

**COMMITTEE MINUTE RECORD****Minute of:** ARK Housing Association Board of Management**Date Held:** 19<sup>th</sup> September 2019, 11.30pm**Venue:** The Priory, Canaan Lane, Edinburgh, EH10 4SG**Chair:** Graham Mitchell**Secretary:** Bobby Duffy**Present:** Mr Graham Mitchell (Chair), Ms Ann Lyon, Mr Ken Brown, Mr Dave Proudfoot, Ms Lucy Robertson, Ms Marilyn Barrett, Dr Darcey Black (observer, subsequently co-optee), Ms Anne Lane (observer, subsequently co-optee), Mr Nikolaos Koutris (observer, subsequently co-optee)**In Attendance:** Mr Bobby Duffy (Chief Executive Officer), Mr Ron Watson (Director of Finance & Housing), Ms Victoria Knox (Director of People & Organisational Development), Mr John Rankin (Head of Quality & Compliance), Ms Mary Bell (PA to CEO) (Minutes)

| ITEM |  |
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| 1.   | <b>Welcome</b><br>The Chair welcomed all attendees to the meeting and everyone introduced themselves.  |
| 2.   | <b>Apologies:</b> Mr Neil McKnight, Ms Shona Dunsmore, Mr Ian Logan  |
| 3.   | <b>Declaration of Interest</b><br>It was noted that, Ms Ann Lyon and Mr Ken Brown are also members of Ark Commercial Investment Limited (ACIL) Board and Ark Services Limited (ASL) Board.   |
| 4.   | <b>Items for Approval</b>  |
| 4.1  | <b>Year End Accounts</b> <ul style="list-style-type: none"> <li>o The Director of Finance &amp; Housing summarised the year-end accounts and noted that year 2018/19 had been a good year for the organisation with all companies in the group recording a surplus, with resultant cash at bank increasing. This meant that the group achieved an operational surplus, before technical pension adjustments, of £1.2m.</li> <li>o Ms Lyon proposed that the Group Financial statements to 31 March 2019 were a true and fair representation of the accounts and this was seconded by Mr Brown.</li> </ul> <b>Members noted and approved the Group Financial statements to 31 March 2019</b>  |
| 4.2  | <b>Letter of Representation</b> <ul style="list-style-type: none"> <li>o The Letter of Representation was duly signed by the Chair</li> </ul> <b>Members noted the Letter of Representation</b>  |
| 5.   | <b>Proposed Co-optee Appointments to Board of Management</b><br>The Chair noted the resignation of Ann Lyon from the Board of Management and thanked her for her contribution to ARKHA.<br><br>The following people have submitted application forms for co-optee membership of the Board of Management:- <ul style="list-style-type: none"> <li>o Dr Darcey Black</li> <li>o Mr Nikolaos Koutris</li> <li>o Ms Anne Lane</li> <li>o Mr Ian Logan</li> </ul> All potential co-optees attending the meeting provided a brief summary of the skills and expertise they can bring to the Board of Management.<br><br><b>Members approved co-optee membership for Dr Darcy Black, Mr Nikolaos Koutris, Ms Anne Lane and Mr Ian Logan</b> |
| 6.   | <b>AOCB</b><br>Ms Lyon advised that this would be her last BoM and wished ARKHA every success for the future.<br>It was noted at the end of the meeting that there were no potential impacts identified in relation to people with a protected characteristic.   |

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|     | There was no other competent business, the Chair thanked everyone for their attendance and the meeting was closed at 11.55pm |
| 13. | Date of Next Meeting: 19 September 2019 at 14.00   |

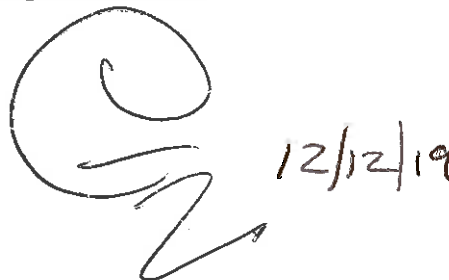
**2019/20 Dates for Board of Management Meetings – commencing 14.00**  
**Board Member Only sessions will commence at 13.30 unless agreed otherwise.**

**2019**

- ↓ Thursday 24<sup>th</sup> October
- ↓ Thursday 12<sup>th</sup> December

**2020**

- ↓ Thursday 20<sup>th</sup> February
- ↓ Thursday 19<sup>th</sup> March
- ↓ Thursday 18<sup>th</sup> June
- ↓ Thursday 20<sup>th</sup> August
- ↓ Thursday 17<sup>th</sup> September
- ↓ Thursday 22<sup>nd</sup> October
- ↓ Thursday 10<sup>th</sup> December



Handwritten signature and date: 12/12/19