

**Minute of the Hybrid Meeting of the Board of Management of Langstane Housing Association Limited held on Thursday, 19 September 2024 at 1.30pm**

<b>Meeting start time</b>	1.43pm	<b>Meeting end time</b>	1.55pm
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<b>Present</b>	<b>In Person:</b>	<b>Remote Attendance</b>
	M Martin (Chairperson)	K Butler
	J Knowles	
	T Dinozzi	
	J Drummond	
	J Fraser	
	J Gillies	
	I Jamieson	
	J Knowles	

<b>In Attendance</b>	<b>In Person:</b>	<b>Remote Attendance</b>
	H Gauld, chief executive	
	M Macarthur, director of finance and corporate services	
	H Lawson, team leader executive office and communications (minutes)	

<b>Apologies</b>	
	A Stevenson
	M Ballance, director of property
	J Sutherland, director of housing

**1. Apologies**

The apologies noted above had been intimated to the meeting.

**2. Langstane Housing Association Limited – Nominations for the election of:**

2.1. Chairperson

M Macarthur, company Secretary, took the chair and invited nominations for chairperson. On the motion of J Knowles, seconded by J Fraser, M Martin was nominated, accepted and took the chair.

2.2. Vice chairperson

On the nomination of M Martin, J Knowles was nominated and accepted the post of vice chairperson.

2.3. Company secretary

M Macarthur was re-appointed company secretary for Langstane Housing Association and its subsidiaries.

2.4. Depute company secretary

H Gauld was re-appointed depute company secretary for Langstane Housing Association and its subsidiaries.

### **3. Membership of committees and subsidiaries**

The chief executive confirmed that the inaugural meetings of each subcommittee, following today's board meeting, will focus on the appointment of their respective convenors.

The chairperson noted that all members of the governing body are automatically enrolled in the emergency committee. The chief executive added that formal rules regarding the distribution of papers seven days in advance are not necessary, as the committee convenes on an ad-hoc basis solely for emergency decision making.

*Action: [OBJ] The membership list will be updated to include I Jamieson as a member of the performance committee.*

*Action: The membership list will be updated to include J Marshall as a member of the board of Langstane Property Limited.*

*Decision: T Dinozzi and J Gillies will join the people committee and K Butler will join the joint audit and governance committee.*

### **4. Unaudited financial statements for year ended 31 March 2024**

#### **4.1. Langstane Developments Limited**

The board considered and approved the unaudited financial statements for the currently dormant Langstane Developments Limited. The statements will be signed on behalf of the board by H Gauld and submitted to Companies House.

#### **4.2. Langstane Maintenance Limited**

The board considered and approved the unaudited financial statements for the currently dormant Langstane Maintenance Limited. The statements will be signed on behalf of the board by H Gauld and submitted to Companies House.

### **5. AOCB**

#### **5.1. Succession planning and membership**

In response to J Fraser, the chairperson confirmed the governing body now consists of nine members and acknowledged the need to recruit additional board members. In addition, succession planning must be considered for some of the office bearer roles.

*Action: Chairperson succession planning will be included on the agenda for a future board of management meeting. To be considered in circa six months.*

#### **5.2. Technical issues**

J Fraser reported experiencing technical sound issues during meetings conducted via Teams. The other members did not face similar problems. However, the chief executive asked J Fraser to raise the issue the next time it occurred.

### **6. Date of Next Meeting**

Thursday, 17 October 2024.