

**Minutes of ElectricAid Committee Meeting held on 20<sup>th</sup> March, 2018**  
**Venue: Gateway 2 – Room 4.15**

<b>Present:</b>	JF	TP	GF
	HB	PC	JK
	TM	ND	PH
	PK	ÉS	GM
	ALeC	D Ó'D	AH
	SC	FF	

**Apologies:** PC, EF and JL

Item	Description	Action by
<b>Introduction</b>	TP welcomed the Committee and in particular DÓ'D, a past Chair, who is interested in re-joining the Committee.	
<b>Conflict of Interest Declarations</b>	One conflict of interest was mentioned – JF, who is retiring from ESB/ElectricAid before long, is likely to shortly join the Board of one of the applicant NGO's.	
<b>Minutes of Previous Meeting and Matters Arising</b>	<ul style="list-style-type: none"> <li>• HB has succeeded in tracing the unattributed credit of €1,900 paid into the bank in June to an NGO in Kenya. What looked like a refund of €2,000, less bank charges, involved an account which had a different name to that of the charity.</li> <li>• Attention was drawn to a key control in this area – JF issues a letter advising that a project has been approved. It usually takes 8 weeks to payment. The recipient is asked to confirm/validate receipt.</li> <li>• JF to make a trawl and put together a recommendation as to whether ElectricAid should continue a relationship with the NGO in question.</li> <li>• TP extended the sympathy of the Committee to JL on the recent loss of his mother. As a result, the Banking on Line review, which JL has done on the balance and burden of work on Committee members, was deferred to the May Committee meeting.</li> <li>• The Minutes of the 23<sup>rd</sup> January, 2018 ElectricAid Committee meeting were proposed for adoption by JK, seconded by PK and signed by the Chair and Secretary.</li> </ul>	<p>JF</p> <p>JL</p>
<b>Proposals re Succession – Sarah Claxton, Group People and Sustainability</b>	<ul style="list-style-type: none"> <li>• SC gave a passionate synopsis of ESB's changing and expanding (CSR) Corporate Social Responsibility role, emphasising that the company sees huge value in its CSR activity. She went on to outline the link between the company's core business, culture, values and the significance of ElectricAid as its social justice wing and how she anticipates JF's diverse range of skills/workload will be replaced when he retires.</li> <li>• Concerns were raised by the Committee that without JF being replaced, it appears that 3 full time positions are proposed to be filled by 2 staff members. SC stated that it is envisaged that a CSR team, comprising, FF and DF will provide all the activities, and more than what is currently provided. She went on to allay the concerns of the Committee by promising that she will ensure there are adequate resources to bring skills/people to the team involving ElectricAid.</li> </ul>	

