

MINUTE OF THE MILNBANK HOUSING ASSOCIATION VIRTUAL ANNUAL GENERAL MEETING HELD ON THURSDAY 17 SEPTEMBER 2020 VIA 3CX VIDEO CONFERENCING AT 7.00PM

PRESENT ON THE PLATFORM:

Mr A Scott (Chair), Mr A Benson (Director, MHA), Rebecca Weir (Auditor, Azets)

IN ATTENDANCE (VIRTUALLY):

MHA Staff Members: Mrs L Sichi, Miss C Anderson, Miss P Hamilton, Mr J Hunter.

MEMBERS ATTENDANCE (VIRTUALLY):

The meeting was attended by 83 shareholding members, represented by 24 members attending remotely via 3CX video conference and 58 proxies, of these 58 proxies:

9 were exercised by Mrs S Fraser, 4 were exercised by Mrs E McDougall, 8 were exercised by Mrs L Williams, 10 were exercised by Ms D Robertson, 10 were exercised by Mrs C McGuire, 8 were exercised by Ms S Robertson, 1 was exercised by Ms C Tartaglia, 1 was exercised by Mr I MacMillan, 1 was exercised by Mrs J Donachy, 4 were exercised by Mrs M Hutchison and 2 were exercised by Ms G O'Hara. All attended the AGM virtually.

1. **WELCOME & APOLOGIES FOR ABSENCE**

The Chair opened the meeting by thanking the Members for their virtual attendance at the AGM and introduced Alan Benson, Director and Rebecca Weir, Auditor.

The Chair advised that there was the equivalent of 83 people in attendance therefore the AGM was quorate and could proceed.

The Chair thanked everyone for attending virtually and for obtaining proxy votes. He advised that this was the first time MHA had held a virtual meeting and asked that everyone keep their microphones off to stop background noise during the meeting.

The Chair explained the background and details of holding a virtual AGM in 2020 as:

- Emergency legislation passed due to Covid-19
- Unable to have large social gatherings
- Unfortunately there would be no participation, would be listen only
- As soon as possible once restrictions are lifted a public meeting will be held.

It was noted that a total of 133 apologies had been received. The apologies are listed at the end of this Minute.

2. **MINUTES OF ANNUAL GENERAL MEETING – 19 SEPTEMBER 2019**

The Minute of the above meeting were proposed for approval by Mrs J Donachy, seconded by Mrs R Tinney and unanimously approved by the Members present. It was confirmed that there were no matters arising from these minutes.

3. **CHAIRPERSON'S REPORT**

The Chair proceeded with the meeting by presenting the Report, and making reference to the various points included therein, and confirmed that the report will not be discussed in great detail as it had been previously circulated to Members along with the AGM papers.

The Chair updated members present on how MHA provided essential services and assisted residents throughout the Covid-19 pandemic. He also thanked the residents and volunteers for their assistance which showed a strong and resilient community. The Chair advised that as he has served for 5 consecutive years he now has to stand down from the position although he will remain a member of the Management Committee. He thanked fellow Committee members, volunteers and staff for their support during his period as Chair.

4. **PRESENTATION OF ACCOUNTS AND AUDITOR'S REPORT**

The Chair welcomed Rebecca Weir from Azets, to the AGM. Ms Weir referred to the Group Accounts for the year ending 31 March 2020, including the subsidiary companies, and Carbon Footprints Nursery, and confirmed that during the auditing process, there was no actual or alleged fraud including any irregularities found. Also, the Financial Statements had been approved by the Management Committee at their meeting on 8th September 2020.

Following the presentation of the Financial Statements, Ms Weir stated that overall the Associations audit went well, there were no significant issues highlighted and did identify one recommendation to improve the internal controls and financial procedures in relation to component accounting. Ms Weir advised that the Group generated a loss from the previous year as a result of increased maintenance costs within the year.

It was confirmed that there were no matters to be raised, and these were duly accepted by those present. Thereafter, the Chair thanked Ms Weir for her presentation and attendance at the AGM.

5. **ELECTION OF MANAGEMENT COMMITTEE MEMBERS**

The Chair referred to the above and invited the Director to address the meeting. The Director advised that in terms of the Association's Rules one-third of the Management Committee must retire annually. The retiring members should be those who are the longest serving on the Management Committee since the date of their last election. For the 2020 AGM, the following members were required to stand down and all confirmed that they wish to stand for re-election:

1. Cathy McGuire
2. Josephine Donachy
3. Alex Young
4. Allan Scott

As there were no nominations received to join the Management Committee the above 4 members are re-elected and the Association has a full complement of 15 Management Committee members.

