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ITEM NO 3.2

HEBRIDEAN HOUSING PARTNERSHIP

Board

<u>Minutes of Meeting held via MS Teams on Wednesday, 28 August 2024 at 3:00pm</u>

ITEM	DISCUSSION
PRELIMINARY PROCEDURAL MATTERS	
1	**<u>Attendance & Apologies</u>** <u>Present</u> Gordon Macleod Helen Mackenzie Iain M Macleod Gary Lamont Fiona Macleod <u>Staff & Consultants In Attendance</u> Dena Macleod (Chief Executive) John Maciver (Director of Operations) Donald Macleod (Director of Finance and Corporate Services) Iona France (Governance Officer) Michael Libby (Corporate Services Officer) Joel Martin (Corporate Services Officer – Minute Taker) <u>Apologies</u> Alison MacCorquodale Calum Mackay <u>Apologies Not Received</u> Norman Macdonald The Chief Executive advised the Board that as Finlay Stewart had missed 4 meetings in a row he was removed from the Board.
2	**<u>Date of Next Meeting</u>** The date of the next meeting will be 19 November 2024.
ITEMS FOR DECISION	
3.1	**<u>Election of Chair</u>** The Company Secretary called for nominations for the Chairperson's position following the AGM held earlier in the day. Gordon Macleod was nominated by Helen Mackenzie and this was seconded by Fiona Macleod. **There were no other nominations. Gordon Macleod was appointed to the position of Chairperson.**
3.2	**<u>Election of Vice Chair</u>** The Chair called for nominations for the position for Vice Chair. Calum Mackay was nominated by Helen Mackenzie and this was seconded by Ian M Macleod. **There were no other nominations. Calum Mackay was appointed to the position of Vice Chairperson**

3.3	**<u>Election to Standing Committees</u>** The Chair called for nominations for the Joint Consultative Committee, Audit & Risk Committee and Development & Finance Committee. **It was agreed that Gordon Macleod, Fiona Macleod and Calum Mackay be appointed to the Joint Consultative Committee.** The Audit and Risk Committee should comprise of 6 board members; however, it was agreed that the Committee could continue with five members and one vacancy until such time that the position is filled. **It was agreed the Audit & Risk Committee members be:** • **Helen Mackenzie;** • **Calum Mackay;** • **Gary Lamont; and** • **Iain M Macleod;** • **Norman Macdonald** The Development and Finance Committee should comprise of 6 board members. **It was agreed the Development & Finance Committee members be:** • **Calum Mackay** • **Helen Mackenzie;** • **Gordon Macleod;** • **Alison MacCorquodale;** • **Iain M Macleod;** • **Fiona Macleod**
3.4	**<u>Work Groups</u>** **It was agreed that the Work Groups would be as follows:** <u>Operations Working Group</u> • Calum Mackay; • Helen Mackenzie; • Alison MacCorquodale; • Gary Lamont • Fiona Macleod <u>Personnel Working Group</u> • Gordon Macleod; • Fiona Macleod • Helen Mackenzie; and • Alison MacCorquodale.
3.5	**<u>Spokespersons</u>** **It was agreed that the Spokespersons would be as follows:** Development: Gordon Macleod Tenant Liaison & Housing Management: Helen Mackenzie Repairs & Investment: Calum Mackay Finance: Calum Mackay Gaidhlig: Vacant

3.6	<u>**Election of HHP Community Housing Ltd Board (Subsidiary)**</u> The Vice-Chair called for nominations for the Board of HHP Community Housing Ltd. **It was agreed the Board of HHP Community Housing Ltd be:** • **Gordon Macleod;** • **Calum Mackay;** • **Fiona MacLeod; and** • **Helen Mackenzie**
ITEMS FOR NOTING	
4.1	<u>**Schedule of Meetings 2025**</u> The Company Secretary presented the draft Schedule of Meetings 2024 for noting. The final schedule will be prepared in accordance with CNES Schedule of Meetings. The final schedule will be presented to the Board meeting on 19 November 2024. The provisional Board Meetings for 2025 are: 11 February 2025 25 March 2025 22 May 2025 22 June 2025 2 September 18 November 2025 **The draft Schedule of Meetings 2025 was noted.**

Chairperson Mr Gordon Macleod

SIGNED ……………………………………………………….

DATE ……………………………………………………….