

Minutes of ElectricAid Committee Meeting held on 23rd May, 2017
Venue: EirGrid, The Oval, Shelbourne Road

Present: JF TP GF
 HB MB JK
 FO'D PK AD (IT Student on Work Placement)
 PH ND GM
 EF AH DT (Observer)

Apologies: JL, PC, PC, ÉS, ML and ALeC

Item	Description	Action by										
Welcome	<ul style="list-style-type: none"> EF welcomed attendees to the EirGrid venue and went on to point out fire exits, etc. For the benefit of new Committee members, participants introduced themselves. 											
Conflict of Interest Declarations	<ul style="list-style-type: none"> There was no conflict of interest. 											
Minutes of Previous Meeting and Matters Arising	<ul style="list-style-type: none"> The Minutes of the 28th March, 2017 ElectricAid Committee meeting were proposed for adoption by PK, seconded by PH and signed by TP, Chair and AH, Secretary. 											
Financial Report May, 2017 – HB	<ul style="list-style-type: none"> HB explained the reason for the delay in processing payments for the March payment cycle which it is hoped to have sorted by the end of May. The delay was, in part, due to the time and focus given to the recent audit of ElectricAid accounts. To avoid a paper trail moving around, HB said everything is saved on the ElectricAid drive. In future, the intention is to make payments within a six weeks timeframe. To help the payment process be more efficient in future, HB presented a draft updated list for approval of Banking-on-Line approvers for <ul style="list-style-type: none"> (a) setting up payees (2 approvers required) and (b) making payments (2) approvers required). <p>Following a short discussion, the following Banking-on-Line approvers were approved.</p> <table border="1" data-bbox="566 1592 1244 1823"> <thead> <tr> <th>Payee Approvers</th> <th>Payment Approvers</th> </tr> </thead> <tbody> <tr> <td>Mark Breen – Lead</td> <td>Hilary Boyse - Lead</td> </tr> <tr> <td>Pearse Crilly</td> <td>Éadaoin Smith</td> </tr> <tr> <td>Gareth Fox</td> <td>Anthony LeCourriard</td> </tr> <tr> <td>Tina Pittock</td> <td>Joe Lawlor</td> </tr> </tbody> </table> Proposer for approval of Banking-on-Line approvers: PH. Seconded by JK. All were in favour. A €140,000 rebate has been received to date from Revenue. The max expected this year is €210,000. It is anticipated the figure will be greater next year because of Auction revenue and possible Special Appeal revenue in 2017. 	Payee Approvers	Payment Approvers	Mark Breen – Lead	Hilary Boyse - Lead	Pearse Crilly	Éadaoin Smith	Gareth Fox	Anthony LeCourriard	Tina Pittock	Joe Lawlor	
Payee Approvers	Payment Approvers											
Mark Breen – Lead	Hilary Boyse - Lead											
Pearse Crilly	Éadaoin Smith											
Gareth Fox	Anthony LeCourriard											
Tina Pittock	Joe Lawlor											

