

**Minutes of ElectricAid Committee Meeting held on 26<sup>th</sup> September, 2017**  
**Venue: Gateway 2 - Room 2.15**

**Present:** JF TP GF PC  
 HB MB ALeC PK  
 FO'D AH

**Apologies:** JL, PH, GM, TM, JK, ÉS, ND, PC, EF and ML

Item	Description	Action by
<b>Conflict of Interest Declarations</b>	<ul style="list-style-type: none"> <li>Following TP's declaration of involvement in 2 projects, for which she had no input at the evaluation stage, JF said there was no conflict of interest involved.</li> </ul>	
<b>Minutes of Previous Meeting and Matters Arising</b>	<ul style="list-style-type: none"> <li>The Minutes of the 18<sup>th</sup> July, 2017 ElectricAid Committee meeting were proposed for adoption by PK, seconded by FO'D and signed by TP, Chair and AH, Secretary.</li> </ul>	
<b>Financial Report September, 2017 – HB</b>	<ul style="list-style-type: none"> <li>Funds are now down to €167,000 due to the number of payments which came through in September.</li> <li>HB reported that all but 2 payments have been made. JF is following up for clear bank details on one, and with the other applicant regarding co-funding; the latter is unlikely to be paid.</li> <li>As it is now one year old, HB was happy to say that overall, after 5 cycles, Electronic Banking seems to be settling down and working well and that some learning took place during that time. Two payments, one for March and one for May didn't go through – (the money came back). This is because the name of the bank cannot be the name of the charity. In other words, the final destination and the intermediary bank accounts need to be separate. The Committee expressed their appreciation of this success, which was in large part due to HB's commitment and dedication.</li> <li>Continuing, HB said the whole payment process takes 2 months from the request to the final payment. This is largely due to the need for 2 Payee Approvers and the heavy work commitments of all involved. As MB is moving to Australia, another Payee Approver will need to be added. As well as Gareth and Pearse, HB to organise a third Payee Approver.</li> <li>Based on where ElectricAid is at and also because of the €50k. paid out to-date on Emergency Donations, the Treasurer recommended a funding cap of €170.000 for the September funding cycle.</li> <li>HB spoke of the importance of an independent annual governance review and suggested the involvement of a Trustee. HB to arrange.</li> <li>There was no reduction in staff/pensioners/EirGrid contributions.</li> </ul>	<p>JF</p> <p>HB</p> <p>HB</p>

Item	Description				Action by	
<b>Financial Report September, 2017 (continued) – HB</b>	<b>ELECTRICAID INCOME AND EXPENDITURE ACCOUNT</b>					
	<b>Management Accounts 31<sup>st</sup> August, 2017</b>					
	<b><u>INCOME</u></b>	<b><u>NOTE</u></b>	<b><u>30/06/2017</u></b>	<b><u>FY Forecast</u></b>	<b><u>Full Year 2016</u></b>	
			€	€	€	
	ESB Current Staff		260,180	388,220	390,968	
	ESB Pensioners		134,518	200,518	204,696	
	ESB Board Contributions		250,000	250,000	250,000	
	Miscellaneous Contributions		28,204	33,224	37,420	
	EirGrid Matching Funding		-	7,715	27,288	
	EirGrid Funding		6,822	11,572	12,385	
	Bank Interest Received				-	
	Tax Rebate		165,388	220,000	237,102	
	Bequest			-		
	Special Appeal		-	-	-	
	<b>Total Income</b>		<b>845,111</b>	<b>1,111,249</b>	<b>1,159,860</b>	
	<b>Donations</b>					
	January Funding		136,089	136,089	181,172	
	March Funding		198,726	198,726	185,303	
	May Funding		175,594	175,594	177,921	
	July Funding		204,656	204,656	211,402	
	September Funding		-	170,000	169,736	
	November Funding			170,000	156,297	
	<b>Total Normal Donations</b>		<b>715,065</b>	<b>1,055,065</b>	<b>1,081,831</b>	
	<b>Other Payments</b>					
	Bank Interest		556	1,111	3,410	
Special Appeals		40,000	40,000	62,384		
Miscellaneous Expenses		-	-	1,923		
<b>Total Donations</b>		<b>715,065</b>	<b>1,055,065</b>	<b>1,081,831</b>		
Bank Interest		728	1,092	3,410		
Special Appeals		40,000	50,000	62,384		
Misc Expenses		-	-	1.923		
<b>Total Deductions</b>		<b>755,793</b>	<b>1,106,157</b>	<b>1,149,547</b>		
Excess of Expenditure over Income		89,318	5,091	10,313		
<b>Bank Balance</b>		<b>40,601</b>				



