

Minutes of ElectricAid Committee Meeting held on 24th July, 2018
Venue: Gateway 2 – Room 4.15

Present: TP ND JK
HB SC PK
ÉS PC PH
BK MS DF
ML AH

Apologies: ALeC, FF, DÓ'D, FO'D and JL

Item	Description	Action by
Address from Jim Caulfield, MBE, on his work in Kenya with Irish Eyes CBO, and on the situation with regard to Development Aid fraud in Kenya.	<ul style="list-style-type: none"> • Jim Caulfield was unable to attend the July ElectricAid Committee meeting due to a problem with his passport. In extending his apology, he wanted the Committee to know that all money received is used wisely and to good effect. • As a valued partner, it was suggested that a meeting be set up for him to attend an EvalCo meeting, or via conference call, if he is not available to attend an ElectricAid Committee meeting. The topic of interest is Development Aid fraud in Kenya. 	DF
Conflict of Interest Declarations	<ul style="list-style-type: none"> • 18-H-005 refers - installation of a new soft play room for special needs (particularly autistic) children in Fossa National School. ÉS mentioned a possible conflict of interest. The project, which was submitted by a colleague, was discussed and partially funded at the EvalCo meeting. ÉS, who is not the named referee, was not in attendance. 	
Minutes of Previous Meeting and Matters Arising	<ul style="list-style-type: none"> • Banking-on-Line: SC is to be added to the list of Payment Approvers in addition to HB (Lead) and ÉS. Payee Approvers are ALeC (Lead), DÓ'D and TP. • An error at the end of page 1 was noted and corrected - Minutes of the 23rd January, should have read 20th March. • The Minutes of the 29th May, 2018 ElectricAid Committee meeting were proposed for adoption by PK, seconded by JK and signed by the Chair and Secretary. 	HB
Financial Report July, 2018 – HB	<ul style="list-style-type: none"> • HB began by mentioning a change of trend in overall ElectricAid membership contributions. Compared to May, 2017, she noticed that ESB staff contributions are down slightly to €1,500 while Pensioner contributions are up to €900, which is a €600 deficit. Expect this change is attributed to an increase in the number of recent retirements, however might be worthwhile to do some analysis on this. • The consequences of recent changes to GDPR were alluded to briefly. PC to check with Payroll if he can get data from them on members who have left ElectricAid in the last month. HB said she can use the data she receives on a monthly basis. • It was noted that all new recruits are being targeted with a view to membership. 	PC