6. **APPOINTMENT OF AUDITORS**

The Director advised that the Management Committee recommends the re-appointment of the Azets (previously known as Scott-Moncrieff) as the Association's Auditors for the forthcoming year. This was unanimously agreed by Members present at the meeting.

7. **CLOSE OF MEETING**

The Chair thanked everyone for attending this very different AGM and again advised of the intention to hold a public meeting as soon as possible.

The Director advised that the Constitution states the agenda tonight is what the AGM should consist of. MHA usually have the public meeting immediately after the AGM business has been completed however, unfortunately we are unable to do this due to the Covid-19 pandemic and emergency legislation was passed to allow RSLs to hold a virtual meeting. Unfortunately, this format does not allow for any interaction or discussion with members.

The Director stated that during the period of severe lockdown emergency and essential services continued. It is hoped that soon we will be looking to reintroduce a lot of services with some staff still working at home and some in the office. It is hoped to open more services to the public before the end of September but this is currently a very difficult situation and the situation is very fluid. MHA is currently following the Scottish Government route map and we are at stage where two-thirds of services are open and requirements have been put in place to ensure we are Covid-19 compliant. On behalf of the Management Committee the Director wished to thank all tenants and members for their patience during all of this uncertainty.

The Director advised that the full accounts will be added to our website as soon as possible. In addition if anyone wants to see the guidance that MHA worked to with regards to holding the AGM this can be provided, on request.

Again the Chair thanked everyone for their attendance and hoped to see everyone in attendance at the public meeting.

AGM ATTENDANCE REGISTER 2020:

NO	MEMBER NAME	METHOD OF ATTENDANCE	NO	MEMBER NAME	METHOD OF ATTENDANCE
1	Mrs S Fraser	Virtual	2	Mr G Fraser	Proxy
3	Mrs E Muir	Proxy	4	Mrs K Sweeney	Proxy
5	Mr J Bradley	Proxy	6	Mrs L Sweeney	Proxy
7	Ms A Farrell	Proxy	8	Mr P McSorley	Proxy
9	Ms S Smith	Proxy	10	Mr J McGregor	Proxy
11	Mr A Scott	Virtual	12	Mr A Carlin	Virtual
13	Ms E Serrano	Virtual	14	Mrs E McDougall	Virtual
15	Mr R Stevenson	Proxy	16	Mrs J Robertson	Proxy
17	Mrs M Stewart	Proxy	18	Mr I McDougall	Proxy
19	Mrs L Williams	Virtual	20	Ms C Williams	Proxy
21	Mr A McAulay	Proxy	22	Ms S Robertson	Proxy
23	Mr A Young	Proxy	24	Mrs M Young	Proxy
25	Mrs A Etherson	Proxy	26	Ms R McGlone	Proxy
27	Ms L Stewart	Proxy	28	Ms D Robertson	Virtual
29	Ms C Elliott	Proxy	30	Ms D Elliott	Proxy
31	Mr J Traynor	Proxy	32	Ms D Burke	Proxy
33	Mr K Robertson	Proxy	34	Ms E Bowers	Proxy
35	Mr D Hannah	Proxy	36	Ms C Foote	Proxy
37	Mrs J Morgan	Proxy	38	Mr N Downie	Proxy
39	Mrs C McGuire	Virtual	40	Mr J McGuire	Proxy
41	Mr W Gallagher	Proxy	42	Mr K McDaid	Proxy
43	Mrs A Muir	Proxy	44	Ms M McQueen	Proxy
45	Mr J Taylor	Proxy	46	Mrs M Wilson	Proxy
47	Mr J Wilson	Proxy	48	Mrs E Stevenson	Proxy
49	Mrs M Edwards	Proxy	50	Ms S Robertson	Virtual
51	Mr J Burke	Proxy	52	Miss L Burke	Proxy
53	Mr J Burke	Proxy	54	Mrs A James	Proxy
55	Ms E Bowie	Proxy	56	Ms S Bowie	Proxy
57	Mrs A Bowie	Proxy	58	Ms M Young	Proxy
59	Mr J O'Donnell	Virtual	60	Mrs A O'Donnell	Virtual
61	Mr N Halls	Virtual	62	Mrs R Tinney	Virtual
63	Ms C Tartaglia	Virtual	64	Miss L Best	Proxy
65	Mr I MacMillan	Virtual	66	Mr G MacMillan	Proxy
67	Mrs J Donachy	Virtual	68	Ms A Donachy	Proxy
69	Mrs M Hutchison	Virtual	70	Ms M Boyle	Proxy
71	Mr D Hutchison	Proxy	72	Mr D Hutchison	Proxy
73	Miss C Hutchison	Proxy	74	Mr J McGuirk	Virtual
75	Mrs A Jenkins	Virtual	76	Ms M Anderson	Virtual
77	Mr R Smythe	Virtual	78	Ms G O'Hara	Virtual
79	Mrs C O'Hara	Proxy	80	Ms A Ormiston	Proxy
81	Mr F Kirkland	Virtual	82	Ms C Timmins	Virtual
83	Mr C Calvillo	Virtual			

