

**MINUTES OF OVHA BOARD MEETING
HELD ON TUESDAY 16th April 2024 at 6pm
Hybrid meeting**

Present: Tam Allan – TA (In Person)
Andrew McDaniel – AmcD (In Person)
Laura Millar – LM (Virtual)
John Flynn – JF (In Person)
Tom Dougan – TD (In Person)

In Attendance: Nick Clark – NC (In Person)
Julie Watson – JW (In Person)
Colin McInnes - CM (In Person)
Nick Clark - NC (In Person)
Maryjane Elder - ME (In Person)
Dave Roberts - DR (In Person)
Steffy Smith - SS (In Person)

| | ITEM | ACTION |
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| 1. | Welcome & Apologies Apologies from Shanana Beatie (SB) Caitlyn McCowan – Did not attend | JF |
| 2. | Declaration of Interest in any Agenda Item Standard None | JF |
| 3. | Approval of urgent business items for consideration under A.O.C.B JF - Board Development Plan paper to be discussed at A.O.C.B | JF |
| 4. | Approval of the minutes of the Previous Meeting - The Board approved the minutes of the previous meeting | JF |
| 5. | Matters Arising None | JF |

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| 6. | <p>Health & Safety</p> <p>CMcl – Discussed briefly the situation regarding gas servicing which will be reported in this year’s ARC return. It was also mentioned that the Development & Asset Management team are working with Corgi with training being arranged for them.</p> <p>Next Health & Safety meeting will be held on 2nd May</p> | CMcl |
| 7. | <p>Board Appraisals</p> <p>Dates and times to be arranged</p> | NC / ME |
| 8. | <p>Disposal Consent</p> <p>Consent given to gas pipe supplier for Bowhill Miners Institute – Any future disposal will be presented to the Board for approval.</p> <p>Board happy to sign off on this.</p> | JW |
| 9. | <p>Timetable of Items of approval for board meetings Managers Reports</p> <p>DR - provided schedule of meeting’s that need approval – x7 months formal meetings per year min - need approval.</p> <p>JF - Opened discussion.</p> <p>Management to report quarterly any additional information will go via email or CEO’s report.</p> <p>NC – In discussion with Lugo IT provider to have specific board email account.</p> <p>The board agreed option 3 of the proposals provided.</p> | DR |
| 10. | <p>Board recruitment</p> <p>Discussions were held on the applications received during the board recruitment session.</p> <p>LM – Discussed looking at a more focused approach on tenants joining the board.</p> <p>Skills audit will be assessed for any future applicants.</p> <p>It was agreed by the board to invite two applicants into a future board meeting.</p> | NC |
| 11. | <p>CEO Report</p> <p>NC – To talk with Shanana to assist in the set up with the boards Teams page's</p> <p>Board agreed the updated paper.</p> | NC |
| 12. | <p>Factoring</p> | CMcl |

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| | <p>CMcl – Opened discussion regarding the factoring paper, The board noted the content of the paper.</p> | |
| 13. | <p>Finance & Director Report</p> <p>Next audit scheduled for the 6th June 2024</p> <p>FYFP to be submitted by May 31st to the regulator.</p> <p>The board noted the content of the paper.</p> | DR |
| 14. | <p>EVH Terms of Employment</p> <p>Noted</p> | |
| 15. | <p>EVH Salary</p> <p>Noted.</p> | |
| 16. | <p>Any Other Competent Business</p> <p>DR – opened discussion about next meeting as DR & ME on annual leave.</p> <p>Board agreed to move the next board meeting from the 21st to the 28th May 2024</p> <p>JF - Opened discussion on the Board Development Plan proposal.</p> <p>Board agreed on taking the points from the paper to be managed throughout the coming months</p> | JF/NC/ME |
| 17. | <p>Date of Next Meetings</p> <p>a. FARM – Tuesday 7th May 2024</p> <p>b. Board – Tuesday 28th May 2024</p> | |

Chair

