

Minutes of ElectricAid Committee Meeting held on 18th July, 2017

Venue: Gateway 2 - Room 2.15

Present:	JF	TP	GF
	PC	MB	JK
	FO'D	PK	ALeC
	PH	GM	PC
	JL	ÉS	AH

CS, Sightsavers, Ireland

Apologies: HB, EF, ND, AD and ML

Item	Description	Action by
<p>Presentation by Ciara Smullen, Sightsavers, Ireland, on their Trachoma Elimination Programme.</p>	<ul style="list-style-type: none"> • In welcoming ElectricAid Committee members, TP also welcomed and introduced Ciara Smullen, Head of Major Giving in Sightsavers Ireland, who gave an insightful presentation on Sightsavers' Trachoma Elimination Programme. • She began her input by thanking ElectricAid for its very generous support by way of €54,000 in grants. • Continuing, she said the objective of Sightsavers Ireland is to deliver fundraising targets so that it helps eliminate blindness from avoidable causes and support people who are irreversibly blind or disabled, so they can live with dignity and independence across the developing world. She went on to talk about the work of the charity, in some detail, as follows: <ul style="list-style-type: none"> • 39m. people are blind – 2/3 of whom are women, 90% are in developing countries. 80% of these blinding conditions are avoidable, the leading causes of which are Trachoma, Cataract and River blindness. <ul style="list-style-type: none"> ➢ Trachoma is passed on from mother to child and is endemic in 41 countries worldwide. It is an infectious condition which, without treatment, can develop into a condition called Trichiasis. This causes the eyelids to turn inwards so the eyelashes scrape the eyeball, causing pain and eventual blindness. The good news is that it can be effectively treated with antibiotics, often before permanent damage is done. Good hygiene helps stop the spread of Trachoma and is part of the World Health Organisations' SAFE (Surgery, Antibiotics, Facial cleanliness and Environmental improvement) strategy – a strategy which is tailor made to suit the particular country. ➢ Moving on, she said River blindness is caused by a parasitic worm and transmitted by the bite of the black fly, which breeds near fast-flowing water, such as rivers many communities rely on for drinking water, washing and bathing. If left untreated, it can lead to blindness. Again, the good news is that one tablet per year can clear it. ➢ While Cataracts are usually associated with older people, in many developing countries it is a huge problem for children too. It is caused by a build up of protein that clouds the eye lens, leading to blurred vision and eventual blindness. While not difficult to treat, it is essential for children that it is caught early, or it can cause the eye to stop developing, after which it can never be properly restored. • Left untreated, these eye conditions can mean no education, no income, no future and no possibility of escaping poverty. 	