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Financial Report July, 2018 continued – HB	<ul style="list-style-type: none"> • HB mentioned a new Miscellaneous Income sheet recommended by Moore Stephens, Chartered and Registered Auditors. Meeting to be arranged in August to link into lodgements with a view to improving the process. • 2017 Tax Rebate received was c. €157k, compared to €75k YTD for 2018. JF anticipated that it should be €234,000 in 2018. HB, FF and DF to discuss/investigate before the September, 2018 ElectricAid Committee meeting. • HB said there here were no big surprises - down €600 per month. Special Appeal also down - expect to pay out €1.1m. by end of 2018. • Creditors: - update given by HB <ul style="list-style-type: none"> ➤ Two amounts pending from May funding will be paid shortly as bank details now received. ➤ €2,000/€8,000 paid in 2017 to Passionist Missionaries but returned - DF to follow up before the September ElectricAid Committee meeting. Committee to decide if re-pay the money or use for other projects. ➤ One payment from November 2017 still not paid as bank details not received – DF to follow up on this. ➤ March payment to Bannakaroli Brothers pending as awaiting confirmation on bank details. Should be paid shortly. <p style="text-align: center;"><u>ELECTRICAID INCOME AND EXPENDITURE ACCOUNT</u></p> <p style="text-align: center;"><u>Management Accounts end June 2018</u></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><u>INCOME</u></th> <th style="text-align: left;"><u>NOTE</u></th> <th style="text-align: right;"><u>30/06/2018</u></th> <th style="text-align: right;"><u>FY Forecast</u></th> <th style="text-align: right;"><u>Full Year 2017</u></th> </tr> <tr> <td></td> <td></td> <th style="text-align: right;">€</th> <th style="text-align: right;">€</th> <th style="text-align: right;">€</th> </tr> </thead> <tbody> <tr> <td>ESB Current Staff</td> <td></td> <td style="text-align: right;">177,716</td> <td style="text-align: right;">366,716</td> <td style="text-align: right;">400,626</td> </tr> <tr> <td>ESB Pensioners</td> <td></td> <td style="text-align: right;">113,960</td> <td style="text-align: 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Financial Report July, 2018 – HB - continued	<p>Note 1 – very conservative estimate. Note 2 – to be reviewed every two months against updated cash flow forecast.</p> <ul style="list-style-type: none"> • ÉS thanked and complimented HB on the quality and efficiency of her accounting presentation. • Proposed by PH and seconded by PC. 	
Half Yearly Report/Follow-Up on Outstanding Project Reports - HB	<ul style="list-style-type: none"> • As Half Yearly Reports are due in July and December, MS presented the following breakdown of ElectricAid reports: • 2017 (Jan 1st-Jun 30th) - Total applications – 81. 34 applications without reports – 14 with no acknowledgement. 58% with reports up to date. • 2016 - Total applications - 111. 24 applications without reports – 9 with no acknowledgements. 78.3% with reports up to date. • 2015 - Total Applications - 155. 29 applications without reports – 15 with no acknowledgements. 81.3% with reports up to date. • Continuing, MS said he has already begun going through the applications starting from 2015 and working towards newer applications looking for reports. He is of the opinion that the reason 2017 is so high is due to people handing in late reports/waiting for their project to be finished before submitting the reports, which obviously declines over time. • There was a general view that there is a need to tighten up on project reporting and maybe not fund a project again until/unless a report for previous work has been received. • It was also suggested that a breakdown of reports would be beneficial to EvalCo as well as ElectricAid Committee, i.e. who was funded, how many times, total amount as well as the start and finish dates for all projects, which, in turn, could be added to the Payment Sheet. • Actions - DF, FF to add fields, whichever is the easiest. Half Yearly Report/follow up on outstanding projects to be included on the Agenda for July and December Committee meetings in future. 	DF/FF AH
Proposal and Sign-Off on bringing the Power Challenge more into ElectricAid	<ul style="list-style-type: none"> • SC said all the money raised in September at the Power Challenge in Killarney will go to ElectricAid. Three projects will be selected from the July funding round. There will be 6 participants per team at €20 per person = €120 with a maximum of 40 teams, netting a minimum donation of €4,800 to ElectricAid. There may be other forms of fundraising, e.g. collection boxes, raffles, etc. which ElectricAid will also benefit from. The deadline for entry is in the next few weeks. • Proposed by HB and seconded by PK. 	

