

Minutes of ElectricAid Committee Meeting held on 23rd January, 2018
Venue: Gateway 2 – Room 4.15

Present: JF TP JL
 HB PC JK
 FOD PK ÉS
 PH EF GF
 EF AH
 FF (Observer)

Apologies: TM, ALeC, PC and GM

Item	Description	Action by																																																																	
Introduction	TP welcomed the Committee and wished all present a Happy New Year. FF was introduced and welcomed to the meeting.																																																																		
Conflict of Interest Declarations	There was no declared conflict of interest.																																																																		
Minutes of Previous Meeting and Matters Arising	<ul style="list-style-type: none"> The source of an unattributed credit of €1,900 paid into the bank in June, and which has not been found, is to remain open. The Minutes of the 28th November, 2017 ElectricAid Committee meeting were proposed for adoption by PH, seconded by PK and signed by the Chair and Secretary. 	HB																																																																	
Financial Report January, 2018 – HB	<ul style="list-style-type: none"> Having earlier circulated the December 2017 Accounts, HB gave a quick run through the figures at today's Committee meeting. She said there were no surprises and there was a significant under-spend. A spending guideline of €175,000 remains in place. HB advised that all November payments have been finalised and processed. JL is in the process of carrying out a review of the Banking on Line users and payment/payee approval process. He advised that the process works well from a risk and governance perspective. As part of his review he is looking at the balance and burden of work on Committee members and will present his recommendations at the March Committee meeting. EF advised that a request has been put through for matching funding from EirGrid. The following are draft management accounts, and may differ to small degrees from final accounts, which are now under preparation. <p align="center">ELECTRICAID INCOME AND EXPENDITURE ACCOUNT Management Accounts 30th December, 2017</p> <table border="1"> <thead> <tr> <th align="left"><u>INCOME</u></th> <th align="center"><u>NOTE</u></th> <th align="center"><u>31/12/2017</u></th> <th align="center"><u>FY Forecast</u></th> <th align="center"><u>Full Year 2016</u></th> </tr> <tr> <td></td> <td></td> <th align="center">€</th> <th align="center">€</th> <th align="center">€</th> </tr> </thead> <tbody> <tr> <td>ESB Current Staff</td> <td></td> <td align="right">400,626</td> <td align="right">400,626</td> <td align="right">390,968</td> </tr> <tr> <td>ESB Pensioners</td> <td></td> <td align="right">234,972</td> <td align="right">234,972</td> <td align="right">204,696</td> </tr> <tr> <td>ESB Board Contributions</td> <td></td> <td align="right">250,000</td> <td align="right">250,000</td> <td align="right">250,000</td> </tr> <tr> <td>Miscellaneous Contributions</td> <td></td> <td align="right">57,396</td> <td align="right">57,396</td> <td align="right">37,420</td> </tr> <tr> <td>EirGrid Matching Funding</td> <td></td> <td align="right">-</td> <td align="right">8,368</td> <td align="right">27,288</td> </tr> <tr> <td>EirGrid Funding</td> <td></td> <td align="right">11,559</td> <td align="right">12,552</td> <td align="right">12,385</td> </tr> <tr> <td>Bank Interest Received</td> <td></td> <td></td> <td></td> <td align="right">-</td> </tr> <tr> <td>Tax Rebate</td> <td></td> <td align="right">209,428</td> <td align="right">209,428</td> <td align="right">237,102</td> </tr> <tr> <td>Bequest</td> <td></td> <td></td> <td align="right">-</td> <td></td> </tr> <tr> <td>Special Appeal</td> <td></td> <td align="right">-</td> <td align="right">-</td> <td align="right">-</td> </tr> <tr> <td>Total Income</td> <td></td> <td align="right">1,163,981</td> <td align="right">1,173,342</td> <td align="right">1,159,860</td> </tr> </tbody> </table>	<u>INCOME</u>	<u>NOTE</u>	<u>31/12/2017</u>	<u>FY Forecast</u>	<u>Full Year 2016</u>			€	€	€	ESB Current Staff		400,626	400,626	390,968	ESB Pensioners		234,972	234,972	204,696	ESB Board Contributions		250,000	250,000	250,000	Miscellaneous Contributions		57,396	57,396	37,420	EirGrid Matching Funding		-	8,368	27,288	EirGrid Funding		11,559	12,552	12,385	Bank Interest Received				-	Tax Rebate		209,428	209,428	237,102	Bequest			-		Special Appeal		-	-	-	Total Income		1,163,981	1,173,342	1,159,860	JL
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Evaluation Report and Proposed Fundings - JF	<ul style="list-style-type: none"> In the absence of ALC, JF presented this item. EvalCo met on 09.01.2018, under the baton of ALC. Present were ÉS, PCy, PK, PH and JF. JK participated by phone. HB attended as an observer, and participated fully and effectively. TP was excused duty on this occasion. There were no conflicts of interest declared. A modest total of 15 applications were considered, to a total applied value of €150,587. The slim book of applications was a relief after recent challenging evaluation rounds. It appeared that the early closing date and Christmas break caught a few potential applicants on the hop. Treasurer guidance was re-stated at €170,000 - €180,000, but was not relevant. However, EvalCo resolved not to throw money around just because it had no immediate financial pressure. There were 4 applications from Uganda, 4 from Tanzania, 5 from the rest of sub-Saharan Africa, and one each for Brazil and Nepal. There were no Irish applications. The total applications included 2 “late runners” received after the closing date, and 2 fundings from the Water Bucket appeal. EvalCo recommend 12 fundings, to a total value of €111,881. There was significant conditionality on 3 of the recommendations. Two applications were rejected, and one deferred. Only the 2 Water Bucket proposals are recommended in full. 17-A-156: Nepal. JF had previously advised a preference for concrete projects. He is to talk to them again about the quality and similarity of their application requests. 17-A-152: TP to get Cera Slevin, Consultant for ESB Ocean Energy, to look at the solar project. 17-A-150: Tanzania. Clarification needed on how income supports programmes; site visit by Trish Scanlan. 17-A-153: Nigeria: Weak application and inadequate, indirect references. 	<p>JF</p> <p>TP/CS</p>																																																