Item	Description	Action by																																																																																																																																												
Financial Report May, 2017 (continued) – HB	<ul style="list-style-type: none"> • HB advised that the audited accounts and a formal request for matching funding have gone to Stephen Allen, BSC. GF advised that it had been approved and he expected to have the cheque by 24.05.2017. • In going through the accounts HB said cash is in a good position and there is no issue with Treasurer Guidance of €180,000. • A discussion followed about two special appeal cheques which issued in 2015 and were never cashed. This happened during the transition from one Financial Controller to another. The amounts involved were €1,000 and €8,000. JF suggested writing-off both cheques; both situations had moved on. They could be written back on if necessary in the future, but he did not consider this likely. Everything else is up-to-date. • JF advised that there was a similar situation with apparent payments to ElectricAid appearing as uncashed cheques in ESB records. He is in discussions to retrieve. MB offered to help with this. • Write-off of both cheques was proposed by MB and seconded by PK. All were in favour. <p style="text-align: center;">ELECTRICAID INCOME AND EXPENDITURE ACCOUNT</p> <p style="text-align: center;">Management Accounts 30th April, 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: center;"><u>NOTE</u></th> <th style="text-align: center;"><u>30/04/2017</u></th> <th style="text-align: center;"><u>FY Forecast</u></th> <th style="text-align: center;"><u>Full Year 2016</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> <td style="text-align: right;">122,952</td> <td style="text-align: right;">368,856</td> <td style="text-align: right;">390,968</td> </tr> <tr> <td>ESB Pensioners</td> <td></td> <td style="text-align: right;">68,018</td> <td style="text-align: right;">204,054</td> <td style="text-align: right;">204,696</td> </tr> <tr> <td>ESB Board Contributions</td> <td></td> <td style="text-align: right;">-</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;">5,020</td> <td style="text-align: right;">35,060</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;">7,452</td> <td style="text-align: right;">27,288</td> </tr> <tr> <td>EirGrid Funding</td> <td></td> <td style="text-align: right;">2,794</td> <td style="text-align: right;">11,177</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;">155,433</td> <td style="text-align: right;">237,102</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;">354,218</td> <td style="text-align: right;">1,113,701</td> <td style="text-align: right;">1,159,860</td> </tr> <tr> <td colspan="5">Donations</td> </tr> <tr> <td>January Funding</td> <td></td> <td style="text-align: right;">136,089</td> <td style="text-align: right;">136,089</td> <td style="text-align: right;">181,172</td> </tr> <tr> <td>March Funding</td> <td></td> <td style="text-align: right;">200,808</td> <td style="text-align: right;">200,808</td> <td style="text-align: right;">185,303</td> </tr> <tr> <td>May Funding</td> <td></td> <td></td> <td style="text-align: right;">180,000</td> <td style="text-align: right;">177,921</td> </tr> <tr> <td>July Funding</td> <td></td> <td style="text-align: right;">-</td> <td style="text-align: right;">180,000</td> <td style="text-align: right;">211,402</td> </tr> <tr> <td>September Funding</td> <td></td> <td style="text-align: right;">-</td> <td style="text-align: right;">180,000</td> <td style="text-align: right;">169,736</td> </tr> <tr> <td>November Funding</td> <td></td> <td></td> <td style="text-align: right;">180,000</td> <td style="text-align: right;">156,297</td> </tr> <tr> <td>Total Normal Donations</td> <td></td> <td style="text-align: right;">336,897</td> <td style="text-align: right;">1,056,897</td> <td style="text-align: right;">1,081,831</td> </tr> <tr> <td colspan="5">Other Payments</td> </tr> <tr> <td>Bank Interest</td> <td></td> <td style="text-align: right;">333</td> <td style="text-align: right;">2,000</td> <td style="text-align: right;">3,410</td> </tr> <tr> <td>Special Appeals</td> <td></td> <td style="text-align: right;">20,000</td> <td style="text-align: right;">40,000</td> <td style="text-align: right;">62,384</td> </tr> <tr> <td>Miscellaneous Expenses</td> <td></td> <td style="text-align: right;">-</td> <td style="text-align: right;">-</td> <td style="text-align: right;">1,923</td> </tr> <tr> <td>Total Donations</td> <td></td> <td style="text-align: right;">357,230</td> <td style="text-align: right;">1,098,897</td> <td style="text-align: right;">1,149,547</td> </tr> <tr> <td>Excess of Expenditure over Income</td> <td></td> <td style="text-align: right;"><u>(3,013)</u></td> <td style="text-align: right;"><u>14,804</u></td> <td style="text-align: right;"><u>10,313</u></td> </tr> <tr> <td>Bank Balance</td> <td></td> <td style="text-align: center;">-</td> <td></td> <td></td> </tr> </tbody> </table>	<u>INCOME</u>	<u>NOTE</u>	<u>30/04/2017</u>	<u>FY Forecast</u>	<u>Full Year 2016</u>			€	€	€	ESB Current Staff		122,952	368,856	390,968	ESB Pensioners		68,018	204,054	204,696	ESB Board Contributions		-	250,000	250,000	Miscellaneous Contributions		5,020	35,060	37,420	EirGrid Matching Funding		-	7,452	27,288	EirGrid Funding		2,794	11,177	12,385	Bank Interest Received				-	Tax Rebate		155,433	237,102	237,102	Bequest			-		Special Appeal		-	-	-	Total Income		354,218	1,113,701	1,159,860	Donations					January Funding		136,089	136,089	181,172	March Funding		200,808	200,808	185,303	May Funding			180,000	177,921	July Funding		-	180,000	211,402	September Funding		-	180,000	169,736	November Funding			180,000	156,297	Total Normal Donations		336,897	1,056,897	1,081,831	Other Payments					Bank Interest		333	2,000	3,410	Special Appeals		20,000	40,000	62,384	Miscellaneous Expenses		-	-	1,923	Total Donations		357,230	1,098,897	1,149,547	Excess of Expenditure over Income		<u>(3,013)</u>	<u>14,804</u>	<u>10,313</u>	Bank Balance		-			JF/MB
<u>INCOME</u>	<u>NOTE</u>	<u>30/04/2017</u>	<u>FY Forecast</u>	<u>Full Year 2016</u>																																																																																																																																										
		€	€	€																																																																																																																																										
ESB Current Staff		122,952	368,856	390,968																																																																																																																																										
ESB Pensioners		68,018	204,054	204,696																																																																																																																																										
ESB Board Contributions		-	250,000	250,000																																																																																																																																										
Miscellaneous Contributions		5,020	35,060	37,420																																																																																																																																										
EirGrid Matching Funding		-	7,452	27,288																																																																																																																																										
EirGrid Funding		2,794	11,177	12,385																																																																																																																																										
Bank Interest Received				-																																																																																																																																										
Tax Rebate		155,433	237,102	237,102																																																																																																																																										
Bequest			-																																																																																																																																											
Special Appeal		-	-	-																																																																																																																																										
Total Income		354,218	1,113,701	1,159,860																																																																																																																																										
Donations																																																																																																																																														
January Funding		136,089	136,089	181,172																																																																																																																																										
March Funding		200,808	200,808	185,303																																																																																																																																										
May Funding			180,000	177,921																																																																																																																																										
July Funding		-	180,000	211,402																																																																																																																																										
September Funding		-	180,000	169,736																																																																																																																																										
November Funding			180,000	156,297																																																																																																																																										
Total Normal Donations		336,897	1,056,897	1,081,831																																																																																																																																										
Other Payments																																																																																																																																														
Bank Interest		333	2,000	3,410																																																																																																																																										
Special Appeals		20,000	40,000	62,384																																																																																																																																										
Miscellaneous Expenses		-	-	1,923																																																																																																																																										
Total Donations		357,230	1,098,897	1,149,547																																																																																																																																										
Excess of Expenditure over Income		<u>(3,013)</u>	<u>14,804</u>	<u>10,313</u>																																																																																																																																										
Bank Balance		-																																																																																																																																												