Item	Description	Action by
<b>Membership - JF</b>	<ul style="list-style-type: none"> <li>• The EirGrid “Power Hour” took place today and was attended by PK, JF, TP, ND, EF and ML. A speaker from Action Aid and Friends of the Elderly made interesting presentations. TP mentioned one of the programmes Friends of the Elderly has in place whereby Transition Year students call on elderly people on a weekly basis and its beneficial effect on those involved. There were good grounds for hoping for new EirGrid members from this event.</li> <li>• As this is recruitment season, JF recently attended 2 Apprentice classes and got 30 new members as a result.</li> <li>• He also attended a graduate event in Croke Park at which there were 72 graduates. About 10 have joined. JF to follow up with the attendees as they did not have their staff numbers at the time.</li> <li>• All in all, he said good progress has been made with a total of 40 new members in 2 weeks. JF usually does a new membership count in November, and is hoping for a small annual membership increase at that time.</li> </ul>	
<b>Special Appeal Update</b>	<ul style="list-style-type: none"> <li>• So far, the Special Appeal has realised €55,000 which includes €11,747 from ESB as well as the €3,200 from the recent book sale.</li> <li>• Once again, JF went on to highlight the extraordinary generosity of pensioners and VS staff. In this regard, he is of the view that hard-copy communication, by way of a well crafted letter to retired and VS staff, is highly effective and that electronic communication using the Hub, Yammer, SNB etc. is not as successful.</li> <li>• JF said 25m. people need food in East Africa and 40m. people are affected by the current flooding in South Asia. With this in mind, he is to prepare a set of proposals, in the coming week, for Committee approval on how to effectively utilise the €55,000.</li> </ul>	<p style="text-align: center;">JF</p>
<b>Data Protection Compliance Plan – FO'D</b>	<ul style="list-style-type: none"> <li>• TP and FO'D have been working on putting together an Action Plan in preparation for the new DP regulation due in Summer 2018. A discussion followed on the whole area of Data Protection in relation to ElectricAid members – where information is stored/filed, who has access to it, if it is password protected and the retention policy around members who have left ElectricAid. On the question of an ESB Data Protection Officer, there is a need to check with ESB whether ElectricAid would fall under this umbrella.</li> <li>• Draft General DP Policy. FO'D made some changes to this. The idea is to capture the work that has been done and document the action/status. She is to circulate to JF and TP and file and circulate as necessary.</li> <li>• JF said the source of the data is Payroll, that ElectricAid is responsible for what is sent to ElectricAid and, most importantly, ElectricAid is a separate entity and a charity in its own right. FO'D said a DP Officer would have to be completely separate from everything.</li> <li>• Re monthly list of payments, HB said she files them in the ElectricAid drive. While access can be easily restricted, she wondered who should have access and if it should be password protected. She felt an annual audit would be beneficial.</li> </ul>	<p style="text-align: center;">TP/ FO'D</p> <p style="text-align: center;">FO'D</p>