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<p>Evaluation Report and Proposed Fundings - MS</p>	<ul style="list-style-type: none"> • In the unavoidable absence of ALC, MS took this item. He said EvalCo met on 10th July, 2018, under the chairmanship of ALC and were joined by DF, and MS. Apologies were received from ÉS and JK. • A very high total of 33 funding applications were considered, to a total application value of €330,524. Treasurer guidance remains at €180,000 per funding round. • 23 applications were recommended for funding – none in full and 23 in part. Five applications have been rejected, and four deferred. The total recommended funding is €182,600, which is slightly beyond target. • The applications were generally of good quality. The geographical distribution remains challenging, with 28 applications from across Africa, 3 from Ireland and 1 each from India and Pakistan. The breakdown of Applications/Projects is as follows: 1 each from Cameroon, Democratic Republic of Congo, Egypt, Ethiopia, Ghana, India, Liberia, Pakistan, Sierra Leone, South Africa and Sudan. Ireland 3, Kenya 6, Malawi 3, Nigeria 2, Tanzania 5, and Uganda 3 - a grand total of 33. • 18-A-075: Franciscan Sisters of St. Joseph - poultry for youth at Rongo Regional House - Migori - Kenya. This project was approved subject to Brother Mathew McCormack providing an official project reference. It was felt he needs to familiarise himself with the project. This project still has a “subject to” item outstanding, the Committee agreed to give the organisation more time to respond to this. • 18-A-067: ASHDI - Train 25 men and 25 women to manage piggery, poultry and farming crops - The name on the Application Form was Franklin Obed Sikor, a community worker, so not considered to be a risk to ElectricAid. Recommended partial • 18-A-077: Tazneem-e-Nau-Jawana (TNJ) Pakistan. Goat Scheme Programme for 40 farmer women and their families - Village Dyal Ghar. Issues with the Charity were confirmed by Bóthar. Rejected by EvalCo and will never be considered again for funding by ElectricAid. • During these discussions, the importance of getting projects that will succeed was stressed. The following projects were approved: <table border="0" style="margin-left: 20px;"> <tr><td>17-H-012</td><td>€7,500</td></tr> <tr><td>18-H-004</td><td>€5,000</td></tr> <tr><td>18-H-005</td><td>€10,000</td></tr> <tr><td colspan="2"> </td></tr> <tr><td>18-A-035</td><td>€7,500</td></tr> <tr><td>18-A-038</td><td>€7,000</td></tr> <tr><td>18-A-067</td><td>€6,000</td></tr> <tr><td>18-A-068</td><td>€6,000</td></tr> <tr><td>18-A-070</td><td>€5,000</td></tr> <tr><td>18-A-073</td><td>€4,000</td></tr> <tr><td>18-A-082</td><td>€10,000</td></tr> <tr><td>18-A-083</td><td>€10,000</td></tr> <tr><td>18-A-084</td><td>€10,000</td></tr> <tr><td>18-A-086</td><td>€9,000</td></tr> <tr><td>18-A-087</td><td>€10,000</td></tr> <tr><td>18-A-088</td><td>€10,600</td></tr> <tr><td>18-A-089</td><td>€7,000</td></tr> <tr><td>18-A-091</td><td>€8,000</td></tr> <tr><td>18-A-092</td><td>€8,500</td></tr> <tr><td>18-A-093</td><td>€8,000</td></tr> <tr><td>18-A-094</td><td>€11,000</td></tr> <tr><td>18-A-095</td><td>€9,000</td></tr> <tr><td>18-A-096</td><td>€11,000</td></tr> <tr><td colspan="2"> </td></tr> <tr><td>Total</td><td>€180,100</td></tr> <tr><td>Plus 18-A-075</td><td>€2,500</td></tr> </table> <p style="margin-left: 20px;">pending response to outstanding “subject to” item.</p> 	17-H-012	€7,500	18-H-004	€5,000	18-H-005	€10,000			18-A-035	€7,500	18-A-038	€7,000	18-A-067	€6,000	18-A-068	€6,000	18-A-070	€5,000	18-A-073	€4,000	18-A-082	€10,000	18-A-083	€10,000	18-A-084	€10,000	18-A-086	€9,000	18-A-087	€10,000	18-A-088	€10,600	18-A-089	€7,000	18-A-091	€8,000	18-A-092	€8,500	18-A-093	€8,000	18-A-094	€11,000	18-A-095	€9,000	18-A-096	€11,000			Total	€180,100	Plus 18-A-075	€2,500	
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Evaluation Report and Proposed Fundings - MS - continued	<ul style="list-style-type: none"> Proposed by JK and seconded by BK. 	
Risk - ÉS	<ul style="list-style-type: none"> ÉS began by saying that there was a low attendance at the re-arranged Risk meeting, which took place on Wednesday, 4th July, mainly due to annual leave and work commitments. She quickly went through a few changes to the revised Risk Log Membership/Communication with EirGrid. At the Risk meeting, FF proposed a “Yammer” equivalent for EirGrid in order to maximise communication between ESB and EirGrid. From a Risk point of view FF, DF, ÉS and ND to meet and discuss. ESB 5k. Challenge organised by ESB Athletic Association. ÉS briefed the meeting on an unfortunate misunderstanding/upset which occurred following the ElectricAid 5k. run on 21st June. The confusion had to do with ESB and EirGrid sponsorship/winner of the event. Following a discussion, it was felt that a communication link between ESB and EirGrid had been broken as a result of JF’s recent retirement. In the interest of clarity, it was suggested that a one page Terms of Reference Plan, outlining eligibility, which could be amended per event, would be a useful tool for future events involving ESB staff/retired ESB staff, EirGrid staff and EirGrid retired staff and ESB Athletic Club. ÉS to give feed back to DÓ’D and FF as they had met previously to discuss how the event could be improved; this would be valuable input. ÉS to write a letter of apology, expressing her gratitude for bringing the matter to the attention of ElectricAid. All in all, she said the matter was handled poorly. EirGrid Matching Fund: HB said EirGrid matching funding is up-to-date. ÉS to talk to Ollie Brogan about involving ESBI staff overseas in ElectricAid projects abroad. 	<p>FF/DF/ÉS /ND</p> <p>ÉS</p> <p>ÉS</p> <p>ÉS</p>
Risk - ÉS - continued	<ul style="list-style-type: none"> Desktop Audits: The possibility of all Committee members increasing desk audits from 1 to 2 per annum was discussed. Following an explanation of the audit process to new Committee members, ÉS proposed 2 desktop audits, per annum - one before the AGM and the second by November. For 2018, 1 before Christmas was suggested and 2 in 2019. Succession Planning - this item is now closed. GDPR - Feedback to be given at future Committee meetings as to who has or hasn’t returned their GDPR Consent Form with the intention of putting a Data Source/Action Plans in place. A reminder to be added to the Hub urging all staff to return their Consent Forms, or update their contact preferences, using the ElectricAid website. 	

