

20th September 2022

Annual General Meeting

Minute of a meeting of the Members
At 2:00pm on 20 September 2022

Held at:
Colinton Bowling Club
49a, Redford Road
Edinburgh EH13 OAB
And
Online via MS Teams

Members attending (in person)

Mr Iain Thompson, Chair
Mr Tom Roehricht
Mr Lee Parry
Ms Carol Lumsden
Ms Dorothy Taylor

Ms Pam Russell
Mr Jack Clyne
Mr Roy McIvor
Dr Roger Smith
Mr Stuart Robertson (part)

Ms Kate Kennedy
Mr David McIntosh
Mr Jean Simpson
Mrs Hazel Kennedy

Members attending (via MS Teams)

none

Members represented (via Proxy)

Ian Calder (nominated Pam Russell)
Ian Rankin (nominated Jack Clyne)
Ms Caroline Jardine (nominated Tom Roehricht)

Mrs Elizabeth Geddes (nominated Esther Wilson)
Mr John Geddes (nominated Esther Wilson)

Officers/ Third Parties attending in person

Ms Jean Gray, Chief Executive Officer
Ms Esther Wilson, Director of Housing and Support
Mr John Bain, Director of Business Support/ Secretary
Mrs Bianca Culbert, Corporate Support Administrator (Minute)
Mrs Heather Jeffrie, Tenant Participation Officer

Mr Tom Hainey, Director of Assets
Ms Ann Wood, Director of Care
Mr Philip Morrice, Auditor, Alexander Sloan
Mr David Aitken, Head of Finance
Mr Peter Nisbet, ICT Manager

Apologies received

Board members: Mr John Muir
Members: There were 45 apologies from other members
Viewpoint Officers: Mr Howard Vaughan, Director of Finance

Minute

Item	Subject	Action	Due Date
01	Welcome and apologies		
a	There being a quorum present, the Chair welcomed all to Viewpoint's first face to face/hybrid meeting since the Covid pandemic and opened the meeting.		
b	Apologies were received from Mr J Muir, Ms C Jardine (who nominated a proxy), and 45 other members.		
c	The Chair outlined that people could raise their hand if they want to ask questions to the Chair at any point during the meeting. There will also be an opportunity for general questions at the end of the meeting.		
02	Minutes of the AGM held on 21 September 2021		
a	The minutes of the AGM held on 21st September 2021 were reviewed. There being no proposed amendments, the acceptance of the minute was proposed by Mr T Roehricht, seconded by Ms K Kennedy, and approved unanimously by the meeting.		
03	Chair's report for the year		
a	The Chair presented his report for the year 2021-22. Following the meeting a copy of this report was made available on the Viewpoint Website.		
04	Financial statements for the year to 31 st March 2022		
a	Phil Morrice at Alexander Sloan commented on the Accounts, financial statements and the Auditor's Report for the period to 31 st March 2022.		
b	The Accounts have already been approved by the Board of Management.		
c	There being no queries or comments, Dr Roger Smith proposed Tom Roehricht seconded adopting the financial statements for the year to 31 st March 2022. There being no objections, the financial statements for the year to 31st March 2022 were adopted unanimously and will be published on the Viewpoint Website following the meeting.		
05	Elections to the Board		
a	In accordance with Viewpoint's Rules (Rules 39.1 and 39.2) one third of Board Members (not including Co-optees or those appointed to fill a casual vacancy) require to retire at each AGM. These were the Board Members who had served longest since the date of their last election. The Secretary noted that this year the Board Members in this category were Ms Caroline Jardine, John Muir and Mr Tom Roehricht.		
b	Further, it was noted that, in accordance with Rule 39.3, Board Members were also required to retire if, since the last AGM, they had been co-opted onto the Board under Rule 42.1, and that this year Mr Lee Parry fell into this category.		
c	It was noted that, in accordance with Rule 39.4 Tom Roehricht and Lee Parry had indicated that they were willing to stand for election to the Board.		
d	Caroline Jardine and John Muir had indicated that they wished to step down from the Board.		

Item	Subject	Action	Due Date
e	Two new people, Stuart Robertson and Roy McIvor, had indicated that they were seeking election to the Board, both of which were already endorsed by existing Board members.		
f	There being no further nominations for appointment to the Board of Management, the number of Members standing for election was equal to the number of vacant places for Elected Committee Members. In accordance with Rule 40.1, it was therefore not necessary on this occasion to hold a vote in relation to appointment to the Board.		
g	The Secretary therefore declared Mr Tom Roehricht, Mr Lee Parry, Mr Stuart Robertson and Mr Roy Mc Ivor appointed to the Board of Management.		
06	Appointment of Auditors		
a	The Chair noted that, under clause 72.1 of the Rules of the Association, the meeting was required to appoint a qualified auditor and set their remuneration. The Chair advised that, in 2019-20 a tender exercise was carried out and Alexander Sloan was selected as preferred auditor for a period of 5 years.		
b	The Chair noted that Alexander Sloan have confirmed that they were willing to be reappointed, and invited the meeting to agree to the reappointment of Alexander Sloan as the statutory auditor of the Association for the coming year. The re-appointment of Alexander Sloan & Co as auditor was proposed by Mr J Clyne, seconded by Mr D McIntosh, and unanimously approved by the meeting.		
07	Close of the Meeting		
	The Chair thanked all those who had participated in the meeting, either in person or via proxy, and the formal business of the meeting having been concluded, drew the meeting to a close.		

Approval of the minute

Signed as a true record of the meeting, following the approval of the draft minute by the 2023 Annual General Meeting.

Signed:



Date:

19 Sept 2023

Iain Thompson, Chair