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<p><b>Proposals re Succession – Sarah Claxton, Group People and Sustainability – continued.</b></p>	<ul style="list-style-type: none"> <li>The frequent movement of staff was considered a worry so much so that assurance was sought that FF will be the new “Mr. J”, the new front of house person for ElectricAid, managing external and internal stakeholders, delivering objectives and being the single point of contact for all the external engagement; in a word, the one who will utilise the knowledge gained by JF.</li> <li>Concern was expressed about the possibility of ElectricAid getting lost in the bigger corporate picture and that pensioners might be forgotten about. It was felt that ElectricAid, as a brand, is worthwhile protecting and should always operate independently from ESB in order to maintain its integrity and uniqueness.</li> <li>A question was posed as to what happens to ElectricAid if it is presented with something by the company that it doesn't like.</li> <li>JF reminded the meeting that he spends 45 hours per week on ElectricAid and Energy for Generations Fund work which is an important consideration when the work is being shared out post exit.</li> <li>SC proposed that a Service Level Agreement and Review Process is put in place between ESB and ElectricAid.</li> <li>TP thanked SC for her contribution and continued support of ElectricAid.</li> <li>It was agreed that a Sub-Group consisting of TP, ÉS and PK would be tasked with drafting the SLA and proposed succession plan Review Process. Once drafted these documents will be circulated to the Committee for review.</li> <li>TP expressed caution about changing the original agreement with ESB. Any new agreement would be an addendum to the existing agreement, not a replacement.</li> <li>JF reminded the Committee that the funding agreement is up for renewal.</li> <li>While the new proposal for JF's succession, the SLA and the review process is a huge turning point for ElectricAid, it was felt, overall, that there were more positives than negatives in the proposals outlined by SC and that it should be given serious consideration.</li> <li>When the proposals have been considered, TP to revert to SC.</li> </ul>	<p>TP, ÉS, PK</p> <p>TP</p>																																																																	
<p><b>Financial Report March, 2018 – HB</b></p>	<p style="text-align: center;"><b>ELECTRICAID</b> <b><u>INCOME AND EXPENDITURE ACCOUNT</u></b></p> <p style="text-align: center;"><b>Management Accounts 28<sup>th</sup> February, 2018</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><b><u>INCOME</u></b></th> <th style="text-align: center;"><b><u>NOTE</u></b></th> <th style="text-align: center;"><b><u>28/02/2018</u></b></th> <th style="text-align: center;"><b><u>FY Forecast</u></b></th> <th style="text-align: center;"><b><u>Full Year 2017</u></b></th> </tr> <tr> <th></th> <th></th> <th style="text-align: center;">€</th> <th style="text-align: center;">€</th> <th style="text-align: center;">€</th> </tr> </thead> <tbody> <tr> <td>ESB Current Staff</td> <td></td> <td style="text-align: right;">62,883</td> <td style="text-align: right;">377,883</td> <td style="text-align: right;">400,626</td> </tr> <tr> <td>ESB Pensioners</td> <td></td> <td style="text-align: right;">42,207</td> <td style="text-align: right;">207,207</td> <td style="text-align: right;">234,972</td> </tr> <tr> <td>ESB Board Contributions</td> <td></td> <td style="text-align: right;">-</td> <td style="text-align: right;">250,000</td> <td style="text-align: right;">250,000</td> </tr> <tr> <td>Miscellaneous Contributions (note 1)</td> <td style="text-align: right;">6,652</td> <td style="text-align: right;">21,652</td> <td style="text-align: right;">21,652</td> <td style="text-align: right;">57,396</td> </tr> <tr> <td>EirGrid Matching Funding</td> <td></td> <td style="text-align: right;">-</td> <td style="text-align: right;">9,205</td> <td style="text-align: right;">-</td> </tr> <tr> <td>EirGrid Funding</td> <td></td> <td style="text-align: right;">2,808</td> <td style="text-align: right;">13,808</td> <td style="text-align: right;">11,559</td> </tr> <tr> <td>Bank Interest Received</td> <td></td> <td style="text-align: right;">-</td> <td style="text-align: right;">-</td> <td style="text-align: right;">-</td> </tr> <tr> <td>Tax Rebate</td> <td></td> <td style="text-align: right;">2,400</td> <td style="text-align: right;">209,428</td> <td style="text-align: right;">209,428</td> </tr> <tr> <td>Bequest</td> <td></td> <td style="text-align: right;">-</td> <td style="text-align: right;">-</td> <td style="text-align: right;">-</td> </tr> <tr> <td>Special Appeal</td> <td></td> <td style="text-align: right;">-</td> <td style="text-align: right;">-</td> <td style="text-align: right;">-</td> </tr> <tr> <td><b>Total Income</b></td> <td></td> <td style="text-align: right;"><b>116,949</b></td> <td style="text-align: right;"><b>1,089,183</b></td> <td style="text-align: right;"><b>1,163,981</b></td> </tr> </tbody> </table>	<b><u>INCOME</u></b>	<b><u>NOTE</u></b>	<b><u>28/02/2018</u></b>	<b><u>FY Forecast</u></b>	<b><u>Full Year 2017</u></b>			€	€	€	ESB Current Staff		62,883	377,883	400,626	ESB Pensioners		42,207	207,207	234,972	ESB Board Contributions		-	250,000	250,000	Miscellaneous Contributions (note 1)	6,652	21,652	21,652	57,396	EirGrid Matching Funding		-	9,205	-	EirGrid Funding		2,808	13,808	11,559	Bank Interest Received		-	-	-	Tax Rebate		2,400	209,428	209,428	Bequest		-	-	-	Special Appeal		-	-	-	<b>Total Income</b>		<b>116,949</b>	<b>1,089,183</b>	<b>1,163,981</b>	
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<b>Auditor Appointment, Accounts Production and arrangements for AGM. Elections requirements for AGM</b>	<ul style="list-style-type: none"> <li>• HB said the Audit of ElectricAid accounts has commenced by Moore Stephens, who are in the second year of their three year contract for MPF and ElectricAid audits. They have got all ElectricAid information and draft accounts so a lot of questions are expected.</li> <li>• ElectricAid AGM figures are to be available by the 19<sup>th</sup> April which will be formally adopted at the May 1<sup>st</sup> ElectricAid AGM.</li> <li>• TP is stepping down as Chair and ÉS is putting her name forward from Vice-Chair.</li> <li>• All Officer and Committee positions are up for election at the AGM. There are no Trustee elections this year.</li> <li>• Other positions for re-election are Vice-Chair, Treasurer and Secretary.</li> </ul>																																																			

