

# Woodilee Residents Association

Committee Meeting CM2021-12b – 8.00pm, 7<sup>th</sup> 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)
- Paul Ellison (PE)
- Gordon Jahn (GJ)
- Neil Logue (NL)
- Joanne Hogan (JH)
- Marie Macaulay (MM)
- Graeme Middleton (GM)
- 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/> and <http://www.woodilee.org.uk/committee-meeting-cm2021-12/>

EM proposed – NL seconded.

#### b. Matters Arising - Ⓐ items from minutes

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

### 3. PQQ Submissions and Selections

GJ proposed to invite the top 4 PQQ respondents which covers each scorer's top 3. NL seconded. The whole committee in agreement with this approach.

#### 4. ITT Approval

The ITT was updated during the meeting and will be issued on 8<sup>th</sup> Dec. GM requests that we get intention to respond messages from contacts.

#### 5. AOCB

Nothing brought forward at this meeting.

#### 6. Agreement of Future Meeting Dates

- January 2022 – date TBC on WhatsApp based on responses to PQQ – may look to include ITT bidders.

#### 7. Close

EM – thanks all for attendance

### Summary of Outstanding Actions After Meeting

Reference	Action	Assignee
<b>CM2020-12 – 7a</b>	Gordon to reintroduce revised constitution at a future meeting	GJ
Carried forward		
<b>CM2021-08-5d</b>	Invasive weeds	EM
Carried forward		
<b>CM2021-08-6</b>	Check if it's possible to use the golf club for the next meeting	GJ
Carried forward		
<b>CM2021-10-04a</b>	Post on website to explain where we're at	GJ
To post update on Website – PQQ sent		
<b>CM2021-12-04</b>	Send ITT to top 4 PQQ scorers, including request for confirmation on intention to bid	GJ
To post update on Website – PQQ sent		