

Haddonhall Residents Tenant Management Organisation

Minutes of Emergency Board Meeting

15 June 2006 7.30pm

Present	Wendy (Chair), Ray, George, Sue H, Flo, Ruth, Ida (minutes), Mike, Rene	
Agenda item	Decision	Action by
1. Estate Manager	<p>Wendy reported that Linden had emailed her decision to resign from her post. We cannot take any action until we have received written confirmation.</p> <p>However, in order to plan ahead we agreed that a working group comprising of Sue H, Wendy, Ida and Ray be set up to oversee the recruitment of a new Estate Manager. First meeting to be Tue 20 June 6.30pm (Ray unable to attend this meeting). We agreed we would review the job description at the next full Board meeting.</p> <p>We agreed to change the date of the next Board meeting from 27 to 28 June.</p> <p>Ida to organise flowers for Linden.</p> <p>Wendy to organise card/written response to Linden.</p>	<p>Ida, Wendy, Sue H, Ray</p> <p>All</p> <p>Ida Wendy</p>
3. How the temporary staffing arrangements are going.	<p>Wendy reported that Michael Preston has agreed to help us by coming in to the office half a day a week to deal with office issues that Maggie cannot deal with.</p> <p>Also, Lisa, who is working on other finance issues for us, will take over part of the rent reconciliation task as a temporary measure to help Maggie.</p> <p>We will aim to have a meeting with estate staff early in the week commencing 19 June to update them.</p> <p>Following some discussion about purchasing some new gardening equipment, Wendy reminded everyone that we need to check with First Business if getting new tools or equipment to see if any additional health and safety training is required.</p> <p>Wendy will check with First Business if there are any specific requirement relating to a strimmer.</p> <p>An agreed maintenance schedule would be very helpful in managing the estate. We that Wendy would meet with Flo and Rene to draw up a draft that would be discussed at the next Board meeting.</p>	<p>Wendy</p>
Date of next meeting	Full Board meeting Wed 28 June 6.45pm	
Signed as accurate record by Chair		Date