



Official Minute of the Annual General Meeting of Rural Stirling Housing Association Ltd held online using Zoom on Thursday, 16th September 2021 at 7pm

Present 18 members (list attached)
In Attendance 2 guests

Annual General Meeting

1. Introduction and Apologies

The Chair opened the 31st Annual General Meeting of the Association and outlined the formal business to be dealt with. The Chair welcomed Members, our guest speaker Gavin Oattes from Tree of Knowledge, and Allison Devine from Alexander Sloan, Auditors to the meeting. The Chair reminded everybody that the meeting was being recorded for the purposes of taking the minute. Once the minute has been produced the recording will be deleted.

It was noted that 26 apologies had been received and that 2 members had appointed proxies to attend on their behalf.

2. Minute of the Annual General Meeting held on 17th September 2020

The Minute was approved as an accurate record on a motion by Margaret Vass seconded by Fiona Boath.

3. Guest Speaker, Gavin Oattes, Tree of Knowledge

The guest speaker for the evening was Gavin Oattes, Managing Director of Tree of Knowledge. Gavin spoke to the meeting about the benefits of a positive mindset and of taking positive learning from any tasks we complete or events we participate in. Gavin discussed how working with others to achieve a common goal provides support to help you succeed, helping you to achieve a greater level of success than you could do individually. Teams and Committees need positive encouragement to become more effective, and to enjoy doing so. Gavin highlighted that everyone needs help and support at some time in their lives, and that an offer of support and kindness can lift the spirits and keep us moving forward together.

Gavin left the meeting following his presentation.

4. Chairperson's Report / Annual Report 2020/21

The Chair reported that the Association was delighted to be able to host the AGM in this special year as it celebrates its 30th Anniversary. Highlights of our achievements and successes over the past three decades had been celebrated in the Annual Performance Report 2020/21,

which also provides information on the Association's work over the last year to the end of March 2021.

The Annual Performance Report had been circulated to attendees prior to the AGM and would also be available on the website and circulated to tenants and members on request.

The Chair thanked the staff for their effort and hard work over the past year to meet the challenges presented by COVID-19 and reported that staff are now working towards re-opening the office and the resumption of the majority of our services for tenants.

The Chair reported that the Association continued to maintain a strong relationship with Stirling Council, the National Park and Community Councils.

The Chair highlighted the excellent announcement in January this year that rents would not be increased in 2021/22. The Association had been able to achieve this through careful financial management, and the summary of our Financial Position included in the AGM papers confirms this strong position.

Work on the Claish Farm development of 50 homes at Callander is now nearing completion. Two phases have been released and homes are now occupied, with the final phase due to be handed over in Autumn 2021. Work on other developments has also commenced or will commence shortly:

- 9 homes at Burngreen Kippen with our partners Dawn Homes
- 22 houses at a site in Balmaha,
- 30 homes at Gartness Road, Drymen, in conjunction with MacTaggart Mickle

The Chair reported that the working group established to look at Customer Engagement, Participation and Scrutiny had completed its task, and, following consultation with our tenants, the new Customer Engagement Strategy was launched in June this year. The Strategy is available on our website and demonstrates how we will work with our tenants to ensure that we provide the right services in the right way. The Chair thanked everyone who participated in the development of this new strategy by providing feedback and in responding to our consultation surveys.

The Chair offered his sincere thanks to our Board Members, who volunteer their time and expertise – both professional and as tenants – and work hard for the Association. At our last AGM we welcomed Lorna Cameron and Fionn Stevenson to the Board. Unfortunately, during the year Cordelia Guidery had to step down for personal reasons, and Fionn Stevenson had also indicated that she would be standing down at this meeting, again for personal reasons. He thanked them both for their valuable contribution to the Association.

The Chair went on offer his, and the Board's, thanks Donna and the staff team for their commitment during the last year.

The Chair added his personal thanks to everyone who has supported him in the role of Chair during the past year, particularly Donna Birrell, our CEO, and Fiona Boath and Theresa Elliot, joint Vice-Chairs of the Association.

The Chair went on to advise that one question had been received in advance of the meeting from a Member and a response had been provided. The question raised an important issue, and the Chair shared the response with the meeting.

Question:

“Are there any plans/proposals to incorporate renewable energy sources for power/utilities to homes? i.e., Solar/wind turbines, ground source heat pumps?”

RSHA response:

*“One of our Strategic Objectives is to **Take action to address climate change and promoting sustainability**. We are trying to minimise the impact of our activities on our environment and to work towards a carbon neutral position. Our success in achieving this will be that our homes are resilient to the potential impact of climate change, our tenants’ energy consumption is lower and we have a reduced carbon footprint.*

We are phasing out the installation of gas boilers to ensure that the heating systems in all new build homes produce zero direct greenhouse gas emissions by 2024 and have recently instructed an energy audit across our stock to inform us about suitable alternative systems to ensure that all of our stock meets net zero by 2045.