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<b>Auditor Appointment, Accounts Production and arrangements for AGM. Elections requirements for AGM - continued</b>	<ul style="list-style-type: none"> <li>• Committee members were invited to email TP indicating whether they are interested in going forward again or not. They were also asked to consider new people for the Committee.</li> <li>• DÓ'D has expressed his interest in re-joining the Committee.</li> <li>• JF to send out formal notices re ElectricAid AGM during the first week in April at the latest, utilising ElectricMail, The Hub, EirGrid media, emails, bulletin boards and by writing to all retired ElectricAid members.</li> </ul>	ALL
<b>Evaluation Report and Proposed Fundings - JF</b>	<ul style="list-style-type: none"> <li>• EvalCo met on 06.03.2018, under the chairmanship of ALC. An apology was received from PCY, who was on an interview panel. FF, ESB Group CSR co-ordinator, joined the meeting.</li> <li>• A more normal total of <b>28 applications</b> were considered after the January slow-down. There was a reasonable geographic spread of applications, with 7 from Uganda, 4 from Ethiopia, and 2 each from Mozambique, Kenya and Tanzania. There were 8 applications from beyond sub-Saharan Africa. The project quality was good, but the application standard was variable.</li> <li>• Treasurer guidance remained at €180,000, plus a maximum of 50% of the carried-forward under-spend of €80,000 from the January round, giving maximum headroom of <b>€220,000</b>. With a mind on ElectricAid's cash flow in the beginning of the year, it was never the intention to commit up to that level.</li> <li>• 3 applications were rejected, 2 were deferred, and <b>23 projects were recommenced, with a total of €194,195</b>. This is well within Treasurer and prudential limits. Only one project is fully funded, but there are about 6 "partial" recommendations that will achieve, in fact, the full project, when FX differences are taken into account.</li> <li>• There is significant conditionality on 2 recommendations.</li> <li>• Serious reservations were expressed to some applicants about the standard of the applications, including, surprisingly, Concern, whose application has been deferred.</li> <li>• 4 "subject to" projects have been followed up as follows: <ul style="list-style-type: none"> <li>➤ <b>18-A-004</b> Argentina (Pubic Lighting) – all now clear.</li> <li>➤ <b>18-A021</b> Bangladesh – Pro-Forma received.</li> <li>➤ <b>18-A-030</b> Cambodia - JF got a lot of clarification re eco tourism. Quotation requested - receipt imminent.</li> <li>➤ <b>18-A-027</b> SightSavers, Mozambique – good to go.</li> </ul> </li> <li>• <b>18-A-017</b> Egypt - WASH project – JF to talk to NGO concerned about deficiencies in application.</li> </ul>	

