



Board Meeting

9th October 24, 6.00pm – 8.00pm

CCRMO Office, 1 Opal Street SE11 4HZ & Teams

Present

Julien Kroll, JK

Steven Kerbel, SK

Amanda Tracey, AT (online)

Jackie Steer, JS

Sally Seymour ,SS

Linda Bishop , LB

Sylvia Newman, SN

Elvira Hernansanz Perez, EH

Alfredo Liguori, AL

Anderson Philip, AP

Claudette Jacobs, CJ

Peter Matthews, PM

Stefan Gustave Tavernier, SG

Apologies

Angie Lieu, AnL

Michail Nazarenko, MN

Anderson Vital, AV

Absent

Nigel Edward NE

Minute Taker

Julien Kroll

Name/ Item	Details
JK	Opens meeting and confirms quorum.
JK	Goes through purpose of the meeting
Agenda	<ol style="list-style-type: none"> 1. Approval of previous minutes 2. Conflict of Interest Declaration 3. Election of new Board 4. Validate and initiate D9 rule submission 5. New auditors : contact and sign contract 6. Update from the Estate Director. 7. AOB
1	<p>Approval of previous minutes & AGM</p> <ul style="list-style-type: none"> • <u>Minute from 22-09-24</u> :Only member present can vote Result: 6/6 votes, --> approved • <u>AGM minute: Read by JK and put through vote</u> Result: 10/10 votes, --> approved <p>Action:</p> <ol style="list-style-type: none"> 1)Secretary to provide an anonymised version to the Office for upload on the Website 2) Secretary to organise printing of the Full version (if needed) and store in Board Minute folder.
2	<p>Conflict of Interest Declaration</p> <p>Any conflict of interest from board members should be declared and disclosed to Board and Society: No conflict of interest has been declared</p> <p>We Discussed and explained that if the situation change due to personal circumstance or due to a new project taking place, any conflict of interest must be declared and made public.</p>
3	<p>Election of the new Board:</p> <p>JK read a quick introduction on the different roles and responsibility, the board proceed for the election. All candidate were elected with vote all in favour. A second Vice-treasurer is added to improve responsiveness from the board to the invoice approval process.</p> <ol style="list-style-type: none"> 1. Election of Chair : Elvira Hernansanz Perez 2. Election of Vice Chair: Anderson Philip 3. Election of Treasurer: Amanda Tracey 4. Election of Vice Treasurers : Jackie Steer & Angie Lieu 5. Election of Secretary: Steven Kerbel 6. Election of Vice Secretary: Peter Matthew

4 Validate and initiate D9 rule submission

- There is a slight modification compare to what was submitted to the AGM but it is to reflect what was discussed and presented to the AGM: Anyone leaving the board (except as part of retirement) is excluded for 6months to be elected or coopted into the board).
- The board added one sentence to make it explicit. The document is signed by board member and will be submitted to the FCA by the secretary.
- (document scanned at the end)

5 **New auditors: contact and sign contract**

SG will arrange contract signature and negotiation. Ensuring the price include travel and is fixed for 2Y, the duration of the appointment.

SG to also notify our previous auditors of our change (after all documents have been submitted and payment are made)



Audit Submission
Cottington Close Re

6 Update from the Estate Director:

1. **Training:** SG prepared documentation for Training.
The board wanted more information and asked if specific questions / topic can be added to the course. It was agreed that **any comments/question will be sent to SG by Friday the 11th by the Secretary (SK).**
The training provider is approved
Secretary to consult with the board to find a suitable date.
 2. **Rent Arrears situation:** SG describe the situation as extremely concerning. Some account from residents who passed away have not been updated for years. There is already some progress being made but it will take time for the status of CCRMO to come back to normal.
 3. **Disrepair:** Reduction in the number of Disrepair. It is reminded by SG that in case of damages, the RMO is not responsible and each resident should have a content insurance in place. No future compensation will be granted. The message will be clearly explained to the resident in the next newsletter.
- Hiring:** SG has interviewed and Hired a income officer (under a 3/6 month temp rolling contract) via an agency. [REDACTED]

The Board expressed its disagreement with the approach. In the future, **any new hire or structural change in the organisation should come to the board for validation.** [REDACTED]

[REDACTED]

In order for the board to take a decision, a **projected budget for 2024-2025 needs to be presented, including the increase in wages and the proposed staffing**. SG to prepare such document for next board meeting.

Overall, the temporary solution is described as acceptable considering the delay in the hire process and the fact that a third caretaker has not been recruited yet. Although it has been agreed by the board that a third caretaker will be hired, a review of the staff proposal will need to happen before such hiring process starts.

As a reminder, the agreed structure for the office is:

Estate Director x1

Housing Officer x1

Engagement Officer x1

Repairs and Maintenance Manager x1

Caretaker x2 (third pending update from SG)

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- 7** AOB
- Office redecoration: SG obtained competitive quote for office to be repainted. 4K is **agreed by the board**.
 - The board asked SG to obtain quote for the Carpet as well to see if we can get an package to replace everything.
 - JK to organise transfer of information and signatory role with the new board members.
 - SG to prepare a package for his vision of the RMO for the next board meeting.

Meeting closed 20:00
