

# **Aberdeen Soroptimist Housing Society Limited**

## **MINUTE OF THE THIRTY FOURTH ANNUAL GENERAL MEETING OF ABERDEEN SOROPTIMIST HOUSING SOCIETY LIMITED.**

**HELD ON MONDAY 23<sup>RD</sup> JULY 2018 AT THE GARDEN ROOM.  
MIDSTOCKET CHURCH, HARCOURT ROAD, ABERDEEN AT 6.00PM**

**Present:    Members**    Alison Mitchell (Chairman)  
Morag McFadyen (Vice Chairman)  
David Hekelaar (Treasurer)  
Iris Walker (Board Member)  
Sue Kinsey (Board Member)  
Alan Silver (Board Member)  
Hilda Smith (Board Member)  
Leonora Montgomery (Co-optee)  
Fiona Watson  
Norma Michie

**In Attendance:**       Glenn Adcook, Company Secretary & Chief Executive, OH  
(Managing Agent)  
Gary Walker, Chief Finance Officer, OH  
Hugh Crothers, Asset Manager, OH  
Elaine Bowie, Housing Officer, OH  
Beth Jones, Senior Admin Assistant, OH (Minute Taker)  
Sally Casson, Auditor, A2B

### **1.   Welcome and Introductions**

The Chairman opened the AGM by welcoming everyone and thanking them for their attendance. The Society's office bearers, OH staff and Sally Casson, auditor A2B were introduced to those attending the AGM.

### **2.   Apologies**

**Apologies were received from the following members:**

**Alice Henderson, Josephine Davies, Dorothy McKay, Lynda Cargill,  
Elizabeth Mackie, Audrey Masson, Marion White, Fred and Roma Darwent**

**Proxy forms had been received from Dorothy McKay, Marion White and  
Audrey Masson who all nominated Alison Mitchell to vote if required in  
their absence.**

### **3. Minute of the 33<sup>rd</sup> Annual General Meeting, held on 24<sup>th</sup> July 2017**

#### **Spelling Amendments – Dorothy Mackie should be Dorothy McKay**

Subject to the above change, approval of the minute was proposed by Sue Kinsey and seconded by Fiona Watson and signed by the Chairman.

### **4. Chairman's Report (Annual Report 2017/18)**

The Chairman started by conveying her thanks to the Board of Directors and in particular the Office Bearers for their valued effort, support and contribution over the last year. The Chairman also conveyed her thanks to Leonora Montgomery for serving as a Co-optee over the past year.

The Chairman then gave a summary of the content of her report as published in the Annual Report 2017/18.

The Chairman noted that there was a good set of results against the Society's Key Performance Indicators recorded for 2017/18 and that once again it was pleasing to report the engagement level with the Scottish Housing Regulator remains "low".

The Chairman highlighted that the partnership with OH as managing agent is going very well and expressed thanks to OH staff in providing support and guidance to both tenants and the Board.

The Chairman took the opportunity to provide an update on a point raised at the last AGM that was not contained in her report. In relation to the parking issue it has been established from Aberdeen City Council that the roads have been adopted from where the yellow lines lie and that a definite no parking rule applied on those lines.

Elaine Bowie advised there are 5 spaces in total, 2 at the front and 3 at the back and these are the only non-assigned parking spaces within the curtilage of the development. EB further explained tenants have been advised of the outcome of enquiries made to the city council based on the clarification received. The Chairman declared the matter to have been satisfactorily resolved

The Chairman expressed thanks to Santander Bank employees for the support from their community-volunteering scheme on the improvements made to the open space and landscaped areas within Beechgrove. The Chairman also advised that the Society hope to source further support to help improve the harder landscaping during 2018/19.

### **5. Treasurer's Report (Annual Report 2017/18)**

The Treasurer presented his report and highlighted that the results for the year, taking into account the size of the organisation, were very good. He advised however, that funds in banks accounts receive low rates of interest and consequently, investments have reduced in value.

The Treasurer also highlighted that reserves are built up to fund future requirements and referred to the major work recently undertaken at Mile End House to ensure compliance with EESSH requirements. He also advised a 30-year life cycle major component replacement plan is in place to maintain high quality stock condition and, this is subject to ongoing monitoring and review. The Treasurer thanked Gary Walker, his team at OH and the auditors at A2B for their continued professional support.

#### **6. Auditor's Report and adoption of the Audited Accounts for the period ended 31<sup>st</sup> March 2018**

Sally Casson advised of a clean audit report with no adjustments and from an audit perspective confirmed that A2B are pleased with the Society's financial management. Sally Casson conveyed her thanks to Gary Walker and team and invited questions from the members present.

There were no questions and the Treasurer's and Auditor's reports were duly noted and accepted.

The Chairman thanked Sally Casson for attending the AGM and advised members that the annual report and accounts were approved and signed at the last Board meeting held in June.

#### **7. Election of Members to the Executive Committee (Board of Directors)**

The Chairman advised that the 9 year rule applies to Alison Mitchell and Sue Kinsey and they are therefore required to retire from the Board every year. Therefore, in accordance with the Rules Alison Mitchell, Sue Kinsey and Morag McFadyen retired from the Board.

Leonora Montgomery also stood down as a Co-optee.

No other nominations for membership of the Board had been received and Alison Mitchell, Sue Kinsey and Morag McFadyen were duly re-elected.

Leonora Montgomery was also re-elected onto the Board as a full Board member.

#### **8. Appointment of Chairman, Vice Chairman and Treasurer**

Alison Mitchell demitted the Chairman's position and handed over to Company Secretary, Glenn Adcook. Nominations for the Chairman's post were duly sought from members present. Alison Mitchell was nominated for the office of Chairman by Susan Kinsey, seconded by Morag McFadyen. There being no other nominations Alison Mitchell was unanimously elected, and accepted the position.

Morag McFadyen was nominated as Vice Chairman by Sue Kinsey and seconded by David Hekelaar. There being no other nominations Morag McFadyen was unanimously elected and accepted the position.

David Hekelaar was nominated as Treasurer by Morag McFadyen and seconded by Iris Walker. There being no other nominations David Hekelaar was unanimously elected and accepted the position.

## **9. Appointment of Company Secretary**

Glenn Adcook was nominated as Company Secretary by Alison Mitchell.

There being no other nominations Glenn Adcook was unanimously appointed as Company Secretary and accepted the position.

## **10. Appointment of Auditor.**

David Hekelaar nominated A2B to continue as the society's auditor, seconded by Leonora Montgomery and this nomination was agreed by all those present.

## **11. Any Other Competent Business**

Alan Silver wished that it be recorded in the minute that the cooperation of tenants during the major insulation works in their homes has been very much appreciated by the Board.

Norma Michie also proposed thanks to the Chair and this was seconded by Sue Kinsey.

The meeting closed at 6.21pm.

SIGNED.....

DATE.....

CHAIRMAN