

**COMMITTEE MINUTE RECORD**

**Minute of:** ARK Housing Association Board of Management  
**Date Held:** 23<sup>rd</sup> September 2021, 12.30pm  
**Venue:** Norton House Hotel, Edinburgh EH28 8LX  
**Chair:** Graham Mitchell  
**Secretary:** Bobby Duffy

**Present:** Mr Graham Mitchell (Chair), Mr Dave Proudfoot, Mr Neil McKnight, Mr Ian Logan, Mr Ken Brown, Ms Joanna Mansell, Ms Lorraine Charnley, Ms Kayleigh Bryan

**In Attendance:** Mr Yasseen Yousaf (Non-Executive Director, ACIL), Mr Bobby Duffy (Chief Executive Officer), Mr Ron Watson (Director of Finance), Ms Victoria Knox (Director of People & Organisational Development), Mr Mark Hall, (Director of Operations), Ms Caryn Innes (Director of Development and Business Improvement) Ms Mary Bell (PA to CEO) (Minutes)

ITEM	
1.	<p><b>Welcome</b>            The Chair welcomed all attendees to the 23 September 2021 Board of Management meeting</p>
2.	<p><b>Apologies:</b> Dr Darcey Black, Ms Anne Lane, Ms Lucy Robertson, Ms Catriona Clarke, Dr Fraser Quin, Mr Nikolas Koutris</p>
3.	<p><b>Declaration of Interest</b>            It was noted that, Mr Neil McKnight, Mr Ken Brown and Mr Ian Logan were also members of Ark Commercial Investment Limited (ACIL) Board and Ark Services Limited (ASL) Board.</p>
4.	<p><b>Election of Chair and Depute Chair</b></p> <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 accept 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 fourth year in post.</li> <li>○ Mr Proudfoot proposed Mr Mitchell’s appointment and this was seconded by Mr Logan.</li> <li>○ The Secretary asked members to approve that Mr Neil McKnight be appointed to Depute Chair of Ark Board of Management for his first year in post.</li> <li>○ Mr Logan proposed Mr McKnight’s appointment to Depute Chair and this was seconded by Mr Brown.</li> </ul> <p><b>Members duly noted and approved the appointment of Mr Graham Mitchell to Chair and Mr Neil McKnight as Depute Chair</b></p>
5.	<p><b>Items for Approval</b></p>
	<p>5.1 <b>Proposed Governance Structure</b></p> <p><b>Chair &amp; Members of the Finance Sub-Committee</b></p> <ul style="list-style-type: none"> <li>○ The Chair advised that Mr Ian Logan had accepted the position as Chair of the Finance Sub-Committee and proposed that the membership of the Finance Sub-Committee consists of Mr Ken Brown, Ms Joanna Mansell, Mr Nikolas Koutris and Ms Catriona Clarke and this was seconded by Mr McKnight.</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 Mr Dave Proudfoot was willing to remain Chair of the Audit Sub-Committee for a further year and proposed that the membership of the Audit Sub-Committee comprise of Ms Anne Lane, 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 Working Group would 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 Mr Brown.</li> </ul>

	<p><b>Chair and Members of Ark Commercial Investments Ltd. (ACIL)</b></p> <ul style="list-style-type: none"> <li>○ The Chair advised that Mr Neil McKnight was willing to accept the role of Chair for ACIL and proposed that the membership consists of Ms Lucy Robertson, Mr Yaseen Yousaf, Mr Stuart Yorkston, and Ms Catriona Clarke 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 Chair noted that Mr Ken Brown will continue as Chair for ASL for a further year and proposed that the membership consists of Mr Ian Logan, Ms Lucy Robertson, Ms Kayleigh Bryan and Mr Oliver Saint and this was seconded by Mr Dave Proudfoot.</li> </ul> <p>The Chair advised that he would be in contact with Ms Lorraine Charnley to confirm and agree her membership of a Sub-Committee and/or Subsidiary company.</p> <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>Chairs Remarks</b></p> <p>The Chair highlighted a few thoughts in regards to the external environment over the next 12 months and asked Members to keep them in mind for future discussions.</p> <p><b>Members noted the Chair's Comment</b></p>
7.	<p><b>AOB</b></p> <p>There was no other business to discuss and the meeting was closed at 1.30pm</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>
8.	<p><b>Date of Next Meeting: Thursday 28<sup>th</sup> October 2021</b></p>

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

 TBC.