

**Minutes of ElectricAid Committee Meeting held on 24<sup>th</sup> January, 2017**  
**Venue: Gateway**

**Present:** JF TP ALeC  
 HB MB JK  
 FO'D PK ES  
 PH TM GB  
 JL GM AD (IT Student on Work Placement)  
 EF AH

**Apologies:** PC, PC and SF

Item	Description	Action by
<b>Introduction</b>	While waiting for the presenting group to arrive, TP welcomed attendees to the meeting. AD was introduced as an IT student on work placement in the ElectricAid office.	
<b>Presentation by Mr. John Bosco Lukwago and Mr. Robert Muganga of MADIPA, Masaka, Uganda.</b>	<p>On behalf of ElectricAid, TP introduced and welcomed John Bosco Lukwago, Robert Muganga of MADIPA, Masaka, Uganda and Sr. Helen Ahern, a retired Medical Missionary of Mary Sister.</p> <p>John Bosco, Chairman of Masaka Disabled Persons Association, expressed his gratitude for the invitation to the meeting, gave a brief history and update on the work of MADIPA, which is a self-help workshop and school run by and for people with disability (PWD's) in Masaka, Uganda, and which has received funding from ElectricAid.</p> <p>He said at MADIPA people are taught vocational skills so they can go back to their communities and become self-sustaining members of society. Skills such as metalwork, leatherwork, screen printing, knitting, tailoring, carpentry and weaving are among the crafts taught.</p> <p>Founded on April 2001, the aim of MADIPA is to help people with disabilities</p> <ul style="list-style-type: none"> <li>• Obtain employment skills and provide support and resources to start their own business.</li> <li>• Campaign for their right to equal opportunity and live in a community as an active, participating and contributing citizen.</li> <li>• Use social policy, legislation and political relationships to defend their human rights.</li> <li>• Change attitudes which perceive disability as a curse rather than a gift from God.</li> </ul> <p>John Bosco went on to express his heartfelt gratitude to ElectricAid and Sr. Helen for their assistance – to Sr. Helen for organising the funding relief from ElectricAid, which helped extend and upgrade their teaching/working area. With regard to future funding, JF to give contact details for Combined Services.</p> <p>TP thanked the MADIPA group for their attendance and informative presentation.</p>	
<b>Conflict of Interest Declarations</b>	There was not conflict of interest.	
<b>Minutes of Previous Meeting and Matters Arising</b>	The Minutes of the 29 <sup>th</sup> November, 2016 ElectricAid Committee meeting were proposed for adoption by JK, seconded by PH and signed by the Chair and Secretary.	

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<b>Financial Report January, 2017 – HB</b>	<p style="text-align: center;"><b>ELECTRICAID INCOME AND EXPENDITURE ACCOUNT</b></p> <p style="text-align: center;"><b>Management Accounts 31<sup>st</sup> December, 2016</b></p> <table border="0" 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: right;"><u>31/12/2016</u></th> <th style="text-align: right;"><u>Full Year 2015</u></th> </tr> <tr> <td></td> <td></td> <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;">390,968</td><td style="text-align: right;">374,523</td></tr> <tr><td>ESB Pensioners</td><td></td><td style="text-align: right;">204,696</td><td style="text-align: right;">196,295</td></tr> <tr><td>ESB Board Contributions</td><td></td><td style="text-align: right;">250,000</td><td 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</tbody> </table> <ul style="list-style-type: none"> <li>• HB said Banking on line is now up and running. 16 payments have been made – which is a monetary saving for ElectricAid.</li> <li>• TP thanked HB, ÉS, MB, and SF for their role in achieving this milestone.</li> </ul>	<u>INCOME</u>	<u>NOTE</u>	<u>31/12/2016</u>	<u>Full Year 2015</u>			€	€	ESB Current Staff		390,968	374,523	ESB Pensioners		204,696	196,295	ESB Board Contributions		250,000	250,000	Miscellaneous Contributions		37,420	35,039	EirGrid Matching Funding		27,288	-	EirGrid Funding		12,385	15,338	Bank Interest Received				Tax Rebate	237,102		233,526	Bequest			51,359	Special Appeal	-		89,378	<b>Total Income</b>		<b>1,159,860</b>	<b>1,245,458</b>			€	€	<b>Donations</b>				January Funding		181,172	160,616	March Funding		185,303	203,518	May Funding		177,921	220,101	July Funding		211,402	192,703	September Funding		169,736	194,496	November Funding		156,297	171,947	<b>Total Normal 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<b>Evaluation Report and Proposed Fundings - ALC</b>	<ul style="list-style-type: none"> <li>• EvalCo met on 10.01.2017, under the chairmanship of ALC. TP and JK were unable to attend.</li> <li>• The Committee briefly discussed the Desk Audit programme, and some recommendations for discussion at January Committee meeting.</li> <li>• Two potential conflicts of interest were declared – PK was associated with 16-A-141 and ÉS with 16-A-115. There was no conflict of interest; their knowledge of the applications was of real benefit to the decision-making.</li> </ul>																																																																																																																					

