

Report to:	Management Committee Meeting
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Agenda Item 3.2:	Minutes of Pineview Housing Association Ltd Twenty Seventh Annual General Meeting held in Drumchapel Community Centre, 320 Kinfauns Drive on Tuesday 03 July 2018 at 6:00pm
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Prepared By:	Isobel Ferguson, Finance & Corporate Services Officer
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Date Prepared	20 August 2018
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Meeting Date	28 August 2018
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Minutes - Rule 62 - SFHA Charitable Model Rules (Scotland) 2013	Action																												
62. Minutes of every general meeting, Committee Meeting and sub-committee meeting must be kept. Those minutes must be presented at the next appropriate meeting and if accepted as a true record, signed by the Chairperson of the meeting at which they are presented. All Minutes signed by the Chairperson of the meeting shall be conclusive evidence that the minutes are a true record of the proceedings at the relevant meeting.																													
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<table border="0"> <tr> <td><u>Present</u></td> <td><u>Apologies:</u></td> </tr> <tr> <td>Members</td> <td></td> </tr> <tr> <td>Ms Angela Black</td> <td>Ms Sharon Kane</td> </tr> <tr> <td>Mrs Jean Black</td> <td>Mr Alexander Knox</td> </tr> <tr> <td>Mrs Gail Boyle</td> <td>Ms Margaret McFadyen</td> </tr> <tr> <td>Mr Asa Brooks</td> <td>Ms Josephine McGinty</td> </tr> <tr> <td>Mr Mark Cord</td> <td>Ms Winifred McPhail</td> </tr> <tr> <td>Mrs Janet Cowie</td> <td>Mrs Janette Murphy</td> </tr> <tr> <td>Mr William Cowie</td> <td>Mr Jim O'Connor</td> </tr> <tr> <td>Mrs Karen Elder</td> <td>Ms Victoria Phelps</td> </tr> <tr> <td>Mr Magnus Peter Fee</td> <td>Mrs Phyllis Poole</td> </tr> <tr> <td>Miss Myra Frater</td> <td>Miss Amanda Smith</td> </tr> <tr> <td>Ms Mary Frew</td> <td>Mrs Elizabeth Smith</td> </tr> <tr> <td>Mrs Margaret Jones</td> <td>Mr Andrew Tait</td> </tr> </table>	<u>Present</u>	<u>Apologies:</u>	Members		Ms Angela Black	Ms Sharon Kane	Mrs Jean Black	Mr Alexander Knox	Mrs Gail Boyle	Ms Margaret McFadyen	Mr Asa Brooks	Ms Josephine McGinty	Mr Mark Cord	Ms Winifred McPhail	Mrs Janet Cowie	Mrs Janette Murphy	Mr William Cowie	Mr Jim O'Connor	Mrs Karen Elder	Ms Victoria Phelps	Mr Magnus Peter Fee	Mrs Phyllis Poole	Miss Myra Frater	Miss Amanda Smith	Ms Mary Frew	Mrs Elizabeth Smith	Mrs Margaret Jones	Mr Andrew Tait	
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<u>In Attendance</u>																													
Joyce Orr	Director																												
Mark Mullholland	Alexander Sloan Auditors																												
Karen Byrne	Housing Services Manager																												
Howard Dales	FMD																												
John Drum	Assistant Housing Officer (Maintenance)																												
Isobel Ferguson	Finance & Corporate Services Officer																												
Mandy Kemp	Senior Finance & Corporate Services Assistant																												
Murray Landale	Housing Officer (Management)																												
Linda Macmillan	Assistant Housing Officer																												

Duncan McLeary	Housing Officer (Maintenance)									
Robert Murray	Temporary Assistant Officer									
Janie Preston	Housing Officer (Management)									
Stuart Walker	Estate Caretaker									
James Milliken	Estate Caretaker									
2. Introduction & Welcome to Top Table										
<p>The Chairperson welcomed everyone to the meeting and introduced the people at the top table:</p> <table border="0"> <tr> <td>Josephine McGinty</td> <td>Chairperson</td> </tr> <tr> <td>Joyce Orr</td> <td>Director</td> </tr> <tr> <td>Karen Byrne</td> <td>Housing Services Manager</td> </tr> <tr> <td>Mark Mullholland</td> <td>Alexander Sloan Auditors</td> </tr> </table> <p>Chairperson outlined the meeting format, sought apologies and introduced the agenda for the meeting.</p>			Josephine McGinty	Chairperson	Joyce Orr	Director	Karen Byrne	Housing Services Manager	Mark Mullholland	Alexander Sloan Auditors
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3. Approval of Minutes of Twenty Sixth Annual General Meeting 04 July 2018										
<p>The Chairperson went through the minutes page by page. The minutes were adopted and unanimously approved by the membership on the proposal of Jean Black, seconded by Winnie McPhail.</p> <p>There were no matters arising.</p>										
4. Chairperson's Report										
<p>The Chairperson presented their 2017 – 2018 report and began by thanking the committee, staff and tenants for making it another successful year.</p> <p><u>Customer Forum</u></p> <p>The Chairperson gave an overview of the range of work undertaken during the year; development of local common allocations policy, ongoing review of Glasgow Common Housing Register (GHR), customer satisfaction/policy scrutiny and development of the charter report.</p> <p>The Chairperson expressed the Association's gratitude to everyone who had helped achieve the successful running of the Association this year, including committee, staff, members, residents and customers.</p> <p><u>Performance</u></p> <p>The Chairperson gave an overview of the work carried out over the last year, highlighting the following areas:</p> <ul style="list-style-type: none"> • Replacement of District Heating System • Kitchen and boiler replacements • Satisfaction survey follow up – Behaviours framework • Long Term Financial projections • Annual Performance results – remain high and compare favorably with Scottish wide performance. Report to be issued to residents in October 18. 										

