

Minutes of ElectricAid Committee Meeting held on 29th May, 2018
Venue: Room 102, 40, Merrion Square

Present: JF ND GF
 HB FF SC
 JL PC FO'D
 TM MS PH
 PK ÉS GM
 ALeC DÓ'D DF
 AH

Apologies: TP, JK and BK

Item	Description	Action by
Introduction	<ul style="list-style-type: none"> As newly elected Chair, ÉS welcomed all attendees and said it was a very momentous occasion, with a few new faces attending for the first time and a more familiar face about to retire. Attendees briefly introduced themselves. 	
Conflict of Interest Declarations	<ul style="list-style-type: none"> One conflict of interest was recorded which was to do with an Action Aid project - 18-A-059 - of which JF recently became a Board member. For the record, JF took no part in the evaluation process. 	
Minutes of Previous Meeting and Matters Arising	<ul style="list-style-type: none"> A discussion took place about efforts made to replace JF, who is retiring, and the handover task involving FF and DF and MS. ÉS said the new Agreement between ElectricAid and ESB was updated to reflect the status quo. A Sub-Group comprising of TP, ÉS and EO'D worked on an existing Agreement to put together a Service Level Agreement (SLA). In particular, ÉS said SC was fantastic in providing 3 people to replace JF and in facilitating ElectricAid in the way she did by putting in place a 4 year funding agreement between ESB and ElectricAid to the tune of €275,000 up to 2021. DO'D said the re-working of the agreement between ElectricAid and ESB is a great piece of work, which was first done when JF came into his current role, and that ElectricAid was very fortunate to still have JF involved, which resulted in a great outcome for ElectricAid. JF responded by saying that although important, SLA's are not worth the paper they are written on without goodwill – which he said is available in bucketfuls. GDPR – 25th May, 2018 - ÉS thanked TP, DF and FF for the fantastic work they did in dealing with it. The Minutes of the 20th March, 2018 ElectricAid Committee meeting were proposed for adoption by PH, seconded by HB and signed by the Chair and Secretary. 	

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Financial Report May, 2018 – HB - continued	<ul style="list-style-type: none"> Following a query re responsibilities of ElectricAid Committee Members and Trustees, FF is to circulate the ElectricAid Constitution so that everyone is clear about their respective/collective responsibilities. <p style="text-align: center;">ELECTRICAID INCOME AND EXPENDITURE ACCOUNT</p> <p style="text-align: center;">Management Accounts end April, 2018</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: center;"><u>NOTE</u></th> <th style="text-align: center;"><u>30/04/2018</u></th> <th style="text-align: center;"><u>FY Forecast</u></th> <th style="text-align: center;"><u>Full Year 2017</u></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> 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Note 2 – to be reviewed every two months against updated cash flow forecast.</p>	<u>INCOME</u>	<u>NOTE</u>	<u>30/04/2018</u>	<u>FY Forecast</u>	<u>Full Year 2017</u>			€	€	€	ESB Current Staff		119,578	371,578	400,626	ESB Pensioners		79,066	211,066	234,972	ESB Board Contributions		-	250,000	250,000	Miscellaneous Contributions (note 1)		10,460	22,460	57,396	EirGrid Matching Funding		-	9,528	-	EirGrid Funding		5,493	14,293	11,559	Tax Rebate		74,596	222,300	209,428	Special Appeal		-	-	-	Total Income		289,192	1,101,225	1,163,981	Donations					January Funding		111,881	111,881	136,089	March Funding		194,195	194,195	198,726	May Funding		-	210,000	175,594	July Funding		-	180,000	204,656	September Funding		-	180,000	166,781	November Funding		-	180,000	173,567	Total Normal Donations (note 2)		306,076	1,056,076	1,055,413	Other Payments					Bank Interest		396	396	1,293	Special Appeals		8,114	40,000	115,500	Miscellaneous Expenses		-	-	245	Total Donations		314,586	1,096,472	1,168,451	Excess of Expenditure over Income		<u>(25,394)</u>	<u>4,753</u>	<u>(4,470)</u>	Bank Balance		74,893			Creditors Outstanding		41,950			FF
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Evaluation Report and Proposed Fundings - ALC	<ul style="list-style-type: none"> EvalCo met on 15.05.2018, under the Chairmanship of ALcC; they were joined by FF, DF, and MS. Apologies were received from JK. EvalCo reminded the Executive Committee that the composition of EvalCo should be for discussion at the May Committee meeting. EvalCo considered a very high total of 33 funding applications, to a total application value of €328,246. Treasurer guidance remains at €180,000 per funding round, but they had agreed a target of €210,000, considering brought forward under-spend. 																																																																																																																																								