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<p>Evaluation Report and Proposed Fundings continued - JF</p>	<ul style="list-style-type: none"> • The following projects were approved: <ul style="list-style-type: none"> 17-A-060 €6,500 17-A-099 €12,000 17-A-137 €15,000 17-A-146 €12,181 17-A-147 €9,000 17-A-148 €8,000 17-A-151 €9,900 17-A-152 €9,000 (ST check above) 17-A-154 €9,300 17-A-155 €9,000 18-A-001 €6,000 (Water Bucket) 18-A-002 €6,000 (Water Bucket) • Proposed by GF and seconded by ÉS. 	
<p>Water Bucket Appeal Update - JF</p>	<ul style="list-style-type: none"> • The background to the “Water Bucket” appeal is as a result of the Irish Water debacle whereby Irish Water had little choice but to refund contributions made by its customers for water usage. The appeal opened on 08.12.2017, and will remain open until 30.01.2018. It was felt that there were many out there who were uneasy about the whole water charges fiasco; so ElectricAid gave its members and supporters the opportunity to direct some or all of their refunds to actual WASH (Water, Sanitation and Hygiene) projects in the Developing World. • JF went on to say; this modest appeal hit a nerve, generating very positive feedback, and zero negative comment. So far, 180 people have contributed €19,200 into homeless charities, with more to come. This is well past the initial anticipated target of €10,000. Some generous members donated their full Irish Water cheques – up to €325. As a result, 3 WASH projects of c.€6,000 each will be funded directly – 2 approved above. 	
<p>2018 Business Plan - JF</p>	<ul style="list-style-type: none"> • JF briefly went through the 2018 Business Plan, which had been circulated to Committee members for discussion. As in previous years, this document is a combination of Actions taken from ElectricAid’s 2017 Risk Management process and Strategy Review meetings. JF continued by saying that the 2018 Business Plan is very similar to last year’s Business Plan and that 2017 out-turn was excellent, with the exception of Recruitment. • Previous categorisation of actions and targets have been maintained as follows: <ol style="list-style-type: none"> 1. Stakeholder Management 2. Governance, Processes and Standards 3. Funding: Procedures and Standards 4. Recruitment, Marketing and Communication • Particular attention needs to be paid to Recruitment in 2018. Various suggestions were discussed, e.g. Networks North-West and Networks Leopardstown. • JF to write to everyone again. He once more stressed the importance of saying “thank you”. 	<p>JF</p>

