

**MINUTES OF OVHA BOARD MEETING
HELD ON TUESDAY 15th August 2023 at 6pm
ORE VALLEY HOUSING ASSOCIATION CARDENDEN OFFICE**

Present:

John Flynn JF (In Person)
Tom Dougan TD (In Person)
Thomas Allan TA (In Person)
Kenneth Brannan KB (In Person)
Shanana Beattie SB (In Person)
Kelly Anderson (In Person)

In Attendance:

Colin McInnes - CM (In Person)
Nick Clark - NC (In Person)
Maryjane Elder - ME (In Person)
Dave Roberts - DR (In Person)
Julie Watson - JW (In Person)
Caitlyn McCowan CMcC (Virtual)
Andrew McDaniel AMcD (Virtual)
Murray Dalgety - MD (Auditor - In Person)

	ITEM	ACTION
7.	<p>Report from the Auditor The auditor report was brought to the start of the meeting. Look at subsidiaries more in the future. No concerns at present but they may be assessed more in the future.</p> <p>30 year projections show that we are preparing ahead.</p> <p>The Management Letter- discussed small recommendations that may become a concern The Letter of Representation was provided to an independent person to review (known as a 'Hot Review'). The minor adjustments were presented by the Finance Auditor to the Board. Board happy with the report, and the Auditor is happy with the accounts.</p>	ME
1.	<p>Welcome & Apologies JF Welcomed Kelly as a tenant representative and Julie Watson as Development & Asset Manager</p> <p>Apologies from Linda Reilly and Laura Miller</p>	
2.	<p>Declaration of Interest in any Agenda Item Standard Greener Kirkcaldy - AMcD</p>	

3.	Approval of urgent business items for consideration under A.O.C.B None	
4.	Approval of the minutes of the Previous Meeting - The Board approved the minute meeting notes.	
5.	Matters Arising None	
6.	Health & Safety H&S Audit was discussed along with the Action Plan created from the Audit. The Board will be provided with updates on the Actions CMcl - We are satisfied that the incident on 19 July 2023 has been handled in accordance with our Construction Design and Management Policy and reassured the Board that all documentation is in place should the HS&E require any information on the incident at Bowhill MI development. A meeting will take place as to when the work can re-start on site. This will be determined by the H&SE.The site is secured. The Board noted the content of the paper	
	FOR APPROVAL Items 7 to 19	
8.	Financial Statement Discussed at item 7	AS
9.	Letter of Representation Discussed at Item 7	CMcl
10.	Management Accounts Significant surplus. Voids lower than budget Management meetings will be held frequently to discuss Community Funding Shananan joined the meeting at this point The Board noted the content of this paper	NC
11.	CEO Report NC discussed his paper. Formal handover to Companies House is now complete without any issue. The MI was let to a tenant and all staff are now working from the Cardenden office Linda Reilly and Kelly Andreson have shown an interest in joining our Board Staff Questionnaire on Well being will be carried out JF - How often will we carry out a staff survey? This will be done on a 12 month cycle. JF - Office moves - happy with how we are arranging working condition	ME

	The Board noted the content of the paper	
12.	<p>DCEO/HM Report CMCl discussed the content of this paper Role is to support the tenant and sign post to relevant agencies</p> <p>The Board noted the content of the paper</p>	
13.	<p>Corporate Support Report The Board noted the content of this paper</p>	
14.	<p>Enterprise & Sustainability Report Gross revenue of the Wind Turbine this month has risen 3 large rooms to rent, the team are promoting these vacancies New tenant in the Miners Institute Shortlisted for the Award NC attending an EESSH 2 meeting next week. An internal team has been created to discuss what is required to meet EESSH 2.</p> <p>The Board noted the content of this paper</p>	
15.	<p>Asset & Development Management Report 4 key developments: Bowhill - discussed earlier Fabtech - Presentation on the development help and well attended. Key concern is the cost of the project. When more detailed costs are provided we will speak with FD Rosewell Drive - will feedback at a later date Cowdenbeath - will feedback at a later date</p> <p>Opportunity to buy 2 properties - Kirkshott Terrace & Craigside Road. Scottish Gov confirmed £50,000 grant funding per property.</p> <p>Full detailed costings/benefits report to be brought to the Board</p> <p>The Board noted the contents</p>	JW
16.	<p>Financial Report Quarterly management accounts for Subsidiaries will go the the Farm meeting for full scrutiny</p> <p>The Board noted the content of the paper</p>	
17.	<p>Dampness and Mould Report SB - How did we manage tenants' property who cannot afford to heat them? Our Tenancy Support Officer would contact these tenants to provide support and advice</p> <p>The Board noted the content of this paper</p>	
18.	<p>Subsidiary Board Membership Laura Miller and Andrew McDanielle have put themselves forward to join all subsidiary Boards</p>	

	<p>Meetings to be held 6 monthly All papers from the Subsidiary meeting to be presented in the October papers???? Look at an Induction programme for new Board members</p> <p>Board agree to the appointments and the content</p>	ME/MS
19.	<p>Q1 Performance Present Q1/Q2 performance for discussion at the October meeting.</p>	
	FOR NOTING - Items 20 - 26	
20.	Draft Minutes of FARM Meeting (01.08.2023)	
21.	OV Enterprise	
22.	OVCI - Q1 Management Accounts	
23.	OV Energy - Q2 management accounts	
24.	OV Heating - Q2 management accounts	
25.	<p>Date of Next Meetings</p> <ul style="list-style-type: none"> a. AGM - Tuesday 19th September b. Board meeting - Tuesday 17th October c. FARM - Tuesday 7th November 	
26.	Basecamp	
27.	<p>Any Other Competent Business KB - Do we have an Infestation Policy? - Yes and it is part of the Handover Pack at sign up of tenancy</p>	