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<p>Presentation by Ciara Smullen, Sightsavers, Ireland, on their Trachoma Elimination Programme (continued).</p>	<ul style="list-style-type: none"> • CS went on to emphasise that Sightsavers have a bold ambition to eliminate Trachoma by 2020, eliminate River blindness by 2025 and perform 1m. cataract operations by 2018. Sri Lanka was illustrated as a model success story. Ghana and The Gambia are very close to the elimination of blindness. • Finally, the importance and capability of modern technology was evident when she said that January 2016, saw the completion of the groundbreaking Global Trachoma Mapping Project (GTMP), which saw surveyors collect and transmit data from 2.6m. people in 29 countries using Android smart phones. • TP thanked CS for a very impressive and informative presentation. 																																																																		
<p>Conflict of Interest Declarations</p>	<ul style="list-style-type: none"> • There was one potential conflict of interest declared – MB is the referee for 17-A-092. 																																																																		
<p>Minutes of Previous Meeting and Matters Arising</p>	<ul style="list-style-type: none"> • TP to circulate the Principles of Good Governance. • JF and MB to discuss situation re uncashed cheque. • EirGrid “Power Hour” – TP to talk to EF. • The Minutes of the 23rd May, 2017 ElectricAid Committee meeting were proposed for adoption by PH, seconded by ÉS and signed by TP, Chair and AH, Secretary. 	<p>TP JF/ MB TP/EF</p>																																																																	
<p>Financial Report July, 2017 – HB</p>	<ul style="list-style-type: none"> • As HB was on leave, she circulated the following report to the Committee: • Overall the accounts are looking good and in line with expectation and prior year. Monthly staff and pensioner contributions remain steady and May and June were good months for one off donations. • There is currently €402k. in the bank accounts, all May funding payments are being paid in July totalling €175k. • All payments are up to date with May payments processed and being paid in July. <p style="text-align: center;">ELECTRICAID INCOME AND EXPENDITURE ACCOUNT</p> <p style="text-align: center;">Management Accounts 30th June, 2017</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>30/06/2017</u></th> <th style="text-align: right;"><u>FY Forecast</u></th> <th style="text-align: right;"><u>Full Year 2016</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;">186,661</td> <td style="text-align: right;">373,322</td> <td style="text-align: right;">390,968</td> </tr> <tr> <td>ESB Pensioners</td> <td></td> <td style="text-align: right;">100,854</td> <td style="text-align: right;">201,708</td> <td style="text-align: right;">204,696</td> </tr> <tr> <td>ESB Board Contributions</td> <td></td> <td style="text-align: right;">250,000</td> <td style="text-align: right;">250,000</td> <td style="text-align: right;">250,000</td> </tr> <tr> <td>Miscellaneous Contributions</td> <td></td> <td style="text-align: right;">22,419</td> <td style="text-align: right;">29,949</td> <td style="text-align: right;">37,420</td> </tr> <tr> <td>EirGrid Matching Funding</td> <td></td> <td style="text-align: right;">-</td> <td style="text-align: right;">7,632</td> <td style="text-align: right;">27,288</td> </tr> <tr> <td>EirGrid Funding</td> <td></td> <td style="text-align: right;">4,770</td> <td style="text-align: right;">11,448</td> <td style="text-align: right;">12,385</td> </tr> <tr> <td>Bank Interest Received</td> <td></td> <td></td> <td></td> <td style="text-align: right;">-</td> </tr> <tr> <td>Tax Rebate</td> <td></td> <td style="text-align: right;">157,497</td> <td style="text-align: right;">220,000</td> <td style="text-align: right;">237,102</td> </tr> <tr> <td>Bequest</td> <td></td> <td></td> <td style="text-align: right;">-</td> <td></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>Total Income</td> <td></td> <td style="text-align: right;">722,202</td> <td style="text-align: right;">1,094,060</td> <td style="text-align: right;">1,159,860</td> </tr> </tbody> </table>	<u>INCOME</u>	<u>NOTE</u>	<u>30/06/2017</u>	<u>FY Forecast</u>	<u>Full Year 2016</u>			€	€	€	ESB Current Staff		186,661	373,322	390,968	ESB Pensioners		100,854	201,708	204,696	ESB Board Contributions		250,000	250,000	250,000	Miscellaneous Contributions		22,419	29,949	37,420	EirGrid Matching Funding		-	7,632	27,288	EirGrid Funding		4,770	11,448	12,385	Bank Interest Received				-	Tax Rebate		157,497	220,000	237,102	Bequest			-		Special Appeal		-	-	-	Total Income		722,202	1,094,060	1,159,860	
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Evaluation Report and Proposed Fundings - JF	<ul style="list-style-type: none"> • EvalCo met on 11.07.2017, under the chairmanship of JK. ALC and PCy were unable to attend. JL attended as a guest, and Trustee, and contributed very effectively. • 33 applications were considered, to a challenging application value of €345,603. The applications were of a generally good quality. Treasurer guidance remains at €180,000. The 2017 carried-forward under spend of €27,600 was also considered. • Geographical distribution of projects was good, with a gratifying 5 Irish applications, 4 from Uganda, and 3 each from Tanzania, Kenya and the DRC. Some of the Irish applications originated with the ESB EFG (Energy for Generations) Fund. • 3 applications were deferred, 3 were rejected, and 27 were recommended for funding, (3 in full, and 24 in part). The deferrals were not for cash flow reasons – there were other substantive reasons for deferral. The total funding recommended is €204,656. An additional once-off donation of €1,000 received on 11.07 was utilised for 2 of these recommended funding’s as per the wishes of the donor. This leaves the total expenditure against budget at €203,656, drawing down €23,656 of the previous under-spend. The cumulative under-spend is now down to €4,000. • JK said it was great to see JL an active participant at the EvalCo meeting. JL, in reply, said he was very impressed with the huge degree of commitment by EvalCo attendees and highly recommended his fellow Trustees and Committee members attend an EvalCo meeting. • It was mistakenly thought that 17-A-078 would not represent an actual payment – which was an error. • There is significant conditionality in some of these recommendations, and additional information has been sought. 																																													