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<p>Evaluation Report and Proposed Fundings - ALC - continued</p>	<ul style="list-style-type: none"> • The applications were generally of good quality. The geographical distribution remains challenging, with 26 applications from sub-Saharan Africa, and only 7 from the rest of the globe. There were 7 applications each for Uganda and Kenya, and 5 for Tanzania. • EvalCo recommend 27 applications for funding – 5 in full and 22 in part. Five applications were rejected, and one deferred. The total recommended funding is €212,785 – slightly beyond target, but still leaving a prudential half-year under-spend of €25,000 (as compared with €180,000 pace). • There were 5 “subject to” projects as follows: <ul style="list-style-type: none"> 18-A-038 - Tanzania. JF has written to the Spiritans for more budget/school detail. 18-A-029 - Somaliland – Concern - B of Q received. 18-A-058 - Irish Red Cross - quotation received. 18-A-048 - Burundi – Team Hope – Pro-Forma received. 18-A-026 - Kenya - Oyugis Craft Training Centre – extremely skimpy application. Jim Caulfield has spoken to the Craft people – redesign an application from ground up. <p>That leaves 3 ‘good to go’ and 1 ‘subject to’.</p> • 18-A-044 Kenya – Africa Direct. Project 17-A-016, previously funded for €9,000, did not go ahead due to changed circumstances. Africa Direct offered to return the money; ElectricAid preferred to use the money for another project. Consequently, Application 18-A-044 requested €9,712 which was partially approved for €712. (Balance of €9,000 still with Africa Direct). • Query re spread of applications and a query re Latin America. While the geographical spread is improving slowly, JF is of the view that it is important not to turn down good applications but that he would be well disposed to Latin America and Asia. However, he did point out that Sub-Saharan Africa has huge poverty and is deserving of ElectricAid continuing support. • Query re Irish Applications - JF reminded attendees that ElectricAid is primarily an overseas development fund with a bit of funding for Ireland, whereas Energy for Generations is for Ireland only. • 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> 	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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Evaluation Report and Proposed Fundings continued - JF	<ul style="list-style-type: none"> Proposed by PK and seconded by PC. 	
EvalCo – Confirm Membership for next 12 months	<ul style="list-style-type: none"> ALeC has agreed to continue as Chair. Other members are PH, PK, JK and ÉS. As there are currently 2 slots available due to PC and TP stepping down, volunteers were sought from the Committee. Newcomers were advised that anyone can attend an EvalCo meeting and were encouraged to do so, even on a once off basis, and that new members would be particularly welcome. On the question of Trustees attending an EvalCo meeting, it was stated that there is no bar to Trustees being involved. With that in mind, JL agreed to put his name forward. FF to issue a company-wide message via ElectricAid's new Yammer account, post EvalCo meetings, along with an open invite to donors to attend EvalCo meetings. 	FF
Ghana Project Update - TP (by email on 1.6.18)	<ul style="list-style-type: none"> TP, due to unforeseen circumstances, was absent from the Committee meeting. The following is her written update submitted by email on 1.6.18: <ul style="list-style-type: none"> TP has received 2 quotations from contractors for the Ghana Schools Sanitation Project; further negotiations and clarifications are required before the successful tenderer is awarded the contract. With the reduced scope, the cost of the refurbishment contract is estimated at approx. €40-45k. TP will submit a funding application in the coming weeks to ElectricAid EvalCo for review. 	TP
Risk - ÉS	<ul style="list-style-type: none"> ÉS to re-arrange the date for the Risk meeting because 26th June is not a runner due to annual leave. New date will probably be early July. 	ÉS
30th Anniversary of ElectricAid - FF	<ul style="list-style-type: none"> A discussion took place on when, where and how to mark the 30th Anniversary of ElectricAid. The possibility of having it in the Mansion House is to be considered after the changeover of the Lord Mayor in June. TM is to liaise. 30 days run up to 30 years of ElectricAid and a Prize Draw were some of the suggestions. It was proposed that a Sub-Committee be set up at the July Committee meeting who will discuss options and proceed with putting together a programme of events to mark 30 years of ElectricAid. In the meantime, FF is to look for ideas from the Committee which will be discussed at the July Committee meeting, with a view to having an appropriate event in November. All yet to be considered/decided. 	TM ÉS FF