Item	Description	Action by
<p>Evaluation Report and Proposed Fundings - JF</p>	<ul style="list-style-type: none"> • EvalCo met on 08.05.2017. Apologies were received from TP and ÉS. Again, there were no guests from the Executive Committee. JF said all Committee members should attend one EvalCo meeting if they have not done so recently, and new Committee members are particularly invited. • There were 24 applications considered, to a total applied value of €273,225. Applications were of a generally good quality. • Geographical distribution was good, with 4 applications from Kenya, and 2 each from Uganda, Tanzania and Ethiopia. Again, there were no Irish applications. Committee members should consider if they can bring forward some good Irish applicants. • 3 applications were rejected and one deferred. Total funding of €175,594 is recommended – 20 projects, 19 in part and one in full. This is within Treasurer Guidance of €180,000, and brings ElectricAid’s carried-forward under-spend to €28,000. Funding of €6,500 for 17-A-036 includes a specific donation of €500 received from a staff member for “children in India”. • As there were no Irish applications, attendees were asked if they know any Irish charity that might benefit from ElectricAid funding to let JF know. • JF said there is a C/F under-spend for the 3rd time in a row. • Attention was drawn to one application (deferred) which used an identical budget to a previous application. JF advised that he did not consider this to be likely to be fraudulent, but it was under investigation. • A short discussion took place about a recently funded “Honey” project (17-A-038) and the authenticity of facts presented. PH and JF to look for additional information. • HB asked if EvalCo was “trimming” our recommendations to maximise the number of funding’s, and suggested that we should do fewer projects, with more full funding’s. EvalCo members took the meeting through their thought processes on arriving at recommended outcomes. Every effort was made to ensure that they arrived at a set of realistic, implementable funding’s. It was suggested that assurances be sought in future that “funding gaps” can be raised from another source. • Recommended projects are as follows. <ul style="list-style-type: none"> 16-A-119 €6,000 17-A-009 €5,573 17-A-030 €7,500 17-A-036 €6,500 17-A-038 €8,000 17-A-039 €6,370 17-A-040 €6,760 17-A-041 €4,507 17-A-043 €11,470 17-A-044 €11,248 17-A-045 €11,700 17-A-046 €11,500 17-A-047 €8,000 17-A-048 €11,964 17-A-049 €11,324 17-A-050 €8,000 17-A-051 €11,735 17-A-052 €11,500 17-A-053 €6,000 17-A-054 €9,943 	<p>All</p> <p>JF</p> <p>JF</p>

