

<p style="text-align: center;">Kilburn Square Housing Cooperative:</p> <p style="text-align: center;">Board Meeting held on 1 March at 7.00pm</p>	ACTIONS
<p>Present: Margaret Von Stoll (MVS - Chair), Pauline Fell (PF – Vice Chair), Hassan Mahmood (HM – treasurer), Ben Choudhary (BC – member), Zaler Montana (ZM – member), Patricia Hogan (PH – member) Marta Riccardi (MR – member), Martin Page (MP - member) Andrea Johnson (consultant)</p> <p>1. <u>Welcome and apologies</u></p> <p>Apologies received from Jennifer Welch</p>	
<p>2. <u>Minutes of last Board Meeting (2/2/2016) & Matters Arising</u></p> <p>a) Accuracy All agreed accurate.</p> <p>b) Matters arising</p> <p>3.2 Sandtander requested further I.D. info. From MVS and JW</p> <p>5(a) Mobiles or Sim card for staff 5 required 3 Caretakers - 1 Maintenance - 1 Security</p> <p>8 9 (c) 5 Places have been booked for NFTMO conference on 17 June 2016. PF, JW, HM, DS, MVS</p> <p><i>Minutes of 2.2.16 agreed as accurate (ZM, HM)</i></p>	

Andrea Johnson introduction

Andrea Johnson is employed by the co-op to work 2 days a week to help the board and started on 15 February 2016 initially for 2 months.

Andrea has met and is having interviews all the staff. The personal files are being purged, and updated as there is a lot of information missing and the files are inconsistent. There have not been any staff team meetings for a long time, last one was in March 2015. The staff have worked well together for a long time and are a good team, but they are not really trained or directed and they muddle through. The staff need training and development. Some Staff members have mentioned that would like to work longer than the retiring pension age. Staff mentioned that do not get communicated to and this needs to be improved. Andrea will be giving update on staff job descriptions and Bench marking and recommendations at next months board meeting.

3. Chairs Report

Pauline Facey, manager left the employment of the co-op on 17 February 2016.

Karis will be off sick to 14 March 2016

4. Finance

- a) Budget reports sent to Board members for 10 months to February 2016 accounts showing a saving on staff costs and slight overspend on professional costs and telephone
- b) Pension - Lornette will be dealing with this.

5. Estate**a) Contracts**

Grounds Maintenance contract - to look at contact and cost

Sub

b) Health and safety report

Risk assessments to be done

JW/AJ

c) Quotes

Nothing to report

d) Security gates and fobs

internal security gates being handle by Andrea.

AJ

e) Signage

JW confirmed everyone has received a copy of the signage.

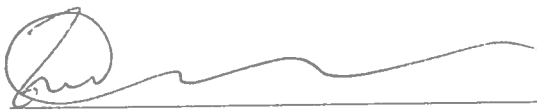
ACTION: to Organise a meeting to discuss signage. This is still has of be done

Sub

f) Grounds maintenance

MP asked to see this Contract - office to send

Minutes Agreed By

Agreed  (1)

Agreed T. Fell. (2)

Chair's Signature Manager Ian Dyer.

Date 5/4/2016.