

**MINUTE OF THE MEETING OF LOREBURN HOUSING ASSOCIATION LIMITED  
HELD ON TUESDAY 20 JUNE 2017 AT 6.30PM IN HUNTINGDON, 27 MOFFAT  
ROAD, DUMFRIES.**

**Present:** Brian Pattinson (Vice-Convener)  
Derek Rodgers (Secretary)  
Lynda Cameron  
Mike Jones  
Peter Ward  
Robin Wishart  
Ronald Jardine  
Russell Brown

**Attending:** Lorraine Usher (Chief Executive)  
Alison Anderson (Director of Finance and Corporate Services)  
Gary Alison (Finance and Procurement Manager)  
Graham Robertson (Development Manager)  
Ann Gordon (Assistant to the Chief Executive)\*

\*minute

	<b>Action</b>
<p><b>1</b>     <b><u>Apologies</u></b> Jane Connechen, Maureen Farrell, Jim Hogg, Iain Fergusson, John McNaught (Convener)</p> <p>In the absence of Mr McNaught, Mr Pattinson took the chair.</p>	
<p><b>2</b>     <b><u>Declarations of Interest</u></b> Office bearers and Mr Jones – Directors of Loreburn’s subsidiary company Dumfries and Galloway Homes.</p>	
<p><b>3</b>     <b><u>Signing of Previous Minute</u></b> It was noted that Ms Farrell left the meeting on 30 May at item 13.</p> <p>On the proposition of Mr Brown, seconded by Mr Rodgers the minute of the meeting held on 30 May 2017 was unanimously <b>APPROVED.</b></p>	
<p><b>4</b>     <b><u>Matters Arising</u></b> The Chief Executive respond to 1 matter arising.</p>	
<p><b>5</b>     <b><u>Convener’s Report</u></b> In the absence of the Convener there was no report.</p>	
<p><b>6</b>     <b><u>Chief Executive’s Report</u></b></p>	

The Chief Executive delivered a verbal report including an overview of the Modern Apprenticeship Programme at Loreburn H A to the Management Committee and responded to questions.

**7 Finance and Procurement Annual Update**

The Finance and Procurement Manager distributed copies of his Power Point presentation to Members and spoke to it.

The Finance and Procurement Manager delivered an overview of the department.

Members:

- **NOTED** the presentation and report.

**8 Development Report**

The Development Manager took Members through an update the report.

Members:

- **NOTED** the report.

**9 ARC Update Report**

Members:

- **NOTED** the report.

**10 Conference Reports**

SFHA Annual Conference (1 and 2 June 2017)  
Deferred to July due to conveners absence.

**11 Conference/Workshop Dates**

Members:

- **NOTED** the conference and workshop dates.

**12 Risk Plan – Top 5 Risks**

Members:

- **NOTED** the top 5 risks.

**13 Minute Action Plan**

Members:

- **NOTED** the minute action plan.

**14 Any Other Business**

***Staff excluding the Chief Executive left the meeting and 2 confidential minutes were recorded by the Chief Executive***

***The Chief Executive left the meeting and the Vice-convener recorded a confidential minute.***

**Dates of Next Meetings:**

Tuesday 18 July 5.30pm Health and Safety

Tuesday 25 July	3.00pm	OD and Staffing	
Tuesday 25 July	6.30pm	Management Committee	
<b><i>Meeting closed at 8.45pm.</i></b>			