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<p>Risk - ÉS - continued</p>	<ul style="list-style-type: none"> • Most of the 5-year CHY3 enduring certificates (those signed for the 2013 claim) are due for renewal this year. All need to be re-signed and re-submitted so it's important that ElectricAid can communicate with its members on this item and within GDPR compliance. • Governance Code - ÉS said ElectricAid is on the journey. Having reviewed the online checklist, ElectricAid are in a position to achieve full compliance which it will aim for within the next year. There is very little risk not having such compliance, but it is very beneficial and positive to be able to say ElectricAid is fully compliant. • ElectricAid Committee Vacancy: A vacancy has arisen as a result of the resignation of Gareth Fox. It is hoped to co-opt a financial person who may be able to take over from HB when she steps down from her role as Honorary Treasurer. HB reminded attendees that her ElectricAid workload has doubled since she took on the job 3 years ago. ÉS reassured the meeting that the search for a replacement is in hand. 	
<p>Ghana Project Update - TP</p>	<ul style="list-style-type: none"> • Ghana Schools Sanitation Improvement Project. TP advised that this project will be funded by ESB via ElectricAid and will not come out of the normal ElectricAid funding pot. • A project application was submitted to ElectricAid. This was recommended for funding by EvalCo following the July meeting and was subsequently approved by the Executive Committee. • Confirmation was received from Pat O'Doherty, ESB Chief Executive, that €60,000 in funds will be donated from ESBI to ElectricAid. • The total cost of the refurbishment project is €45,000. €15,000 will also be donated for maintenance of the toilets/washrooms for the next 10 years (€1,500 per year). • Two quotes for the refurbishment work have been received. Tenders have been evaluated and a successful tenderer chosen. The contract will be awarded when the transfer of funds to ElectricAid has been completed. 	
<p>30th Anniversary of ElectricAid - (Sub-Committee to be set up. Ideas to be discussed - ÉS</p>	<ul style="list-style-type: none"> • A Sub-Committee was agreed to discuss options and proceed with putting together a programme of events to mark 30 years of ElectricAid to take place around November, 2018. ÉS, SC, ND, DF and FF and BK, if required, agreed to be part of the Sub-Group -. • A discussion followed on how best to appropriately mark the 30th Anniversary of ElectricAid. An event in the Mansion House and a Non-Denominational Service in either the Pepper Canister Church in Mount Street, (also known as St. Stephen's Church) or St. Anne's Church in Dawson Street were mentioned briefly. • Rev. Martin O'Connor, Church of Ireland, and ex ESB, to be contacted. • BK said she has a contact for St. Anne's, Dawson Street and PH has a contact for the Pepper Canister. Location wise, St. Anne's is closer to the Mansion House. 	