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<p>Evaluation Report and Proposed Fundings (continued) - JF</p>	<ul style="list-style-type: none"> • JF – Project in Sierra Leone joint funded by St. Patrick’s Credit Union (Savvi). Board meeting on Thursday to determine co-funding. • JF said most of the requests for additional information have been cleared with the exception of 17-A-067; co-funding there has not been fully secured, so payment will be deferred, which is positive for cash flow. • Recommended projects are as follows. <ul style="list-style-type: none"> 17-H-003 €3,000 17-H-004 €5,000 17-H-005 €4,500 17-H-008 €5,000 17-A-013 €6,810 17-A-056 €8,000 17-A-058 €7,500 17-A-063 €8,000 17-A-066 €5,400 17-A-067 €7,320 17-A-068 €8,290 17-A-075 €8,283 17-A-076 €5,400 17-A-077 €8,000 17-A-078 €5,636 17-A-079 €8,636 17-A-080 €11,178 17-A-081 €11,031 17-A-083 €3,000 17-A-085 €8,980 17-A-086 €10,692 17-A-088 €12,000 17-A-089 €8,000 17-A-090 €8,000 17-A-091 €11,000 17-A-092 €8,000 • ÉS suggested Irish projects should be audited. JF to prepare a visit schedule for Irish projects. • Proposed by PC and seconded by TP. All were in favour. 	<p>JF</p>
<p>Marking ElectricAid’s 30th Anniversary – ESB 30 for 90 Challenge - JF</p>	<ul style="list-style-type: none"> • This item has been deferred to 2018. JF to talk to TM • 90k for 90 (90k cycle) in October in Athlone. Overall 90 for 90 is 90k. of cycling, running, walking, swimming for designated charities to receive €90. ElectricAid could benefit to the tune of €20,000. Participants to be encouraged to tick the ElectricAid box. • JF asked for prior approval of €10,000 for pay through payments. JK proposed a detailed report afterwards in line with good governance. • ÉS suggested payments be made by electronic transfer - JF said a cheque would be a quicker method of payment in this instance. • JF said the recent family day in Ardnacrusha was an enormous success. • Proposed by TP and seconded by PH. 	<p>JF/TM</p> <p>ALL</p> <p>JF</p>

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Risk - TP	<ul style="list-style-type: none"> Updated Risk Log has been circulated by TP. TP and FO'D to meet to put a Data Protection Compliance Plan together; this may affect the Risk Log. Due Diligence to be included as an Agenda item for the September ElectricAid Committee meeting. FO'D wondered about preparing a Brexit strategy for charities. 	<p>TP/FO'D</p> <p>JF/AH</p>
Membership - JF	<ul style="list-style-type: none"> JF said there is a very slight trickle of new members and that departures and arrivals are in balance. Membership went up by 0.5% in 2016. He anticipates similar for 2017. TP to talk to EF re a "Power" Hour date before the September ElectricAid Committee meeting. (Also mentioned in Matters Arising). 	TP/EF
Famine in South Sudan, Yemen, Somalia and Nigeria – Update - JF	<ul style="list-style-type: none"> Attendees were reminded that Trócaire has an upcoming special appeal in all churches on Sunday. Following a discussion, it was felt there isn't enough traction, at present, to launch a Special ElectricAid Appeal. The rains have arrived and brought some relief in few areas. In any event, ElectricAid is in a position to move if the situation deteriorates further. It was noted that ElectricAid can prepare funding for special projects when needed. €40,000 has already been contributed to famine relief in these areas. 	
Data Protection – FO'D	<ul style="list-style-type: none"> TP and FO'D to prepare a plan and present to the Committee. 	TP/FO'D
CD/DVD/Book Sale – September 2017- JF	<ul style="list-style-type: none"> Gateway 3 Conference Room has been reserved for the 20th and 21st September. The venue is directly across from the staff restaurant. As well as CDs/DVDs and books, JF said there are some prints still remaining from the Fitzwilliam move as well as Bric-à-Brac from Number Twenty-Nine bookshop. JF to send a reminder closer to the time. ElectricAid application forms are to be made available during the 2 day sale and the new ElectricAid video is to be played during that time also. JF hopes to organise a raffle at the Sale 	<p>JF</p> <p>JF</p>
Succession Planning - JF	<ul style="list-style-type: none"> JF advised the meetings that his exit date is set for April 2018 – 9 months notice - thus giving adequate time to find a suitable replacement. A discussion followed about the selection, or rotation process, with particular emphasis on <ul style="list-style-type: none"> having an adequate overlap period. having input from ElectricAid Trustee(s). having the ElectricAid Chair and Trustees involved in the selection/ rotation process was strenuously emphasised. 	

