

Woodilee Residents Association

Committee Meeting CM2021-12 – 7.00pm, 1st December 2021 – MS Teams Meeting

Minutes

1. Welcome and Apologies

Ewan opened the meeting, welcoming attendees to the meeting.

In attendance were:

- Ewan Miller (EM)
- Gordon Jahn (GJ)
- Neil Logue (NL)
- Joanne Hogan (JH)
- Marie Macaulay (MM)
- Andrew Bain (AB)

Apologies:

- Paul Ellison (PE)
- Shona Angus (SA)

2. Approval of Minutes and Matters Arising

a. Last Committee Meeting Minutes

Previous meeting minutes are approved and published at <http://www.woodilee.org.uk/committee-meeting-cm2021-10/>

EM proposed / MM seconded.

b. Matters Arising - Ⓐ items from minutes

Reference	Action	Assignee
CM2020-12 – 7a	Gordon to reintroduce revised constitution at a future meeting	GJ
Carry Forward		
CM2021-08-5d	Invasive weeds	EM
Carry Forward		
CM2021-08-6	Check if it's possible to use the golf club for the next meeting	GJ
Carry Forward given renewed COVID concert		
CM2021-10-03	Send message to RMG about key issues to address	EM
EM completed – awaiting response		
CM2021-10-04a	Send PQQ around PMAS list and post on website; update those we've spoken to and let them know where we're at	GJ
Carry Forward		
CM2021-10-04b	Get PE access to the shared email to see the PQQ responses	GJ
Completed - Close		
CM2021-10-04c	Chat to Lynne / Roland about prep for ITT stage	GJ
Approached on WhatsApp – new steps forward below, Close		

3. PQQ Submissions and Selections

A discussion took place on the PQQ submissions – PE and AB had scored the PQQs whilst JH had a list of notes; AB and JH to send as Excel files to GJ for summary in the PQQ Tracker.

4. ITT Approval

(A) GJ to put together a framework doc for ITT and pass on for review, EM to take lead on completing questions based on resident feedback

5. AOCB

Nothing brought forward at this meeting.

6. Agreement of Future Meeting Dates

- December / January 2022 – date TBC on WhatsApp based on responses to PQQ

7. Close

EM – thanks all for attendance

Summary of Outstanding Actions After Meeting

Reference	Action	Assignee
CM2020-12 – 7a	Gordon to reintroduce revised constitution at a future meeting	GJ
CM2021-08-5d	Invasive weeds	EM
CM2021-08-6	Check if it's possible to use the golf club for the next meeting	GJ
CM2021-10-04a	Send PQQ around PMAS list and post on website; update those we've spoken to and let them know where we're at	GJ
CM2021-12-3a	Send scored PQQs to GJ for storing / summarising	AB / JH
CM2021-12-3b	Summarise PQQ responses via WhatsApp to allow consideration of the bidders to take forward	GJ
CM2021-12-4a	Shared ITT template for production of the ITT	GJ
CM2021-12-4b	Lead ITT development for approval at next meeting	EM