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<b>Evaluation Report and Proposed Fundings</b> continued - JF	<ul style="list-style-type: none"> <li>• The following projects were approved:               <table border="0" style="margin-left: 20px;"> <tr><td>18-H-001</td><td>€4,500</td></tr> <tr><td>17-A-061</td><td>€7,500</td></tr> <tr><td>18-A-003</td><td>€7,500</td></tr> <tr><td>18-A-004</td><td>€7,580</td></tr> <tr><td>18-A-005</td><td>€4,000</td></tr> <tr><td>18-A-006</td><td>€5,000</td></tr> <tr><td>18-A-008</td><td>€11,000</td></tr> <tr><td>18-A-009</td><td>€5,500</td></tr> <tr><td>18-A-011</td><td>€6,000</td></tr> <tr><td>18-A-016</td><td>€9,000</td></tr> <tr><td>18-A-017</td><td>€8,283</td></tr> <tr><td>18-A-018</td><td>€5,700</td></tr> <tr><td>18-A-020</td><td>€13,063</td></tr> <tr><td>18-A-021</td><td>12,000</td></tr> <tr><td>18-A-022</td><td>€13,700</td></tr> <tr><td>18-A-023</td><td>€15,000</td></tr> <tr><td>18-A-024</td><td>€7,794</td></tr> <tr><td>18-A-025</td><td>6,000</td></tr> <tr><td>18-A-027</td><td>€8,108</td></tr> <tr><td>18-A-028</td><td>€10,700</td></tr> <tr><td>18-A-030</td><td>€8,050</td></tr> <tr><td>18-A-031</td><td>€11,906</td></tr> <tr><td>18-A-032</td><td>€6,311</td></tr> </table> </li> <li>• Proposed by PH and seconded by ÉS.</li> </ul>	18-H-001	€4,500	17-A-061	€7,500	18-A-003	€7,500	18-A-004	€7,580	18-A-005	€4,000	18-A-006	€5,000	18-A-008	€11,000	18-A-009	€5,500	18-A-011	€6,000	18-A-016	€9,000	18-A-017	€8,283	18-A-018	€5,700	18-A-020	€13,063	18-A-021	12,000	18-A-022	€13,700	18-A-023	€15,000	18-A-024	€7,794	18-A-025	6,000	18-A-027	€8,108	18-A-028	€10,700	18-A-030	€8,050	18-A-031	€11,906	18-A-032	€6,311	
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<b>Ghana Project Update - JF</b>	<ul style="list-style-type: none"> <li>• TP has received a revised Bill of Quantities, Specification and Conditions of Contract from the local architect in Ghana for the ‘Ghana Schools Sanitation Project’.</li> <li>• TP to submit project application to EvalCo and Committee for evaluation and approval.</li> <li>• A lot of work has been carried out by the local Assembly (State body) in Accra with the result that the final cost will be less than originally anticipated – expected to be in the region of €40,000/45,000.</li> </ul>	TP																																														
<b>Risk - TP</b>	<ul style="list-style-type: none"> <li>• Following SC’s proposal for JF’s succession, TP to add an additional risk in relation to brand risk and ElectricAid office resourcing.</li> </ul>	TP																																														
<b>30<sup>th</sup> Anniversary of ElectricAid</b>	<ul style="list-style-type: none"> <li>• With the upcoming change in ElectricAid office management and a significant amount of work being put into GDPR regulation compliance, TP and JF recommended waiting until Q3/Q4 to celebrate ElectricAid’s 30<sup>th</sup> anniversary.</li> <li>• Possible events – Church Service in November, similar to the one held in St. Stephen’s Church, Mount Street Crescent, otherwise known as the Pepper Canister, marking the 25<sup>th</sup> Anniversary of ElectricAid. Because of its central location, the Mansion House was suggested as a possible venue for the 30<sup>th</sup> Anniversary inter-denominational service. TM to get the name of the relevant person in the Lord Mayor’s office.</li> <li>• Members’ Draw - succession of draws – nominate a Charity (possibly 30 prizes of €1,000) similar to the 25<sup>th</sup> Anniversary draws.</li> </ul>	TM																																														

