

ABERTAY HOUSING ASSOCIATION LIMITED

Minutes of the Board Meeting

Wednesday 17 September 2025 14:00 in Dryburgh Gardens Retirement Complex

Present: Ron Neave (Chair), Kath Mands (Vice-Chair), Alan Fraser, Graeme Watson and Paul Crichton.

Callum Main and Jennifer McAughtrie (via Video Conferencing).

In Attendance: Barry Moore (CE), Marjorie Sloan (CSD and Secretary), and Clare Talbot (CSO).

The CSD in their capacity as Secretary Chaired the Meeting.

25/09/01 Apologies

There were apologies from Ian Byers and Kevin Braidwood.

Darren Keddie has been granted special leave of absence, in accordance with Rule 44.3 of the Association's Rules.

25/09/02 Declarations of Conflicting Interests

No Member declared a conflicting interest.

25/09/03 Minute of Board Meeting 27 August 2025 and Tracker

The Secretary talked through the minutes of the Board Meeting held on 27 August 2025 and asked for comments.

Approved Proposed Ron Neave, **Seconded** Kath Mands.

The CE noted that the tracker had changed little and will be progressed ahead of the October 2025 Board Meeting.

25/09/04 Matters Arising

There were no matters arising.

25/09/05 Chair's Actions / Decisions between meetings

The CE advised there had been no Chair's Actions since the previous Board Meeting on 27 August 2025; Ron confirmed this to be the case.

Board **noted** the report.

25/09/06 Election of Office Bearers

The Secretary explained that the election and appointment of Office Bearers would be conducted with reference to the Association's Rules.

Appointment of Chair

The Secretary confirmed that Ron was appointed as Chair for a three-year term in 2022, which he has now completed. Ron expressed his willingness to stand for re-election as Chair. The Secretary asked whether any other Board Members wished to be considered for the role of Chair and there were no further nominations.

Board **approved** Ron's appointment as Chair for a maximum period of two years. The two year period is in order to comply with Rule 59.11 of the Association's Rules.

Appointment of Vice-Chair

The Secretary reported that Kath had confirmed that she was willing to remain as Vice-Chair. The Secretary asked whether any other Board Members wished to be considered for the role of Vice-Chair and there were no further nominations.

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Board **approved** Kath's appointment as Vice-Chair.

Appointment of Secretary

The Secretary explained that it had been previously agreed that the CSD would carry out the role of Secretary. As this appointment is made on an annual basis the Board were asked to confirm the CSD's appointment as Secretary for the year 2025/26.

Board **confirmed** the appointment of the CSD as Secretary for the year 2025/26.

25/09/07 Election of Sub Committees

The Secretary confirmed that four Members; Ron, Kath, Kevin, and Paul had put their names forward to continue serving on the Audit, Finance and Risk Management Committee (AF&RMC). The Secretary reported that Graeme had expressed interest in joining the Committee and had submitted his name for consideration. It was proposed that all five Members be appointed.

Board **confirmed** the appointment of Ron, Kath, Kevin, Paul, and Graeme to the AF&RMC.

The Secretary confirmed that four Members; Alan, Ian, Kath, and Ron had put their names forward to continue serving on the Asset Management and Development Committee (AM&DC). It was noted that Darren is currently on special leave of absence and as such wanted to withdraw from the AM&DC for the time being. The Secretary invited expressions of interest from any other Members willing to join the Committee. Jennifer confirmed her willingness to join, and it was proposed that all five Members be appointed.

Board **confirmed** the appointment of Alan, Ian, Kath, Ron and Jennifer to the AM&DC.

It was noted that Board Members who had not been appointed to either Sub-Committee were very welcome to attend the Sub-Committee Meetings.

25/09/08 Board and Sub-Committee Meeting Dates 2026/27

The CE talked through the calendar of meeting dates.

Board **noted** the Board and Sub-Committee Meeting Dates for 2026/27.

25/09/09 AOB

The CE provided a verbal update on the proposed appointment of two apprentices (Joiner and Decorator) to be employed by QAPM to work on the Association's projects. The CE outlined the cost per apprentice, noting that this would be shared equally between the Association and QAPM. Discussions with QAPM are ongoing, with a proposed start date of 1 October 2025 for the apprentices. The CE sought the Board's approval for the proposal, subject to a report being presented at the October 2025 Board Meeting.

A Member sought confirmation that the persons employed would be employees of QAPM and not the Association. The CE confirmed that he would ensure that they were QAPM employees.

The Board **approved** the proposal to meet 50% of the costs associated with QAPM employing two apprentices, subject to the report being submitted and reviewed at the October 2025 Board Meeting.

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The CE updated Members in respect of Oak Gardens. The CE confirmed that the six houses are scheduled to be let on 29 September 2025, with the four flats to follow on 7 October 2025.

Meeting closed at 14.14hrs.