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<p><b>Evaluation Report and Proposed Fundings</b> - ALC</p>	<ul style="list-style-type: none"> <li>• The downturn in applications continues – a very comfortable total of 17 applications, to a total applied value of €176,430 were discussed. As initial Treasurer Guidance for 2017 is at €180,000 per funding round, there was no financial pressure, for once. This did not lead to over-generosity, 2 applications were rejected and one* deferred.</li> <li>• Geographical spread was good with 13 applications from sub-Saharan Africa, 2 from Latin America and 1 each from Asia and Europe. There was no Irish application, which is a cause for concern. 3 applications were received from Kenya, and 2 each from Uganda, Ethiopia and Zambia.</li> <li>• 14 applications (6 in full, 8 in part) were recommended for funding totalling €136,089, which is obviously well within guidance, and which leaves an unabsorbed margin of €44,000 for future funding rounds. <ul style="list-style-type: none"> <li>✓ 16-A-194 - Enduring need still applies.</li> <li>✓ 16-A-099 - Pro-Forma awaited. Payment on hold until received.</li> <li>✓ 16-A-106 - JF to get information.</li> <li>✓ 16-A-117 - General provision of budget sound – a trusted Partner.</li> <li>✓ 16-A-121 - Plan drawing received.</li> <li>✓ *16-A-118 - deferred due to lack of information. Expected to re-appear in the March round.</li> </ul> </li> <li>• The following projects were approved: <table border="0" style="margin-left: 20px;"> <tr><td>15-A-194</td><td>€6,506</td></tr> <tr><td>16-A-099</td><td>€9,945</td></tr> <tr><td>16-A-106</td><td>€5,384</td></tr> <tr><td>16-A-113</td><td>€11,522</td></tr> <tr><td>16-A-115</td><td>€10,000</td></tr> <tr><td>16-A-117</td><td>€6,576</td></tr> <tr><td>16-A-121</td><td>€14,000</td></tr> <tr><td>16-A-132</td><td>€10,000</td></tr> <tr><td>16-A-135</td><td>€10,000</td></tr> <tr><td>16-A-137</td><td>€14,000</td></tr> <tr><td>16-A-138</td><td>€9,000</td></tr> <tr><td>16-A-140</td><td>€13,000</td></tr> <tr><td>16-A-141</td><td>€8,471</td></tr> <tr><td>16-A-144</td><td>€7,685</td></tr> </table> </li> <li>• As there were no Irish projects, the Committee were asked to consider an Irish Charity worthy of future support.</li> <li>• Proposed by ÉS and seconded by FO'D.</li> <li>• TP thanked ALC and the Evaluation Committee for their contributions.</li> </ul>	15-A-194	€6,506	16-A-099	€9,945	16-A-106	€5,384	16-A-113	€11,522	16-A-115	€10,000	16-A-117	€6,576	16-A-121	€14,000	16-A-132	€10,000	16-A-135	€10,000	16-A-137	€14,000	16-A-138	€9,000	16-A-140	€13,000	16-A-141	€8,471	16-A-144	€7,685	<p style="text-align: center;">JF</p>
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<p><b>2017 Business Plan</b> - JF</p>	<ul style="list-style-type: none"> <li>• JF went through the 2017 Business Plan, which had been circulated to Committee members for discussion. This document is a combination of Actions taken from ElectricAid's Risk Management process and Strategy Review meetings. JF went on to say that the 2016 Business Plan has been very well implemented with the exception of the Recruitment agenda. The latter will be prioritised in 2017.</li> <li>• The 2016 categorisation of actions and targets into 4 groups was maintained as follows:</li> </ul>																													

