

1.	Sederunt	Name	Position	Action
	Present	Corrina Brewer Kirsty Bavidge Sarah Lack Margaret Smith Catherine Brown Rose O'Malley Marion Leat Michael McDevitt Shona Johnston Dawn McMaster	Chairperson Vice Chair Treasurer Secretary Committee Member Committee Member Committee Member Committee Member Committee Member (Zoom) Casual Vacancy	
	Apologies	Fiona Bowman	Committee Member	
	In Attendance	Roslyn Crawford Lyndsay Moffat Louise Hosie Tim Jenkins	Director Depute Director/Housing Manager Customer Services Assistant Clearview Networks (Zoom) (part of meeting)	

2.	Declaration of Interest and Committee Update The Committee members who are tenants all declared an interest in Item 8.3. The Management Committee welcomed Shona Johnston back to the Committee following a leave of absence and approved a three month leave of absence request for Ryan Cowan due to personal reasons.	There were no declarations of interest. Committee approved 3 months leave of absence for Ryan Cowan.
3.	Notifiable Event There were no notifiable events.	No notifiable events.
4.	Freedom of Information (FOI) Update There were no FOI requests.	No FOI requests.
5.	Minutes of Management Meeting held on 1 August 2024 The minutes were circulated prior to the meeting and noted by the Management Committee. There were no matters arising and the minutes were approved by Sarah Lack and seconded by Margaret Smith.	Committee approved the minutes for the Management Meeting on 1 August 2024.
6.	Notes of Office Bearer Meetings on 28 August 2024 The notes of the Office Bearers meeting on 28 August 2024 were circulated prior to the meeting and approved by the Management Committee.	Committee noted the Office Bearers meeting on 28 August 2024.

7.	<p>Committee Training: Artificial Intelligence, Clearview Networks Tim Jenkins from Clearview Networks carried out training with members on Artificial Intelligence (AI). Committee learned the capabilities of AI and how it could assist with the running of the association in the future. Tim suggested AI could be used to predict future repairs, a chatbot could be added to the website to direct users to the right information and assist staff with frequently asked questions. Committee discussed the pros and cons of using AI and highlighted the risks that the Association may be open to with the further development of AI.</p>	<p>Committee completed a training on Artificial Intelligence and discussed the risks and opportunities.</p>
8.	<p>Directors Report</p>	
8.1	<p>Annual Assurance Statement 2024 This report was circulated prior to the meeting and noted by the Management Committee. The Management Committee noted that the annual Assurance Statement needs to be approved and submitted by the 31 October 2024. The Scottish Housing Regulator has provided guidance on what issues that are expected to be covered in this document including Gas Safety, Electrical Safety and Asbestos. Members agreed to hold a Special Management Meeting on 24 October 2024 to discuss and approve the Assurance Statement.</p>	<p>Committee noted the Special Management Meeting on Thursday 24 October 2024.</p>
8.2	<p>Annual Returns: Scottish Housing Regulator, OSCR (Charity) and FCA Return 2024 This report was circulated prior to the meeting and noted by the Management Committee. Gardeen Housing Association must complete returns to the Scottish Housing Regulator, OSCR (the Charity Regulator), and the Financial Conduct Authority (FCA). Committee approved the submissions to the Regulator, OSCR and the Financial Conduct Authority.</p>	<p>The Management Committee noted the submissions to the Scottish Housing Regulator, OSCR and FCA Return 2024.</p>
8.3	<p>Planned Maintenance Programme Report 2025-2028 This report was circulated prior to the meeting and noted by the Management Committee. Committee members reviewed the planned maintenance programme 2025-2028. The discussion focused on prioritising window replacements to help tenants reduce the cost of heating their home and minimise any issues with mould and condensation. The Committee discussed the cost of the windows for Phase 2 and noted that the cost of the windows was approximately £10k per home. Committee suggested that this information be included in the Autumn newsletter. The Management Committee reviewed the increased costs of components and approved that the life cycle of a bathroom be increased to 28 years which still compared favourably with other associations. Members approved the Planned Maintenance Programme Report for 2025-2028.</p>	<p>The Management Committee approved the Planned Maintenance Programme Report 2025-2028 and noted the cost of windows for Phase2.</p>
8.4	<p>Role Description for Committee Members and Chairperson - Updated This report was circulated prior to the meeting and noted by the Management Committee. SFHA have updated and reviewed the role</p>	<p>The Management Committee approved the updated role</p>

	description for Committee Members and the Chairperson. This provides clarity on the work that the Chairperson must undertake and the work that a committee member undertakes. The Committee discussed the updated role descriptions and approved them for implementation.	descriptions for Committee Members and Chairperson.
8.5	Internal Audit – Cyber Security The Management Committee discussed a draft report from the Internal Auditor on cyber security. The report provides substantial assurance to the Management Committee. The report states that there are robust processes in place and several areas of good practice were noted. There were five medium or low-grade recommendations made. The Management Committee noted that the Internal Auditors would attend the October Management Meeting to present the report.	The Management Committee noted the draft Internal Audit report on cyber security and approved the recommendations
8.6	Annual General Meeting 2024 This report was circulated prior to the meeting and noted by the Management Committee. Following discussion, the Management Committee approved the arrangements for the Annual General Meeting 2024.	The Committee approved the arrangements for the Annual General Meeting 2024.
9.	Correspondence 9.1 Request for Xmas Fayre: Easthall Residents	Committee decided not to make a donation.
10.	Health and Safety Update Committee noted the health and safety update on the Management Committee’s responsibilities. Members noted that the next health and safety audit was scheduled for December 2024.	Committee noted the health and safety update
11.	Newsletter and social media Autumn Newsletter would be issued in September 2024. Social media monitored and updated.	Noted
12.	Membership Applications No new membership applications were received.	Noted
13.	Training Feedback Training courses encouraged for all staff and committee. Training for committee will continue to take place at monthly meetings.	Committee noted the ongoing training.
14.	EHRA Update: Meeting with Housing Minister Committee noted the update from the EHRA meeting with the Housing Minister on 29 August 2024. EHRA Committee members discussed the housing emergency, the budget for new build homes, the role of tenant committee members and the definition of affordable housing.	Committee noted EHRA meeting with Housing Minister in August 2024.
15.	EVH Monthly Report: August 2024 This report was circulated prior to the meeting.	Committee noted EVH August 2024 report.

16.	<p>GWSF Monthly Update: July 2024 This report was circulated prior to the meeting.</p>	<p>Committee noted GWSF July 2024 report.</p>
17.	<p>AOCB The Depute Director updated Committee members that it had been identified during the phase 2 windows replacement programme that repair work was required to some window sills. The sills did not pose a health and safety risk however repair work was instructed alongside the replacement works. A full update will be provided at the November meeting as part of the Property Services Tenant Safety Report. Committee noted the update and advised that they did not want to allow the sills to deteriorate and potentially cause a health and safety hazard.</p>	<p>Committee noted the update regarding the sill repairs and that a full update would be provided at the November Management Meeting</p>
18.	<p>Review of Meeting Committee members were pleased with the new start time and felt there had been sufficient time to discuss the agenda items.</p>	
19.	<p>Action Notes to 1 August 2024 The action notes to 1 August 2024 were discussed and noted by the Management Committee.</p>	
	<p>The meeting closed at 8.30pm.</p>	
20.	<p>Date and Time of Next Meeting: Annual General Meeting – Barlanark Community Centre Management Meeting</p>	<p>10 September 24 3 October 24</p>

APPROVED: _____

DATE: _____