Item	Description	Action by
Evaluation Report and Proposed Fundings (continued) - JF	<ul style="list-style-type: none"> JL to attend next EvalCo Meeting. JF again said that there is an open invitation to any ElectricAid member to attend either Committee or EvalCo meeting. Proposed by HB and seconded by FO'D. All were in favour. 	JL All
Marking ElectricAid's 30th Anniversary	<p>While ElectricAid was founded in 1987, it didn't begin operations until 1988. As it is anticipated that the remainder of 2017 will be extra busy with the possibility of a Special Appeal in July/August/late summer, a Beach Run in June and a Book Sale in September, and unless a significant revenue opportunity is presented, it is proposed to defer marking the 30th Anniversary of ElectricAid until 2018. TM to come back to JF.</p>	JF/TM
Risk	<ul style="list-style-type: none"> TP to circulate the current Risk log to Committee members for their suggested amendments, inclusions and deletions in advance of the Strategy meeting on Tuesday 20th June. TP to meet FO'D re Data Protection regulations and add to the Risk log if anything arises. 	TP TP/FO'D
Membership	<ul style="list-style-type: none"> EirGrid membership is a priority at present. The possibility of organising a "lunch and learn" or a "power" hour is to be discussed by TP, EF, JF, AD and whoever wishes to attend from the Committee. To facilitate either option, an early diary entry was recommended. It was suggested that the new ElectricAid video could be put up in the Restaurant during the "power" hour. JF is promoting ElectricAid membership by attending all inductions. He also proposes catching up on a second letter to all inductees as well as writing to all ElectricAid members approaching 60. 20% of ElectricAid members are approaching 60 in the next few years. The programmed membership event in ESB Networks, due to work pressure is likely to proceed in Q4 this year and overlap in Q1/2018 MB suggested getting a slot at pre-retirement courses. Because of a packed schedule at these courses, the effectiveness and value to be had of travelling to speak for 5/10 minutes is to be considered by JF. A well made point was made by HB that Defined Contribution (DC) pensioners won't be as available to ElectricAid in future as payments won't be made through ESB Payroll. However, DC pensioners will not be a major feature for another 10 years. 	TP/EF/JF /AD JF JF
Famine in South Sudan, Yemen, Somalia and Nigeria – additional funding approval - JF	<ul style="list-style-type: none"> JF said that famine in South Sudan, Yemen, Somalia and Nigeria is the biggest humanitarian crisis in 25 years but is not getting the traction it deserves in the media, which he feels is a weird calculus in that it has to get worse before it gets better. He said the outcome of the recent auction raised €20,000 which is an unprecedented and remarkable success. A robust discussion followed on how best and where to spend the €20,000 made from the sale of prints and furniture left after ESB vacated the Fitzwilliam complex. JF again reminded the Committee that ElectricAid is primarily in the business of development rather than disaster; that its roots go back to 	