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2018 Business Plan continued - JF	<ul style="list-style-type: none"> JF to investigate the potential of using the “Home Page” to better effect and link in with 30th Anniversary of ElectricAid. JF to look at options for celebrating the 30th Anniversary of ElectricAid and discuss/agree proposal with TP before the next Committee meeting. The replacement of Energy for Generations data base was mentioned and that whatever is installed will be used by ElectricAid. Proposed by PK and seconded by JK. 	<p>JF</p> <p>JF</p>																														
Report on 2017 Website Traffic and Utilisation - JF	<table border="1" data-bbox="512 636 1256 860"> <thead> <tr> <th>Year</th> <th>Views</th> <th>Visitors</th> <th>Posts</th> <th>Views/Visitors</th> </tr> </thead> <tbody> <tr> <td>2015</td> <td>10,677</td> <td>1,699</td> <td>43</td> <td>6.4</td> </tr> <tr> <td>2016</td> <td>18,730</td> <td>3,344</td> <td>51</td> <td>5.6</td> </tr> <tr> <td></td> <td>(+75%)</td> <td>(+100%)</td> <td></td> <td></td> </tr> <tr> <td>2017</td> <td>22,543</td> <td>3,846</td> <td>67</td> <td>5.9</td> </tr> <tr> <td></td> <td>(+20%)</td> <td>(+15%)</td> <td></td> <td></td> </tr> </tbody> </table> <ul style="list-style-type: none"> In presenting this item, JF said ElectricAid has put a lot of time and effort into maximising its website, that while it is working well, traffic is substantial, and feedback is very positive, nonetheless, there is a need for more discursive input/material. It is hoped that the arrival of an undergraduate student in March will contribute positively in this regard. The idea of a monthly competition was suggested as was the possibility of maximising on the upcoming World Cup and perhaps Savvi might consider sponsoring a prize. At the end of the day, the big question is - how to turn the 3,846 2017 site visits and 22,543 page views into membership growth. 	Year	Views	Visitors	Posts	Views/Visitors	2015	10,677	1,699	43	6.4	2016	18,730	3,344	51	5.6		(+75%)	(+100%)			2017	22,543	3,846	67	5.9		(+20%)	(+15%)			
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Ghana Project Update - JF	<ul style="list-style-type: none"> TP has received an initial Bill of Quantities from the local architect in Ghana for the ‘Ghana Schools Sanitation Project’. The local Assembly (State body) in Accra are currently carrying out refurbishment work on the toilets in the schools. TP and the local architect are holding off on finalising the scope of work until the Assembly’s work has been completed. The Kindergarten toilets in all schools will be included in the project scope as this is not included in the scope of work of the local Assembly. The connection of Teshie School to the mains will also be included in the project scope; the architect is awaiting a quote from the Ghana Water Company Ltd (GWCL) for this connection. 																															
Risk - TP	<ul style="list-style-type: none"> No additional risk. 																															
Membership - JF	<ul style="list-style-type: none"> Formal request to the BW reporting team for an analysis by BU, for joiners in the past 5 years, and more detailed by ESB location - in ESB Networks. 																															

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<p>Data Protection - FO'D</p>	<ul style="list-style-type: none"> • FO'D advised that The General Data Protection Regulation (GDPR) will come into force across the EU on 25th May 2018, replacing and repealing national data protection law. While the GDPR builds on existing data protection concepts, it introduces significant changes including legal and compliance obligations for data controllers and enhanced rights for individuals. • A robust discussion took place around the whole area of Data Protection and the implications of what the forthcoming changes will mean for ElectricAid. The acquisition, storage, sharing and retention of ElectricAid membership data were discussed. • TP advised that no comments were received from Committee members on the Draft DP Policy, therefore the version circulated is now the official Policy. • TP advised that the following has been created and is in place for ElectricAid: <ul style="list-style-type: none"> ○ a DP action log ○ a register of DP activities/training ○ a list of DP roles ○ a Breach Notification Log ○ a Self-Assessment Questionnaire • November Action – JF has completed a cleansing of all data ElectricAid has to ensure all personal data it holds on current members is stored in one location/folder. There is an Action open to JF, to password protect this folder or have access restricted to ElectricAid office staff members (JF and possibly one other) and authorised Committee members (TBA) only. • A separate Shared Drive, encrypted files and SharePoint were mentioned as options for filing/sharing sensitive information. JF to consider all options. • Written confirmation to be sought from past Treasurers that they have deleted all ElectricAid members' personal data. • TP, FOD, JF and JL to meet to agree what ElectricAid's position is or what actions need to be taken in relation to correspondence with members, members consent to correspondence from ElectricAid and what member's data ElectricAid should keep on file. Recommendations will be presented to the Committee in March. Sean Kirwan to be kept involved in any significant decisions. • TP to circulate Data Protection Action Log before the March ElectricAid Committee meeting. 	<p>JF</p> <p>JF</p> <p>HB</p> <p>TP/ FO'D/JL/ JF</p> <p>TP</p>
<p>Succession Planning - JF</p>	<ul style="list-style-type: none"> • PCx is handling this and has had discussions with Sara Claxton. A band still needs to be assigned to this position before the Ad is issued in the next few weeks. So, it is still work-in-progress. Big shoes to fill and getting more urgent! 	
<p>AOB - JF</p>	<ul style="list-style-type: none"> • Finally, JF, on behalf of the ElectricAid Committee, made a presentation to TP on the occasion of her recent wedding. The gift was at no expense to ElectricAid. 	

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	<p>Next Committee Meeting will be on 20th March, 2018</p> <p>Venue Gateway 2 – Room 4.15.</p> <p>Start time 4.00 p.m.</p>	

Meeting Schedule 2018

ElectricAid 2018 Meeting Schedule	Application Deadline	EvalCo	Committee	Other Meetings
	20.02.2018	06.03.2018	20.03.2018	
				01.05.2018 (AGM)
	24.04.2018	15.05.2018	29.05.2018	
				26.06.2018 (Risk)
	25.06.2018	10.07.2018	24.07.2018	
				21.08.2018 (Planning & Strategy)
	27.08.2018	11.09.2018	25.09.2018	
	30.10.2018	13.11.2018	27.11.2018	