

**MINUTES OF OVHA BOARD MEETING
HELD ON TUESDAY 16th MAY 2023 at 6pm
Hybrid meeting**

Present: **John Flynn - JF (In Person)**
Tam Allan - TA (In Person)
Kenneth Brannan - KB (Virtual)
Andrew McDaniel - AMcD (Virtual)
Tom Dougan - TD (In Person)

In Attendance: **Andrew Saunders - AS (In Person)**
Colin McInnes - CM (In Person)
Nick Clark - NC (In Person)
Maryjane Elder - ME (In Person)
Dave Roberts - DR (In Person)
Megan Sneddon - MS (In Person)

	ITEM	ACTION
1.	<p>Welcome & Apologies</p> <p>Apologies from Karen Cleland, Richard McElfatrick, Lindsay Rae.</p> <p>AS gave an update - Karen, Richard and Lindsay have also given their resignation to the board. AS will have a discussion with Karen given that she is the most recent to give resignation to discuss the timing to avoid a notifiable event.</p> <p>CM is planning a discussion with 3 tenants who have previously indicated an interest in joining the board.</p> <p>AS also asked for approval to begin a recruitment drive for board members.</p> <p>JF suggested offering a leave of absence to these members until we have successfully recruited new members.</p> <p>The Board approved the implementation of a recruitment drive for new members.</p>	AS
2.	<p>Declaration of Interest in any Agenda Item</p> <p>Standard</p> <p>Hillcrest Homes - KC</p> <p>Greener Kirkcaldy - AMcD</p> <p>Places for People - LR</p>	

3.	<p>Approval of urgent business items for consideration under A.O.C.B</p> <p>None</p>	
4.	<p>Approval of the minutes of the Previous Meeting - 18.4.23</p> <p>The Board approved the minute meeting notes.</p>	
5.	<p>Matters Arising</p> <p>None</p>	
6.	<p>Health & Safety</p> <p>CM gave a brief verbal update.</p> <p>The next committee meeting is on 1st June. Mainly focusing on the audit which is due to take place on 12th July.</p> <p>Fire door training taking place on 31st May.</p> <p>Landlord safety manual - at the next meeting we will identify a second committee to take the work identified from this forward.</p> <p>The Board noted this content.</p>	CMcl
FOR APPROVAL Items 7 to 14		
7.	<p>Q4 Management Accounts</p> <p>DR gave a brief update on the information detailed in the paper.</p> <p>Balance sheet which was missed out of the FARM papers has been included in this paper.</p> <p>DR asked for approval for the Management Accounts to be sent to the bank at the end of the month.</p> <p>The Board approved the Q4 Management Accounts.</p>	DR
8.	<p>FYFP</p> <p>DR gave an update. The FYFP is required to be submitted to the regulator by the end of the month.</p> <p>Adjustment - sale of Boase Avenue is included although wasn't included in the budget.</p> <p>The Board approved the FYFP for submission to SHR.</p>	DR

9.	<p>CEO Report</p> <p>AS gave a brief update on the information detailed in the paper.</p> <p>The Board approved appointing Nick Clark as Secretary and the planned CEO transition period.</p>	AS
10.	<p>DCEO/HM Report</p> <p>CM gave a brief update on the information detailed in the paper.</p> <p>TA queried if the grass cutting invoices had been sent out yet - CM noted that he would look into this.</p> <p>TD - support fund - do we have any idea how much funding is available. CM reported that we are looking at how best to spend this kind of funding. Helping with bills is really where we need to be helping but identifying how we do this is a challenge.</p> <p>The Board approved the DCEO/HM Report.</p>	CM
11.	<p>ESM Report</p> <p>NC gave a brief update on the information detailed in the paper.</p> <p>The Board approved the ESM Report.</p>	NC
12.	<p>CSM Report</p> <p>ME gave a brief update on the information detailed in the paper.</p> <p>ME reported she along with her 2 members of her team visited Glen HA today to see how they are working with Homemaster. It was a successful visit and they learned a lot from the staff working with it.</p> <p>ARC submission due on 31st May, almost ready for approval from the board to be submitted.</p> <p>The Board approved the CSM Report.</p>	ME
13.	<p>FD Report</p> <p>DR gave a brief update on the information detailed in the paper.</p> <p>Homemaster - JF noted that a review of Homemaster at certain periods to work out if there are things that we still haven't worked out, things that we couldn't give the time to at the start of the project.</p> <p>The Board approved the FD Report.</p>	DR
	<p>FOR NOTING - Items 14 to 23 - JF suggested a separate section 'for discussion'</p>	

14.	Net Zero Report The Board noted the Net Zero Update.	NC
15.	IT Project Report Once we make the change to Microsoft, will Basecamp still be in use. At the moment we have no plans to stop using Basecamp as it is a useful tool and doesn't cost an awful lot. The Board noted the IT Project Update.	
16.	Draft Minute of FARM Meeting - 2.5.23 Change minutes to say FARM meeting, not Board meeting.	
17.	Draft Minute of OVCI Ltd Meeting - 27.4.23 No comments.	
18.	Q4 Management Accounts OVCI Ltd No comments.	
19.	Draft Minute of OV Ent Ltd - 27.4.23 No Comments.	
20.	Q4 Management Accounts OV Ent Ltd No comments.	
21.	Basecamp - Items added to the Board Team - 15.4.23 to 16.5.23 a. SHR Annual Strategy	
22.	AOCB a. Board Recruitment	
23.	Date of Next Meeting Board - Tuesday 20th June FARM - Tuesday 1st August	