Item	Description	Action by																								
<p>Famine in South Sudan, Yemen, Somalia and Nigeria – additional funding approval - JF</p>	<p>The 1980's famine in Ethiopia, when a small group of concerned staff members asked: apart from immediate relief aid, what can be done about the conditions that lead to such emergencies? So, while the emphasis is undoubtedly on development aid, ElectricAid will not turn its back on a humanitarian crisis.</p> <ul style="list-style-type: none"> Following the discussion, JF made a proposal for additional funding for the East Africa Food Emergency directly from the proceeds of the recent auction as follows: <table border="0" data-bbox="507 465 1129 636"> <tr> <td>17-A-065</td> <td>Concern</td> <td>€2,000</td> <td>Somalia</td> </tr> <tr> <td>17-A-069</td> <td>CBMI</td> <td>€3,000</td> <td>Kenya</td> </tr> <tr> <td>17-A-070</td> <td>GOAL</td> <td>€4,000</td> <td>South Sudan</td> </tr> <tr> <td>17-A-071</td> <td>MSF</td> <td>€5,000</td> <td>Nigeria/Yemen</td> </tr> <tr> <td>17-A-072</td> <td>Passionists</td> <td>€2,000</td> <td>Kenya</td> </tr> <tr> <td>17-A-073</td> <td>World Vision</td> <td>€4,000</td> <td>South Sudan</td> </tr> </table> <p>Continuing, he said these funding's would fully absorb the auction proceeds of €20,000. They would allow ElectricAid to focus attention on the gravity of the East Africa situation, and give auction donors a clear and simple idea of where their money went.</p> <ul style="list-style-type: none"> JF undertook to <ul style="list-style-type: none"> (1) get as clear a picture as possible of where and how ElectricAid funds are spent, and (2) to emphasise the primacy of Development spending over Disaster response. <p>A typical example is the set of approvals above, where €20,000 is being devoted to Disaster, and €176,000 to Development.</p> <ul style="list-style-type: none"> Proposed by ND and seconded by PK. All were in favour. 	17-A-065	Concern	€2,000	Somalia	17-A-069	CBMI	€3,000	Kenya	17-A-070	GOAL	€4,000	South Sudan	17-A-071	MSF	€5,000	Nigeria/Yemen	17-A-072	Passionists	€2,000	Kenya	17-A-073	World Vision	€4,000	South Sudan	
17-A-065	Concern	€2,000	Somalia																							
17-A-069	CBMI	€3,000	Kenya																							
17-A-070	GOAL	€4,000	South Sudan																							
17-A-071	MSF	€5,000	Nigeria/Yemen																							
17-A-072	Passionists	€2,000	Kenya																							
17-A-073	World Vision	€4,000	South Sudan																							
<p>Leaving Fitzwilliam Auction Update</p>	<ul style="list-style-type: none"> Raising €20,000, this auction was a magnificent success. A round of applause was extended to JF and AD for their contribution which was way beyond the call of duty. TP complemented both. JF reminded the meeting that it was SMcG who had the idea and developed it. The site was developed in IT Services. JF said AD was responsible for the photographs which were uploaded onto the catalogue and that he committed himself to this project in an exemplary way. JF reminded the meeting that this was the busiest of times for Tommy Stafford, et al, in Facilities and some of the contractors, and they still co-operated cheerfully with the Auction. It was pointed out that the AGM "thank you" doesn't always filter down to those mentioned at the service end. The idea of sending a Christmas card was mentioned. The importance for ElectricAid of being able to deal with staff at all levels was emphasised. JF said 95% of items were sold. The ESB Fitzwilliam complex was handed over to the contractor on Friday, 19th May, 2017. JF concluded by saying that the Auction was a huge example of co-operation across the company and of ESB's outstanding generosity. 	<p>TP/JF</p>																								
<p>Governance Code (for new members – see Minutes 24.5.16)</p>	<ul style="list-style-type: none"> TP advised the meeting that ElectricAid is compliant. For the benefit of newly elected members, TP is to circulate to the whole Committee the 5 Principles of Good Governance, which were adopted by the Committee in 2014 and 2015. 	<p>TP</p>																								

