration advised that she would look into the matter on an individual tenant basis to see if the parties concerned qualified and advised she respond directly.</p> <p>The Board of Management NOTED the programme for 2019/20 with a spend of £10.48m</p> <p>The Board of Management NOTED progress on the Investment Programme</p> <p>The Board of Management NOTED the proposed special projects</p> <p>The Board of Management NOTED the Stock Restructure Project</p> <p>The Board of Management NOTED progress with the Grounds Maintenance Project</p>	<p>Kirsteen McGinn</p>
21.	<p>Regeneration Update</p> <p>The Director of Investment & Regeneration took the meeting through her report providing commentary on each of the headings:</p>	

	<ol style="list-style-type: none"> 1. Development Programme Summary <ol style="list-style-type: none"> 1.1 Financial Summary 1.2 Currently On Site 1.3 On site/completed housing mix – 2018/19 2. In progress 3. Future Projects 4. Issues 5. Tenant Satisfaction Surveys <p>The Secretary asked if there had been engagement regarding the Coll NHS House. The Director of Investment & Regeneration stated there had been no engagement which had been disappointing.</p> <p>The Secretary asked if there was any progress in relation to the Council's depots for sale. The Director of Investment & Regeneration advised the Chief Executive had contacted the Council and asked that they prioritise the depots. She advised she would raise the matter again with the Council.</p> <p>Ian McIntyre asked if the Council had an issue in relation to the Glencruitten site. The Director of Investment & Regeneration advised there was no issue from the Council's side but because of the number of units involved a consultation process requires to be followed. She advised there may be an issue regarding access as there is no opportunity to widen the road at any point.</p> <p>The Board of Management NOTED the progress of the development programme against the targets The Board of Management NOTED the amended budgets for 2019/20 The Board of Management NOTED the proposals for future developments</p>	Kirsteen McGinn
22.	<p>Board of Management Secure Area</p> <p>The Director of Finance & IT reminded Board members the Board Member Secure Area was available for use per the email from the Association's IT Manager. He advised members that they can access the portal via their own devices, there is no requirement to use an ACHA device.</p> <p>The Director of Finance & IT advised that should any member require assistance with using the portal they should contact Ryan Caskie as per the email circulated by the PA to the Board.</p> <p>The Director of Finance & IT advised that any comments, feedback, suggested improvements could be made to him or directly to Vivienne Litster, IT Manager.</p> <p>Ian McIntyre advised he had been on the portal and had found it very easy and straightforward to use. Pat McVey agreed. The Chair stated it was a great resource to have.</p> <p>The Vice Chair stated it might be beneficial to include the Area Committee meeting papers on the portal and a diary of events.</p> <p>The Chair advised the area would continue to be developed.</p>	

23.	<p>A.O.C.B. Memorials</p> <p>The Chief Executive advised that following the passing of Danny Kelly and John Muir a number of colleagues had approached him to suggest a legacy to each. The Regional Manager had suggested siting a bench in memory of Danny at the new housing development at Castle Wood. The Regional Manager will discuss with Danny’s family and if appropriate will have the bench sited to tie in the opening on 23rd August 2019.</p> <p>The Chief Executive advised a number of touching poems, written by John, had been read out at his funeral. The Chief Executive suggested it may be appropriate to site a bench on the front green in Lochgilphead in memory of John as he spend a lot of time there. The Chief Executive advised he would liaise with Argyll and Bute Council as they own the land.</p> <p>The Board of Management unanimously AGREED the suggested memorials for Danny and John.</p> <p>Key Facts Cards</p> <p>The Chair circulated three separate pages: Vision and Values Card Key Facts Card x 2 (different versions)</p> <p>The Chair advised the Vision and Values Card was already in circulation and asked the Board to consider the two different styles of Key Facts Card. He advised it contained information on what the Association were doing strategically.</p> <p>The Chair asked the Board which version of the Key Facts card they preferred and if they were happy to proceed. The Director of Finance & IT suggested including other key facts more relevant to tenants. The Chair stated the primary aim of the card was an aide memoire to Board members if there were in a situation where the information was required they would have it to hand. The Director of Finance & IT stated the card was very much space restricted. Ian McIntyre stated he supported the comments made by the Director of Finance & IT and added the information contained on the card meant nothing to tenants. The Chair advised he would return to the “drawing board”.</p> <p>AGM Notice</p> <p>The Board of Management AGREED there would not be media adverts issued for the 2019 AGM. It was NOTED that posters would be displayed, and adverts would be placed on the website and on Facebook.</p> <p>Assurance Statement</p> <p>The Vice Chair ask that it be noted the Scottish Housing Regulator was very impressed with the Assurance Statement ACHA have adopted. He also advised that other RSLs and Local Authorities may replicate the design. The Vice Chair thanked the Governance & Compliance Manager and stated her work was appreciated.</p>	Alastair MacGregor
24.	<p>Date & Time of Next Meeting</p> <p>Thursday 22nd August 2019 at 10.00am in the Inveraray Inn, Inveraray</p>	

Post Meeting Note

The Vice Chair made a request to the Director of Investment & Regeneration that the installation of an external socket be included/considered within the Design Brief for new build properties.