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<p><b>2017 Business Plan</b> – JF - continued</p>	<p><b>1. Stakeholder Management</b></p> <ul style="list-style-type: none"> <li>➤ TP and JF made 2 very well received presentations to the SMT and ESB Board in late 2016, facilitated by TM. It is hoped to deliver SMT briefing in EirGrid in 2017 and to maintain informal but consistent stakeholder contact with both ESB and EirGrid.</li> <li>➤ Maintain consistent flow of communications in all media – especially <a href="http://www.electricalaid.ie">www.electricalaid.ie</a> the importance of Yammer, EM, ElectricAid site and the Hub were emphasised as was the importance of keeping the information moving. JF drew attention to Alex Dalton, an IT student on work experience, to generate interesting content.</li> <li>➤ Consistent external networking with Dóchas, Irish and other funds.</li> </ul> <p><b>2. Governance, Processes and Standards</b></p> <ul style="list-style-type: none"> <li>➤ Revenue target €1.20 million</li> <li>➤ Membership target 2,375.</li> <li>➤ Maintain emergency response capability.</li> <li>➤ <b>Succession Planning:</b> Process mapping of all SOP documents is moving well.</li> <li>➤ Intensify communication/stakeholder management re appointment of JF's successor. To facilitate the smooth transfer of his successor, JF to give 6 months notice to ESB and ElectricAid ahead of his retirement.</li> <li>➤ <b>Data Protection:</b> a lot of good work has been done to date. Gap analysis exercise Q3/2017.</li> <li>➤ <b>IT Strategy:</b> Work with EFG Fund on possible successor system to application databases - application funding management system. The importance of historical data was stressed.</li> <li>➤ Identify Risks and act on them.</li> <li>➤ Reminder to bring Risk back onto the Agenda.</li> </ul> <p><b>3. Funding: Procedures and Standards</b></p> <ul style="list-style-type: none"> <li>➤ Manage volume of applications. Utilise “First Fence” procedure.</li> <li>➤ Maintain current funding maxima and funding priorities.</li> <li>➤ Maintain policy of openness to small NGO micro-projects.</li> <li>➤ Consistently allocate resources to high quality projects – which Evalco consistently tries to do.</li> <li>➤ Grow proportion of Irish fundings. Target: 12 in 2017.</li> <li>➤ Review overall Special Partners status, the criteria for same and current SP's.</li> </ul>	<p>TP/JF/EF/ML</p> <p>JF/ALC/PCy</p> <p>JF</p> <p>JF/ALC</p> <p>JF/TP JF</p> <p>FO'D</p> <p>JF/AC/JK</p> <p>TP</p> <p>AH</p> <p>JF/Evalco</p> <p>Ctee</p> <p>Ctee</p> <p>Evalco</p> <p>JF/Evalco</p> <p>JF/Evalco</p>

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<p><b>2017 Business Plan</b> – JF - continued</p>	<ul style="list-style-type: none"> <li>➤ Set target of 5% (8) for opportunistic site visits/reports in 2016.</li> <li>➤ Increase communications re site visits. Ensure message is issued quarterly at a minimum to members and ESBI International staff.</li> <li>➤ Maintain programme of desk audits of completed projects – target 20 in 2017. 2016 was a great success. JF thanked everyone who did desk audits and is about to do them. Irish projects to be added.</li> <li>➤ Maintain integration of environmental sustainability into application evaluation processes</li> <li>➤ Maintain and expand panel of technical advisors/presentations on technical areas.</li> </ul>	<p>JF</p> <p>JF</p> <p>JF/Cttee</p> <p>Evalco</p> <p>TP</p>
	<p><b>4. Recruitment, Marketing and Communication</b></p>	
	<ul style="list-style-type: none"> <li>➤ JF said there was an excellent implementation of the 2016 Business Plan with the exception of the Recruitment Agenda, which is to be prioritised in 2017 as follows: Engage with younger members and potential members through new media – <a href="http://www.electricalaid.ie">www.electricalaid.ie</a>, Yammer.</li> </ul>	<p>JF/MB/SF/GB</p>
	<ul style="list-style-type: none"> <li>➤ Develop another site-based competition, e.g. Six Nations. Talk to SC and St. Patrick’s Credit Union re possibility of prize sponsorship.</li> </ul>	<p>JF/ALC/JK PCy</p>
	<ul style="list-style-type: none"> <li>➤ Build sense of online ElectricAid community</li> </ul>	<p>All</p>
	<ul style="list-style-type: none"> <li>➤ Develop 2 pilot local communication/recruitment drives, firstly in EirGrid (TP, JF and EF to meet DO’B to start off recruitment campaign for EirGrid).</li> </ul>	<p>JF/TP/EF/ ML</p>
	<ul style="list-style-type: none"> <li>➤ ESB Networks North West to be targeted in Q3.</li> </ul>	<p>JF/JK/ CMB</p>
	<ul style="list-style-type: none"> <li>➤ Maintain communications with members approaching 60 re continuing ElectricAid membership post retirement. JF to communicate with them.</li> </ul>	<p>JF</p>
	<ul style="list-style-type: none"> <li>➤ Maintain consistent flow of positive project information in all media – primarily on <a href="http://www.electricalaid.ie">www.electricalaid.ie</a></li> </ul>	<p>JF/ALC/ PCy</p>
	<ul style="list-style-type: none"> <li>➤ Continue emphasis on new staff recruitment; maintain current strong presence in all induction processes. First Induction of 2017 is on the 26<sup>th</sup> January, 2017. JF will be there and intends having a strong presence at all Induction Courses.</li> </ul>	<p>JF</p>
	<ul style="list-style-type: none"> <li>➤ Maintain communications with retired community/members – develop another newsletter for ESB Retired Staff Association membership database.</li> </ul>	<p>JF/McN</p>
	<ul style="list-style-type: none"> <li>➤ Maintain increased proportion of “Development Awareness” material on <a href="http://www.electricalaid.ie">www.electricalaid.ie</a></li> </ul>	<p>JF</p>
	<ul style="list-style-type: none"> <li>➤ Maintain expectation that each Committee member to attend minimum of one EvalCo meeting per year.</li> </ul>	<p>Cttee</p>
	<ul style="list-style-type: none"> <li>➤ Push open and good governance agenda consistently through the year, through all media.</li> </ul>	<p>Cttee</p>

