

ALBYN HOUSING SOCIETY LIMITED

FINAL

**MINUTES OF THE ANNUAL GENERAL MEETING OF ALBYN HOUSING SOCIETY LIMITED
HELD ON MONDAY 12 SEPTEMBER 2022 AT 5.30PM
HIGHLAND RUGBY CLUB, INVERNESS**

Board Members Present

Lesley McInnes,
Chair

Carl Patching,
Vice Chair

Ian Fosbrooke,
Secretary (Teams)

David Cargill,
Member

Nile Istephan,
Co-optee (Teams)

Society Members in Attendance

George Kelman

Sheena Slimon

Monica Lee-MacPherson

Alexander Gracie

Scott MacLeod

Nicola Underdown

Catherine Craib

Anne Maclean (via proxy)

Albyn Staff in Attendance

Kirsty Morrison,
CEO

Andrew Marin,
Dir. of Finance & Corporate
Services

Maureen Knight,
Dir. Customer Services

Audrey Murphy,
Interim Dir. Governance &
Business Improvement

Laurie MacLeod,
Head of HR

Laura Morgan,
Corporate Officer

Brett Fletcher,
Executive Assistant

Lana McGregor,
Communications Officer

Caroline Madden,
Repairs & Maintenance Manager

Roddy Robertson,
ICT Officer

Alli Vass,
Customer Services Manger

George Mackie,
Maintenance & Repairs Specialist

Tara Jayne Donaldson,
Assets & Investment Assistant

Anne Mackay,
Communities Assistant (Teams)

Elaine Wilkinson,
Snr Housing Officer (Teams)

1. WELCOME

1.1 The Chair welcomed attendees to the meeting.

1.2 It was noted that 13 Society members were in attendance at the meeting in person or by proxy and that the meeting was quorate.

2. APOLOGIES

2.1 Apologies had been received from Angela Currie, Clea Warner, Jim Convery, Fiona Mustarde, Donald & Maria Henderson, and Marusha Wilson.

3. APPROVAL OF MINUTES OF THE 2020 ANNUAL GENERAL MEETING

- 3.1 The minutes of the previous Annual General Meeting held on 29 September 2021 were adopted as a true record. This was proposed by David Cargill and seconded by Carl Patching.

4. CHAIR’S REPORT

- 4.1 Lesley McInnes presented the Chair’s report. The report is contained within the Annual Report for 2021/22.

5. CHIEF EXECUTIVE OFFICER’S REPORT

- 5.1 Kirsty Morrison presented the CEO’s report. The report is contained within the Annual Report for 2021/22.

6. DIRECTOR OF FINANCE AND CORPORATE SERVICES’ REPORT & APPROVAL OF THEREPORT OF THE BOARD AND FINANCIAL STATEMENTS TO 31 MARCH 2022

- 6.1 Andrew Martin presented the Report of Board and Financial Statements.
- 6.2 It was noted that the Financial Statements had already been approved by the Board.

7. ELECTION TO THE BOARD

- 7.1 As required by the Rules of Albyn Housing Society, one third of Board members were required to retire each year before to the AGM. Prior to the AGM this year, the Board had six full Members, requiring two Members to step down. This year, the following Board Members stepped down: Fiona Mustarde and Clea Warner. As per the Rules, they were permitted to stand for re-election at the AGM without the need to be nominated. Fiona Mustarde and Clea Warner had both confirmed that they would be seeking re-election to the Board.
- 7.2 The Chair, Lesley McInnes was appointed to fill a Casual Vacancy and was also required to step down at the AGM and was permitted to stand for election to the Board without the need to be nominated. Lesley McInnes had confirmed that she would be seeking election to the Board.
- 7.3 The following nominations to the Board from Society members: Nile Istephan, Angela Currie, and Nicola Underdown.
- 7.4 In total, six people sought election to the Board. As this number did not exceed the number of vacancies on the Board, all nominees were duly elected without the need for a vote. Board membership was confirmed as: Lesley McInnes, Carl Patching, Ian Fosbrooke, Jim Convery, Clea Warner, Fiona Mustarde, David Cargill, Nile Istephan, Angela Currie, Nicola Underdown.
- 7.5 It was noted that the Society would also be Co-opting tenant and Society member Scott Macleod to the Audit & Risk Management Committee.
- 7.6 The election of office bearers would take place at the first meeting of the Board being held after the AGM. Details of the election results of the AGM and election of office bearers would be posted on the Society website and sent out to all tenants in the next Tenant Newsletter.

8. APPOINTMENT OF AUDITORS FOR THE FINANCIAL YEAR 2020/21

8.1 The Director of Finance & Corporate Services confirmed that that RSM (UK) Audit LLP had been selected to continue as the auditor of the Society in 2022.

9. AOCB

9.1 There was no other business noted.

9.2 The Chair thanked everyone for attending the meeting and called it to a close.

The meeting came to an end.