

**SCOTTISH BUILDING CONTRACT COMMITTEE LIMITED****DRAFT Minutes Of Annual General Meeting****In Person Meeting at RIAS, 15 Rutland Square, Edinburgh, EH1 2BE****Thursday 26th September 2024 at 14.30****PRESENT:**

NAME:	INITIALS:	ORGANISATION:	26 <sup>th</sup> September 2024
Guto Davis	(GD)	ACE	O
Eric Fleming	(EF)	SBF	P
Euan Geddes ( <i>Past Chair</i> )	(EG)	RIAS	A
Ysella Jago ( <i>Chair</i> )	(YJ)	RICS	P
Pat Loftus	(PL)	Build UK	P
Donald MacDonald	(DMac)	Scottish Building	A
Sarah Peterson	(SP)	ACE	P
Evelyn Scott ( <i>Vice Chair</i> )	(ES)	RICS	P
Colin Templeton	(CT)	RIAS	P
IN ATTENDANCE:			
Stuart Bryce	(SB)	SBCC Manager	I
Zoe Black	(ZB)	RIAS Head of Practice	I
Brandon Malone ( <i>Observer</i> )	(BM)	CIARB	I
			(P) Present, (I) In attendance, (A) Apologies, (O) Absent

Item	Content	Action
	<i>Note: The meeting was conducted as in person meeting including an online video conference via Teams. It was advised that the meeting will be recorded for the purposes of minute taking and/or reviewing the outcome of the meeting. The recording will be deleted as soon as the Minutes have been approved. Personal data will be processed in accordance with our privacy notice. To find out more about how we deal with your personal data please follow this link <a href="https://www.scottishbuildingcontracts.com/privacy/">https://www.scottishbuildingcontracts.com/privacy/</a></i>	
<b>1.00</b>	<b>Apologies:</b>	
1.01	Apologies were received from DMac and EG. CT joined online via Teams	
1.02	Confirmed requirement for 50% attendance of Board to be quorate.	
<b>2.00</b>	<b>Minutes of Meetings of the previous AGM on 12 October 2023:</b>	
<b>2.01</b>	In item 9.01 in the 2023 AGM Minutes, EF raised a question regarding the SBCC publishing an Expenses policy. This was approved in principle to take forward at SBCC Board as part of a proposed SBCC Governance review looking at policies and training for Directors. It was noted this item will be now be moved to the Board Agenda with the intention to produce a paper for approval at December 2024 Board meeting.	
2.02	All other action points would be covered in the Chair's Report.	



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2.03	Ysella Jago proposed to approve the Minutes, seconded by Eric Fleming. The minutes were <b>Approved</b> .	
3.00	<b>Chair's Report:</b>	
3.01	<p>The Chair, Ysella Jago, provided a verbal report of SBCC activities and finances during the year. In particular, it was noted that:</p> <ul style="list-style-type: none"><li>• <b>Articles of Association</b> - SBCC revised Articles of Association were formally approved at the December 2023 Board Meeting and were filed with Companies House on 20<sup>th</sup> December 2023.</li><li>• <b>Representation</b> - Board ambition to increase representation on both Committee and Board has been achieved, the following organisations and representatives have been welcomed.<ul style="list-style-type: none"><li>○ ACE have been reinstated on Board and Committee, represented by Sarah Peterson and Guto Davis.</li><li>○ APS have been reinstated on the Committee, Andrew Leslie will be attending in December.</li><li>○ Young Professionals in Constructions (YPiC) have joined Committee and are represented by Linzi Hedalen.</li><li>○ Scotland Excel have joined the Committee. Mary Mitchell attended in June and James Mullen will be joining us from December.</li><li>○ CIArb have joined the Committee, represented by Brandon Malone.</li></ul></li><li>• <b>Events</b> - SBCC events held include the Annual Lecture in February and the very successful Breakfast Seminar held at the start of September.</li><li>• <b>Governance</b> - Policies and procedures have continued to be put in place including holding Director training in May for all SBCC Directors. A governance health check is planned for 2025.</li><li>• <b>Arbitration and Adjudication</b> - SBCC has ceased to offer Arbitration and Adjudication appointment services and will be following JCT and naming RIAS, RICS and CIArb in the 2024 contract suites.</li><li>• <b>Finance</b> - Income has increased but there have been increased costs. However SBCC remains profitable. Further work on Investments which will increase financial rewards.</li><li>• <b>Contract Drafting</b> - Highlight of the year is the development of the new 2024 SBCC Contract Suites.</li><li>• <b>Overview</b> - Overall a busy and healthy year for the SBCC, with thanks to Stuart the SBCC Manager for keeping the ship afloat and his support.</li></ul>	
4.00	<b>Election of Chair:</b>	
4.01	Eric Fleming nominated Ysella Jago to continue as Chair for a second year, seconded by Sarah Peterson. <b>Approved</b>	
5.00	<b>Election of Vice Chair:</b>	



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5.01	Pat Loftus nominated Evelyn Scott to continue as Vice Chair for a second year, seconded by Ysella Jago. <b>Approved</b>	
6.00	<b>Election of Board:</b>	
6.01	<p>It was noted that Scottish Building Federation representative Director Donald MacDonald had handed in his resignation, with the effective date to be the AGM.</p> <p>YJ expressed her thanks to Donald on behalf of the SBCC for all his work and commitment over the years. SB to update records and Companies House accordingly.</p> <p>Scottish Building Federation have been asked to provide a nomination for a replacement Director for approval at the December Board meeting.</p> <p>The remaining Board were unanimously re-elected by mutual agreement. <b>Approved</b></p>	<b>SB</b>
7.00	<b>Approval of Accounts for year to 30 April 2024:</b>	
7.01	<p>Ysella Jago proposed to approve the Accounts, seconded by Pat Loftus.</p> <p>The full accounts for the year to 30 April 2024 were <b>approved</b>.</p> <p>Companies House to be updated accordingly.</p>	<b>SB</b>
8.00	<b>Any other business:</b>	
8.01	No further comments were raised.	