AGM APOLOGIES REGISTER

1	Mrs S Madden	2	Mr W Madden	3	Ms L Pow
4	Mr A Carruth	5	Mrs C Carruth	6	Mr J Taylor
7	Mrs R Thomson	8	Ms L Strang	9	Mrs A McEwan
10	Ms M Coggans	11	Mr A Smith	12	Mrs M Coleman
13	Mrs A Irving	14	Ms J MacPhail	15	Ms A Motherwell
16	Ms A Moore	17	Ms R Devine	18	Ms M Zacharzewska
19	Ms C Sheridan	20	Mr P Buckulicik	21	Ms M McGhee
22	Ms J Cumlin	23	Ms C Abraham	24	Ms M McLuckie
25	Ms M McKenna	26	Mr W Bruce	27	Mr T Gebbie
28	Mr Cerqua	29	Ms F Henderson	30	Ms E Gibb
31	Ms J Grant	32	Mrs R Anderson	33	Mr J Gardiner
34	Mr A Sheikhehpour	35	Mrs L MacDonald	36	Miss P Wright
37	Ms J Cruickshank	38	Ms J Joyce	39	Mrs E Conwell
40	Ms J Semai	41	Mr R Cormack	42	Mr R Bowman
43	Mrs L McConville	44	Mr A Perez	45	Mr F MacDonald
46	Mr A Downie	47	Mrs S Crilley	48	Mr K Bilsland
49	Mr M Lambe	50	Miss J Cassidy	51	Miss A Bryden
52	Mrs E Hamilton	53	Ms M Brogan	54	Miss L Rae
55	Miss L Bowman	56	Mr M Docherty	57	Mrs J Johnstone
58	Mrs J Gallagher	59	Mrs A Smith	60	Mrs A Cox
61	Mr A Gibson	62	Mr C O'Hagan	63	Ms M Crossett
64	Mr D MacDonald	65	Mrs M McCabe	66	Mrs I McNeilly
67	Mr M Mearns	68	Mrs A Roberts	69	Mr M Murray
70	Mrs M Jones	71	Mrs E Gilmartin	72	Mr T Coyne
73	Mrs S Lamont	74	Ms Mair	75	Mrs C MacKenzie
76	Mrs C Murray	77	Mrs L Young	78	Mr A Kerr
79	Ms E Anderson	80	Ms J Anderson	81	Ms S Crace
82	Mr B Tanis	83	Ms C Hewitt	84	Ms A Thomson
85	Ms V McMullan	86	Mr R McGilp	87	Mr J Dunbar
88	Mr A Logan	89	Mr G Duncan	90	Mrs M Duncan
91	Mrs S Watson	92	Mrs A Day	93	Mr A McGeachie
94	Mrs A Adamson	95	Mrs I Reynolds	96	Mrs F Kearney
97	Mrs M Holmes	98	Mr M Connolly	99	Mr B Mackey
100	Miss E Owens	101	Mrs A Petrucci	102	Ms M Walker
103	Ms M Loudon	104	Mrs M Ferguson	105	Mrs C Rogan
106	Ms H Mulligan	107	Ms A Brown	108	Mr J Connolly
109	Ms R Connolly	110	Mr S Robinson	111	Ms L Rodgers
112	Ms C Conway	113	Mr T Allan	114	Mr A Stewart
115	Ms J Webster	116	Miss M MacPherson	117	Mr A Sorice
118	Ms A McEwan	119	Ms M Browning	120	Mr R Ormiston
121	Mrs M Ormiston	122	Mr S MacKenzie	123	Mr E Olivarius

124	Ms A Curran	125	Ms J Main	126	Ms I Mackie
127	Mrs J Scott	128	Mr A Scott Jnr	129	Ms F McManus
130	Mr G Cobb	131	Mrs M Joyce	132	Ms M Smith
133	Mrs T McGinlay				