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<p>30th Anniversary of ElectricAid - (Sub-Committee to be set up. Ideas to be discussed - ÉS - continued.</p>	<ul style="list-style-type: none"> • 30 days run up to 30 years of ElectricAid and a Prize Draw were some of the suggestions, i.e. €30,000 for 30 years, similar to the €25,000 for 25 years, was considered a good idea - to be split 10 ways - with the winners giving the money to a charity of their choice. • DF to liaise with TM re availability of the Mansion House, get a date, suss out the capacity of the room on offer and what procedure are to be followed in organising same. <p>When up and running ÉS to email ElectricAid Committee.</p>	<p>TM/DF</p> <p>ÉS</p>
<p>Data Protection Compliance Plan - Update on responses via postal mail, online and email to the GDPR circulations – DF</p>	<ul style="list-style-type: none"> • This item will appear on the Agenda for the foreseeable future (Action from Risk Meeting), so that we can react to information and the need for a communication plan. • DF reported that 15% of active staff have responded to date (229 of 1,487) and 53% of retired staff with about 450 outstanding. 	<p>FF/DF</p>
<p>AOB - ÉS</p>	<ul style="list-style-type: none"> • Coin Boxes - JK to collect from Clanwilliam. • ÉS to check if branded ones can be ordered or if there are any available for EirGrid location • ND, who recently attended the West Cork Literary Festival in Bantry mentioned a book entitled “This Hostel Life” by Melatu Uche Okorie, a Nigerian Writer, a PhD student at Trinity and former Direct Provision Refugee. ND wondered if ElectricAid funds refugees in Ireland. Only if a request is received and proper guidelines are followed. • BSC for All - SC mentioned that “BSC for All”, who run events such as sales of art and up market second hand clothes, have decided to donate all money raised to ElectricAid. • Africa Direct Volunteer Opportunity: JK gave a brief account of his recent visit to Kenya which involved 5 people volunteering for two weeks at their own expense. JK said he visited 4 projects funded by ElectricAid. In particular, he mentioned Sr. Mary Killeen, a Sister of Mercy, who hails from Phibsboro, Dublin, and who puts 1,000 slum children through school every day. He added that she met Pope Francis in a Nairobi slum in 2015. 	<p>JK</p> <p>ÉS</p>
<p>AOB - ÉS - continued</p>	<ul style="list-style-type: none"> • JK went on to say that one unannounced visit was planned to follow up on a solar panel project funded by ElectricAid for a Resource Centre. Despite JK’s best efforts, no such place was located. DF to follow up with the 2 Referees. In conclusion, he said of the 5 projects funded, 4 were fine. • JK is to prepare a short news item for inclusion on the ElectricAid website and EM. JK will also prepare a more detailed report for the EvalCo. • As this was MS’s last Committee meeting before returning to College, ÉS personally thanked him for all the work he did on behalf of ElectricAid and said it was a pleasure working with him. MS, in turn, extended his gratitude and said he really enjoyed his time with ElectricAid. • Finally, PH mentioned the excellent quality of MS’s on screen presentation at the ElectricAid EvalCo meeting. 	<p>DF</p> <p>JK</p>

Item	Description	Action by
	<ul style="list-style-type: none"> • Planning & Strategy Meeting on 21/08/2018 – please make every effort to attend. Venue Gateway 2, Rm 409. • Next Committee Meeting will be on 25th September, 2018 - Venue Gateway 2 – Room 4.15. Start time 4.00 p.m. 	

Meeting Schedule 2018

ElectricAid 2018 Meeting Schedule	Application Deadline	EvalCo	Committee	Other Meetings
				21.08.2018 (Planning & Strategy)
	27.08.2018	11.09.2018	25.09.2018	
	30.10.2018	13.11.2018	27.11.2018	