Item	Description	Action by
<b>Data Protection Compliance Plan (continued) – FO'D</b>	<ul style="list-style-type: none"> <li>• If a DP breach occurred, it was agreed that the risk would be one of reputational damage.</li> <li>• TP thanked FO'D for her time and input in the whole area of Data Protection and ElectricAid.</li> </ul>	
<b>High level update on process mapping of ElectricAid policies and procedures – ALC</b>	<ul style="list-style-type: none"> <li>• ALC gave a short screen update on the work done on process mapping of ElectricAid's policies and procedures. Topics covered were Application Process, Special Appeals, Matching Funds, Tax Rebate, etc., etc. PCy reminded the meeting that this is what Corporate Governance looks for.</li> <li>• ALC thanked Hugh McCann for his excellent work in this area.</li> <li>• TP, in turn, thanked ALC for his input and time. TP to formally thank Hugh McCann, by way of a letter, or an email, for his invaluable contribution.</li> </ul>	TP
<b>Special Partners Review and current list of Partners - JF</b>	<ul style="list-style-type: none"> <li>• JF said he did a review of Special Partners in May of this year. As he wants to do a review with existing partnerships, as well as the idea of Special Partners, this item was deferred to the November ElectricAid Committee meeting.</li> </ul>	JF
<b>CD/DVD/Book Sale – September 2017 Update - JF</b>	<ul style="list-style-type: none"> <li>• This two-way process of staff donating and purchasing books, CD's/DVD's and bric-a-brac, raised a grand total of €3,200 over 2 days, which according to JF was a fun event, hard work but a great success. This has already been mentioned as part of the Special Appeal. The outcome was enhanced by the inclusion of brand new material from the Number Twenty-Nine shop. Left over items from the sale were donated to 3 charity shops and a crate of children's books and DVD's went to a school in Sallynoggin. There is still some artwork left from the Fitzwilliam move.</li> <li>• TP thanked JF for his hard work and an excellent outcome.</li> </ul>	
<b>Succession Planning Update - JF</b>	<ul style="list-style-type: none"> <li>• JF said he recently developed a job description. This item was deferred. TP to talk to PC.</li> </ul>	AH TP/PC
<b>Due Diligence - JF</b>	<ul style="list-style-type: none"> <li>• A discussion took place for and against Due Diligence in line with DD processes in use by the Energy for Generations Fund. While it was felt that ElectricAid currently exercises DD in the disposal of its funds, it would be a discussion worth having to review what ElectricAid does, whether there is sufficient DD for what ElectricAid does. JF to think about it and prepare a DD process/proposal.</li> </ul>	JF
<b>Ghana Project Update - TP</b>	<ul style="list-style-type: none"> <li>• TP got the go ahead from ESBI to proceed with the survey, design and specification/BOQ (Bill of Quantities) development stage. She received a quote from the Architect and has instructed them to commence this initial phase of the work. TP stated that she learned during the week from the architect that some refurbishment work has already been planned/done on the toilets in Teshie and Kaneshie. This will be incorporated into the BoQ which, in turn, may mean a reduction in the scope.</li> </ul>	

Item	Description	Action by
<b>Ghana Project Update (continued) - TP</b>	<ul style="list-style-type: none"> <li>• A small project team has been set up for the Ghana Schools Sanitation Project, consisting of HB, TP and JK. The project team will prepare a project funding application and submit to ElectricAid in full format.</li> <li>• D. O'Callaghan is to visit the project towards the end of October.</li> <li>• TP to give an update at the November ElectricAid Committee meeting. She anticipates the Spec and BoQ will be in before then.</li> </ul>	<p>TP/HB/JK</p> <p>TP</p>
<b>AOB - JF</b>	<ul style="list-style-type: none"> <li>• JF said a Yammer request for a contribution towards the Mexico earthquake was turned down because ElectricAid is not in a position to respond to every emergency, or to support the request as presented. It was suggested that a formal application for rehabilitation be forwarded instead.</li> <li>• <b>Desk Audits</b> - JF received 2 completed desk audits before the 22<sup>nd</sup> September deadline. He encouraged all others to forward their input ASAP.</li> <li>• TP thanked MB for his massive contribution and wished him well for the future.</li> </ul>	<p>All</p>

### ElectricAid Meeting Schedule for the remainder of 2017

<b>ElectricAid 2017 Meeting Schedule</b>	<b>Application Deadline</b>	<b>EvalCo Meeting</b>	<b>Committee Meeting</b>	<b>Other Meetings Venue and Start Time</b>
	31.10.2017	14.11.2017	28.11.2017	Rm-Gateway Two-215 @4 p.m.