

<b>COMMITTEE MINUTE RECORD</b>	
<b>Minute of:</b>	ARK Housing Association Board of Management
<b>Date Held:</b>	29 <sup>th</sup> September 2022, 12.00 noon
<b>Venue:</b>	Hilton Edinburgh Carlton Hotel, 19 North Bridge, Edinburgh EH1 1SD
<b>Acting Chair:</b>	Neil McKnight
<b>Secretary:</b>	Bobby Duffy
<b>Present:</b>	Mr Neil McKnight, Mr Ian Logan, Ms Joanna Mansell, Dr Darcey Black, Ms Catriona Clarke, Mr Dave Proudfoot
<b>In Attendance:</b>	Mr Bobby Duffy (Chief Executive Officer), Mr Stuart Green (Director of Finance), Ms Victoria Knox (Director of People & Organisational Development), Mr Mark Hall, (Director of Operations), Ms Mary Bell (PA to CEO) (Minutes)
ITEM	
1.	<b>Welcome</b> The Acting Chair welcomed all attendees to the 29 <sup>th</sup> September 2022 Board of Management meeting
2.	<b>Apologies:</b> Mr Graham Mitchell, Ms Anne Lane, Ms Lucy Robertson, Mr Nikolas Koutris. Ms Kayleigh Bryan, Ms Caryn Innes
3.	<b>Declaration of Interest</b> It was noted that, Mr Neil McKnight and Ms Catriona Clarke were members of Ark Commercial Investment Limited (ACIL) Board and Mr Ian Logan is a member of Ark Services Limited (ASL) Board.
4.	<b>Election of Chair and Depute Chair</b> <ul style="list-style-type: none"> <li>○ The Secretary advised that following the AGM that Members require to elect the Chair and Depute Chair for the next year and informed that Mr Mitchell is willing to stand as Chair again and that Mr McKnight is willing to stand again for the position of Depute Chair.</li> <li>○ The Secretary asked members to approve that Mr Graham Mitchell continues as Chair of Ark Board of Management for his fifth year in post.</li> <li>○ Mr Logan proposed Mr Mitchell’s appointment and this was seconded by Mr Proudfoot.</li> <li>○ The Secretary asked members to approve that Mr Neil McKnight continues as Depute Chair of Ark Board of Management for his second year in post.</li> <li>○ Dr Darcey Black proposed Mr McKnight’s appointment to Depute Chair and this was seconded by Ms Catriona Clarke.</li> </ul> <b>Members duly noted and approved the appointment of Mr Graham Mitchell to Chair and Mr Neil McKnight as Depute Chair</b>
5.	<b>Items for Approval</b>
5.1	<b>Proposed Governance Structure</b> <p><b>Chair &amp; Members of the Finance Sub-Committee</b></p> <ul style="list-style-type: none"> <li>○ The Depute Chair advised that Mr Ian Logan was willing to remain Chair of the Finance Sub-Committee and proposed that the membership of the Finance Sub-Committee consists of, Ms Joanna Mansell, Mr Nikolas Koutris and Ms Catriona Clarke and this was seconded by Mr Proudfoot.</li> </ul> <p><b>Chair &amp; Members of the Audit Sub-Committee</b></p> <ul style="list-style-type: none"> <li>○ The Chair noted that Ms Anne Lane is willing to accept the Chair’s role for the Audit Sub-Committee for her first year and proposed that the membership of the Audit Sub-Committee comprise of Mr Dave Proudfoot, Ms Joanna Mansell, Dr Darcey Black and Ms Kayleigh Bryan and this was seconded by Mr Ian Logan.</li> </ul> <p><b>Housing &amp; Property Working Group</b></p> <ul style="list-style-type: none"> <li>○ The Chair proposed that the Housing &amp; Property Working Group will continue to be chaired by Ms Caryn Innes and membership would include Ms Lucy Robertson, Mr Neil McKnight and Dr Darcey Black and this was seconded by Ms Clarke.</li> </ul> <p><b>Chair and Members of Ark Commercial Investments Ltd. (ACIL)</b></p> <ul style="list-style-type: none"> <li>○ The Acting Chair advised that he was willing to continue as Chair for ACIL for his second year and proposed that the membership consists of Ms Lucy Robertson, Ms Catriona Clarke, Ms Kayleigh Bryan and this was seconded by Mr Logan.</li> </ul>

	<p><b>Chair and Members of Ark Services Ltd. (ASL)</b></p> <ul style="list-style-type: none"> <li>The Depute Chair noted that Mr Ian Logan is willing to accept the role of Chair for ASL for his first year and proposed that the membership consists of Ms Lucy Robertson, Ms Kayleigh Bryan and Mr Oliver Saint and this was seconded by Mr Dave Proudfoot.</li> </ul> <p><b>Members noted and approved the status of the Finance and Audit Sub-Committees and the ACIL and ASL Subsidiary Companies membership.</b></p>
6.	<p><b>AOB</b></p> <p>There was no other business to discuss and the meeting was closed at 12.20pm</p>
	<p>It was noted at the end of the meeting that there were no potential impacts identified in relation to people with a protected characteristic.</p>
7.	<p><b>Date of Next Meeting: Thursday 27<sup>th</sup> October 2022 - Strategy Day being held at the Hilton Edinburgh Carlton Hotel, 19 North Bridge, Edinburgh EH1 1SD</b></p>

**2022 Dates for Board of Management Meetings – commencing 14.00**  
**Board Member Only sessions will commence at 13.30 unless agreed otherwise**

📅 15 December (Hybrid)

**2023 Dates**

📅 TBC.