Wider Action

The Chairperson outlined the range of support given to local community groups; Northmuir Gardens, Wheel Fix It, and partnership work with Action for Children. The Chairperson encouraged members to speak to committee or staff for more information on how to get involved in the wider action projects.

Donations

In line with the Association's Rules the Chairperson reported on the charitable donations made during 2017/18 and referred to the report issued with the meeting papers.

Future

The Chairperson advised while a number of good achievements have been made during the year, there are still goals to work towards over the coming year and beyond. Members were advised they will be kept up to date with our plans via resident newsletters and our website.

Members were encouraged to visit our website which has been redesigned and feedback any comments or suggestions for improvement.

5. Annual Accounts 2017/18

The Chairperson introduced Mark Mullholand (MM), and advised he represented Alexander Sloan the Association's External Auditors.

MM explained committee's responsibility to ensure that Financial Statements are produced for each financial year and that these give a true and fair view of the Association's financial position. MM went on to explain Alexander Sloan's role in auditing the Association's accounts. MM drew members' attention to the Statement of Comprehensive Income, highlighting the positive position at the end of the year and confirming the Association is in a strong position with no issues in meeting current debts.

MM confirmed there were no matters to be brought to the attention of the membership.

The floor was opened to the membership for any questions relevant to the Annual Accounts.

No questions raised.

The Chairperson sought members' approval of the Financial Statements. These were unanimously approved by the membership on the proposal of Angela Black, seconded by Winnie McPhail.

6. Approval for Re-appointment of Auditors for 2018/19

In the absence of any prior notification to the contrary, it was advised that Alexander Sloan would remain as auditors for the coming year.

7. Election of Management Committee for 2018/19

Committee Members standing down and seeking re-election:

- Asa Brooks
- Myra Frater
- Sharon Kane
- Josephine McGinty
- Anna Welsh

Additional Nominations received:

- Mark Cord
- John Claude Faleu
- Kenny McGinty

As the number of Members standing for election was less than the number of vacant places, the membership were advised that no election was required and the aforementioned were elected without a vote in accordance with Rule 40.1. It was noted that in accordance with our rules the new members have a process to go through before they can take office. This will be followed up by JO.

The Chairperson advised that there was still one space on the Management Committee and encouraged anyone who was interested in joining to speak to any committee or staff member for more information.

8. AOCB

The Chairperson opened the floor to questions relevant to the business of the AGM.

None received.

There being no other business the Annual General Meeting was concluded at 6:30p.m.

Post AGM Event

Raffle & Bingo Winners

Ref:	Item	Value	Recorded & Signed in Committee Papers
M664	AGM Bingo Prize - Chocolates & thermo cup	£10.00	28/08/18
T267	AGM Bingo Prize - Chocolates & Wine	£10.00	28/08/18
T600	AGM Bingo Prize - Dinner set/x2 picture frames	£28.00	28/08/18
T217	AGM Bingo Prize - LED Mirror	£8.00	28/08/18
T627	AGM Bingo Prize - Swingball & Waterspray fun set	£30.00	28/08/18
S038	AGM Bingo Prize - Tuperwear set/cup	£8.50	28/08/18
T469	AGM Bingo Prize - x2 boxes of chocolates	£10.00	28/08/18
S038	AGM Members Raffle - Box of chocolates	£5.00	28/08/18
C0013	AGM Members Raffle - Box of chocolates - Bottle of wine	£10.00	28/08/18
C0016	AGM Members Raffle - Hotel Chocolat selection box	£20.00	28/08/18
M664	AGM Members Raffle - Litre Captain Morgans	£15.00	28/08/18
T600	AGM Members Raffle - Litre of Smirnoff Vodka	£15.00	28/08/18

T708	AGM Members Raffle - Litre of Smirnoff Vodka	£15.00	28/08/18
RTB10	AGM Members Raffle - Love to Shop Vouchers	£25.00	28/08/18
T511	AGM Members Raffle - Love to Shop Vouchers	£25.00	28/08/18
T627	AGM Members Raffle - Love to Shop Vouchers	£25.00	28/08/18
T906	AGM Members Raffle - Love to Shop Vouchers	£25.00	28/08/18
C0011	AGM Members Raffle - Love to Shop Vouchers	£10.00	28/08/18
RTB10	AGM Members Raffle - Love to Shop Vouchers	£10.00	28/08/18
T010	AGM Members Raffle - Love to Shop Vouchers	£10.00	28/08/18
T217	AGM Members Raffle - Love to Shop Vouchers	£10.00	28/08/18
T233	AGM Members Raffle - Love to Shop Vouchers	£10.00	28/08/18
T469	AGM Members Raffle - Love to Shop Vouchers	£10.00	28/08/18
T499	AGM Members Raffle - Love to Shop Vouchers	£10.00	28/08/18
T499	AGM Members Raffle - Love to Shop Vouchers	£10.00	28/08/18
T565	AGM Members Raffle - Love to Shop Vouchers	£10.00	28/08/18
T765	AGM Members Raffle - Love to Shop Vouchers	£10.00	28/08/18
	Total Value	£384.50	

Food
Buffet provided by RMB Café.

Minutes
Approved by: W McPhail

Minutes
Seconded by: S Kane

Signed by Chair: J McGinty

Date: 28 August 2018