Our Sustainable Housing Design Guide was updated during 2020. We currently specify Air Source Heat Pumps and Solar PV panels in the most suitable locations to ensure there is no shading of the panels”.

There were no further questions raised.

5. Annual Accounts and Auditors’ Report

Allison Devine of Alexander Sloan, the Association’s external auditors, was introduced to the meeting.

The Auditor referred the members to the Summary of Accounts for the period to 31 March 2021 which had been circulated prior to the meeting and highlighted some specific details which served to confirm the continued strong overall financial position of the Association.

The Auditor noted that the Accounts provided an excellent set of results during a challenging year and congratulated the RSHA staff and Board for their prudent financial controls. As External Auditors, she confirmed that Rural Stirling Housing Association had received an unqualified audit report and noted that she was satisfied that the Accounts gave a true and fair view of the Association’s finances, with no matters of concern.

The Auditor thanked Kirsty Brown and her team for their help to complete the Audit, which had again been conducted online this year.

The Chair thanked the Auditor and her team for their hard work throughout the last year. It was noted that the meeting did not require to vote for the approval of the annual accounts.

The full Accounts for the year 2020/21 would be available on the RSHA website. There were no questions raised in relation to the Accounts.

6. Appointment of the Auditor

The Chair explained that the Board of Management had agreed to recommend to the AGM that Alexander Sloan be re-appointed as the Association's auditor for financial year 2021/22. This was approved on a motion from Margaret Vass and seconded by Anne Law.

7. Election of Board Members

The Association's Chief Executive, Donna Birrell explained that:

- The current Board of Management consisted of 11 elected Members.
- Our Rules require that one third of the existing Board is required to retire each year by rotation, equivalent to 4 Board members. Those longest-serving members due to retire this year were: Martin Earl, Theresa Elliot, and Fiona Boath, who were all seeking re-election
- Mark Griffiths volunteered to retire as the fourth Board member required to stand down and was also seeking re-election.
- Fionn Stevenson had decided to stand down but not to seek re-election.
- Four nominations had been received, from Kenneth Butler, Andrew Faulk, Scott Kirkpatrick and Michael Morrice, all recruited through the Summer 2021 Board recruitment campaign.

As there were 8 nominations for the 9 vacancies all were declared to have been duly elected.

The Chair noted that the Board still had one vacancy and encouraged anyone who was interested to consider becoming involved in the Board in future particularly a tenant member. Anyone who was interested was invited to contact the Chair or Chief Executive for more information.

The Chair thanked Donna, Hilary, and Susan for organising the event, and thanked everyone for attending the 2021 AGM. He wished everyone a good night and brought the meeting to an end.

2021 AGM Members Attending FINAL

	Members		
1	Mark Griffiths (Chair)		
2	Fiona Boath		
3	Theresa Elliot		
4	Margaret Vass		
5	Malcolm Begg		
6	Martin Earl		
7	Susan Macmillan		
8	Linda Anderson		
9	Anne Law		
10	Andrew Faulk		
11	Scott Kirkpatrick		
12	Michael Morrice		
13	Nigel Macmillan		
14	Moira Robertson		
15	Margaret Beaton		
16	Willie Oswald (Proxy)		
17	Robert Boath (Proxy)		
18	Kenneth Butler		
	Guests		
	Allison Devine, Alexander Sloan, External Auditors		
	Gavin Oattes, Managing Director, Tree of Knowledge		
	Staff		
	Donna Birrell, Chief Executive Officer (CEO)		
	Kirsty Brown, Deputy Chief Executive Officer/Director of Finance and Corporate Services		
	Craig Wood, Director Housing and Property Services		
	Jackie Leeds, Housing Services Manager		
	Hilary Tennant, Governance and Compliance Officer		
	Lesley McGregor, Housing Services Adviser		
	Dana McNulty, Property Services Assistant		

Apologies for AGM 2021

	Name	Via
1	Bob Moyes	By Phone
2	Catherine McNab	Returned form
3	Duncan Twigg	By phone
4	Howard Dales	By email
5	Elizabeth Morton	Returned form
6	Marjory White	Returned form
7	Alex McLaren	Written confirmation
8	Colin O'Brien	Returned form
9	Rosalind Lygate	Returned form
10	John Lygate	Returned form
11	Tanya Pill	Returned form
12	Amie Jude	By phone
13	Allan Kilgour	By phone
14	Mary Kelly	By phone
15	David Frood	By phone
16	Janet Dalziel	Returned form
17	William Dalziel	Returned form
18	Hilda Petrie-Coutts	By phone
19	Archie Bell	By phone
20	Margaret Rae	By phone
21	Alison Smith	By email
22	Lorna Cameron	By email
23	Ken Butler	By email
24	Fionn Stevenson	By email
25	John McHarg	By text message
26	Kelly Clapperton Bates	By text message