Item	Description	Action by
AOB - JF	<p>Appointment of new Evaluation Sub-Group: The current Group consists of JK, ALC, ÉS, PC, PH and PK. Following a discussion and an invitation for new members from the Committee, all existing members are happy to continue. ALC to be asked if he wishes to continue as Chair.</p> <p>Before other Committee members opt to join the EvalCo, JF suggested members attend an EvalCo meeting, or two, before deciding.</p> <ul style="list-style-type: none"> Proposed by EF and seconded by MB. <p>5K Beach Run Challenge Update: EF to talk to Ciaran Doran re this. JF encouraged Committee members to get as many as possible to attend this year's event on 22.06.2017. He is now looking for a registration team and stewards. Those interested are asked to talk to JF. Last year's €20 entry fee made €6,000 for ElectricAid including matching funding from ESB.</p> <ul style="list-style-type: none"> JF sought and got approval for €100.00 prize money which was agreed by all. ElectricAid Video is ready to go. Another interactive product allowing the user to see the scale and worldwide spread of ElectricAid funding since 2005 has been developed by the ESB data group. Both to be published on the website, on The Hub, and EirGrid media and on bigger screens in the next week or two. Matching Funding: The current 4 year Agreement with ESB covers the contribution year 2017 and is in place until next year, which means that an approval for a successor Agreement needs to be put in train. TP to start the ball rolling in Q4. TP and JF to discuss whether aiming for an increased cap is realistic or attainable. JF advised that this year's matching funding has been approved and will be paid within a few days. Dóchas Membership Renewal: JF is of the opinion that the €750 renewal fee is well worth it in terms of good contacts and the provision of a unified voice for the development sector, particularly in these Trump and Brexit times. <p>Approval for associate membership of Dóchas was proposed by FO'D and seconded by PK. All were in favour.</p> <ul style="list-style-type: none"> In conclusion, TP thanked EF personally for hosting the ElectricAid Committee meeting in EirGrid. In particular, the quality of sandwiches was commented on. Next Committee Meeting will be a Risk Meeting on 20th June, 2017 – Venue: Gateway 2 – Room 4.09. Start time 4.00 p.m. 	<p>TP</p> <p>All</p> <p>JF/AD</p> <p>TP/JF</p>

ElectricAid Meeting Schedule for the remainder of 2017 is overleaf

ElectricAid 2017 Meeting Schedule	Application Deadline	EvalCo Meeting	Committee Meeting	Other Meetings Venue and Start Time
		Risk Meeting 20.06.2017		Rm-Gateway Two-409 @4 p.m.
	27.06.2017	04.07.2017	18.07.2017	Rm-Gateway Two-215 @4. p.m.
		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.