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<b>2017 Business Plan</b> – JF - continued	<ul style="list-style-type: none"> <li>JF said to get a handle on recruitment in 2017 would be a very good outcome.</li> <li>JF has started working on the slide deck project. Work to commence on video project. Something similar has been done in ElectricIreland. JL can help. Another project for AD. TP to send material to JF. A mixture of still and video images to be used.</li> <li>Business Plan proposed for adoption by PK and HB. All in favour.</li> </ul>				JL AD TP
<b>Desk Audit Programme/ Update – Suggestion</b> – JF	<ul style="list-style-type: none"> <li>A few more desk audits have been submitted since the November Committee meeting. Got a lot of learning from the exercise.</li> <li>Substantive suggestion – a requirement for additional downstream reporting in a limited number of projects, to assess how the projects served the medium term development goals, as opposed to short term implementation goals. To evaluate properly in detail it would be necessary to go back a second time and look for a downstream report on development report and put a number on it – 12-18 months after initial report.</li> <li>Really effective thing to do – take out 5 times p.a. and look at a selection of reports received 2 years ago and write out and look for detailed reporting. Better to investigate a smaller number more thoroughly.</li> <li>Set up a review – semi-random review of 5 applications (2014) detailed report on it. Should be limited scope thing – between 5 and 8 projects. Ask full Committee in first half of year and 2nd half of year. Done centrally. JF to write out to 8 with the hope of getting 5.</li> </ul>				JF
<b>AOB</b>	<ul style="list-style-type: none"> <li>Auction is most likely to be on line only, in early April, when the Fitzwilliam complex will be empty. Extra furniture from EDT plus 100 extra prints have been acquired. JF to bring 30 prints to Clanwilliam.</li> <li>Following a brief update from JF, Matata Foundation is to be discussed further at the March, 2017 ElectricAid Committee meeting.</li> <li>30<sup>th</sup> Anniversary of ElectricAid – TP and JF to discuss proposals.</li> <li>Possibility of having a future ElectricAid meeting in EirGrid to be confirmed by EF.</li> <li><b>Next Committee Meeting will be on 21st<sup>th</sup> March, 2017 – Venue TBC. Start time 4.00 p.m.</b></li> </ul>				JF  All TP/JF  EF
<b>ElectricAid 2017 Meeting Schedule</b>	<b>Application Deadline</b>	<b>EvalCo</b>	<b>Committee</b>	<b>Other Meetings</b>	
	23.02.2017	07.03.2017	21.03.2017		
				25.04.2017 (AGM)	
	18.04.2017	09.05.2017	23.05.2017		
				20.06.2017 (Risk)	
	27.06.2017	04.07.2017	18.07.2017		
				22.08.2017 (Planning & Strategy)	
	29.08.2017	12.09.2017	26.09.2017		
	31.10.2017	14.11.2017	28.11.2017		