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<p>Data Protection Compliance Plan – FF</p>	<ul style="list-style-type: none"> • FF went through the new updated approved GDPR rules now in place for ElectricAid. In particular, he said GDPR marketing requires specific consent and that the biggest hurdle for ElectricAid is being able to contact its 2,650 members in an effective, respectful, and appropriate way. • FF went on to say he has written to all retired staff advising that GDPR is live, that GDPR increases obligations on all organisations to handle personal data appropriately and carefully; that it increases individual rights to privacy and to only have their personal data used for the purpose for which the individual has agreed. However, in order to continue receiving communications on ElectricAid projects, Special Appeals or Events, he advised that ElectricAid members are being asked to update their communications preferences using the Consent Form enclosed with the letter, or by filling in the Consent Form on line. Filling in and returning the form will enable ElectricAid continue with its current level of communications with its members, thus enabling ElectricAid continue the level of service and communications members are accustomed to from ElectricAid. • FF said he has written to all staff members at their work addresses, inviting them to visit the ElectricAid website and sign in and return the Consent Form. • The following has been approved by the GDPR Project Team: <ul style="list-style-type: none"> ➢ News articles for the ElectricAid Homepage inviting readers to provide their consent. ➢ A generic message is to be added to The Hub which will remind all staff to return their Consent Forms, or update their contact preferences, using the ElectricAid website. ➢ Yammer posts containing consent link inviting serving staff to update their consent preferences. ➢ Data Protection Policy updated on the ElectricAid website https://electricaid.ie/data-protection/ ➢ Online data Consent Form can be found on https://electricaid.ie/useful-links/stay-in-touch/ • As the responses are received, via website or by post, preferences will be updated centrally. • FF advised that a “Contact Us” Section has been rebuilt by MS, at no expense to ElectricAid, consisting of Name, SN, and Consent. • While the intended result will be a single data source for ElectricAid to correspond with it members, FF said other more innovative means of communication will need to be found. • FF added that, in future, ElectricAid may consider a move to HR’s Single Data Source model whereby ESB’s HR Department would be the sole custodians of data and would share information with ElectricAid, on request, via a SLA. • The fantastic work done on GDPR by FO’D, DF and MS was noted with thanks. 	

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AOB - JF	<ul style="list-style-type: none"> • GF advised that he is leaving the company. In doing so, he said he enjoyed his stay and extended best wishes to ElectricAid for its continued success. • Finally, before leaving, JF thanked everyone, saying he really enjoyed his time with ElectricAid; that for him being light hearted about something that is so important was very significant as well as fun. He advised the Committee to keep it that way. In conclusion, JF said it has been the privilege of his life to have the job he had for 14 years and that he was indebted to all. • Following the meeting, ÉS presented JF with a painting, which was signed on the back by those present. In doing so, ÉS extended the heartfelt gratitude and good wishes of all ElectricAid Committee members. • PH, who sourced the painting, explained that it depicts four Tanzanian women in their very distinctive colourful dress, going forth, each carrying a young child on their back, gathering sticks for fuel, after which, they will cook for their family on the cooking stove on the ground to the right of the picture. For the record, the painting was sourced at no expense to ElectricAid and Committee members contributed to the cost of framing. • PH was thanked for organising such an appropriate and memorable gift, which, it is hoped, will be a constant reminder to JF of the passion, commitment, dedication and humour which he brought, on behalf of ElectricAid, in helping to improve the lives of the poorest of the poor in so many parts of the world. • Risk Meeting on 26th June, 2018 is to be rearranged • Next Committee Meeting will be on 24th July, 2018 - Venue Gateway 2 – Room 4.15. Start time 4.00 p.m. 	ÉS

Meeting Schedule 2018

ElectricAid 2018 Meeting Schedule	Application Deadline	EvalCo	Committee	Other Meetings
				Date to be advised (Risk) - ÉS
	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	