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Succession Planning (continued) - JF	<ul style="list-style-type: none"> having the required communication and influencing skills. Discussion emphasised the utmost importance of the new candidate being able to interact with ESB staff at all levels, and, of course, with National and inter-national charity representatives as well. Tersely put, the Committee are well aware there are big shoes to fill! 	JL/GM/PCx
AOB - JF	<ul style="list-style-type: none"> Appointment of New Evaluation Sub-Group: ALC to continue on ElectricAid EvalCo Committee and would like to continue as Chairman of EvalCo. ESB 5k. Challenge - Update: €4,800 total revenue. Matching funding of €2,400 anticipated. JF said more Committee members would be useful – there is a need to be more proactive. Retired people haven't the same influence as staff members. Expenditure approval of €99 for website license was proposed by ALAC and seconded by JK. Ghana Projects: TP made an unannounced visit in November 2016 to the 3 schools in Accra, Ghana, funded by ElectricAid. (Teshie was completed in 2 Phases in May-August, 2008 and August-December, 2009. Kaneshie was completed in September 2010. Osu was completed in September 2011). TP said the school projects have been a great success – all are running well and are currently educating in total c.5, 000 students. The condition of the schools is generally good. The computer room in Teshie has been maintained with the laptops held in a secure place at night. That said, TP advised that the toilets are in an appalling condition in Teshie and Kaneshie in particular. Both have issues with running water and the water treatment plant in Teshie is not working. Following discussion with ESB Chief Executive, a decision was made to refurbish the toilets through a Sanitation Improvement Project. This project would be funded by ESB through a donation to ElectricAid to the amount of €65,000. TP is to request a survey, design, scope of work and BOQ from the local architect for the refurbishment of the toilets and the possible construction of basic (VIP latrine) squat toilets in Teshie. This initial piece of work will be paid for (up to a max. of €5,000) directly from ESB to the local architect and is separate to the €65,000 referred to above. A small team to oversee this project is to be put in place consisting of TP, HB and JK, as well as a local architect who has worked with ElectricAid in the past. TP and the project team will prepare and submit an application to EvalCo for consideration and comments. It was emphasised that this project application will go through normal ElectricAid evaluation procedures. Proposed to go ahead, as discussed, by PK and seconded by PCy. New Arrival: TP congratulated ALeC and his partner Johane on the recent birth of their daughter, Edana. All present were delighted with the good news. In conclusion, TP thanked everyone for their attendance and participation. 	<p>TP</p> <p>TP/HB/JK</p> <p>TP/HB/JK/ EvalCo</p>

ElectricAid Meeting Schedule for the remainder of 2017

ElectricAid 2017 Meeting Schedule	Application Deadline	EvalCo Meeting	Committee Meeting	Other Meetings Venue and Start Time
		Planning & Strategy	22.08.2017	Rm-Gateway Two-415 @4 p.m.
	29.08.2017	12.09.2017	26.09.2017	Rm-Gateway Two-215 @4 p.m.
	31.10.2017	14.11.2017	28.11.2017	Rm-Gateway Two-215 @4 p.m.