

**Minutes of ElectricAid Committee Meeting held on 22<sup>nd</sup> January, 2019**  
**Venue: EirGrid Oval Office, Shelbourne Road**

<b>Present:</b>	PK	ND	JK
	TMcM	ÉS	PH
	ALeC	TMcK	FF
	DÓ'D	FO'D	SC
	PC	BK	JL
	ML	DB (Graduate)	AH
	SStL (By Phone)		

**Apologies:** HB and DF

Item	Description	Action by								
<b>Introduction</b>	<ul style="list-style-type: none"> <li>• ÉS welcomed attendees to EirGrid's Oval Office and thanked ND and ML for organising the meeting room and refreshments.</li> <li>• DB, a Graduate, was welcomed to his first ElectricAid Committee meeting. A second Graduate, SStL, who joined the EvalCo meeting by phone, is based in ESB's Wilton office.</li> <li>• GM was congratulated on his recent retirement.</li> </ul>									
<b>Conflict of Interest Declarations</b>	No conflict of interest was recorded.									
<b>Minutes of Previous Meeting and Matters Arising</b>	<ul style="list-style-type: none"> <li>• ÉS to touch base with CR and PC (ESB International).</li> <li>• The Minutes of 27<sup>th</sup> November, 2018 ElectricAid Committee meeting were proposed for adoption by JK, seconded by PK and signed by the Chair and Secretary.</li> </ul>	ÉS								
<b>ElectricAid Office Update - FF/DF</b>	<ul style="list-style-type: none"> <li>• FF briefly went through a slide show presentation on               <ul style="list-style-type: none"> <li>➢ Full year fundings for 2018</li> <li>➢ Breakdown by Country</li> <li>➢ Communications</li> <li>➢ GDPR and</li> <li>➢ Membership</li> </ul> <p>As follows</p> <ul style="list-style-type: none"> <li>➢ <b>Funding for Period and Year to Date</b></li> </ul> <table border="0" style="margin-left: 40px;"> <tr> <td>Fundings YTD:</td> <td>113 (10 in Ireland and 103 worldwide)</td> </tr> <tr> <td>Value YTD:</td> <td>€928,670</td> </tr> <tr> <td>Average per Project:</td> <td>€8,218</td> </tr> <tr> <td>Different Countries:</td> <td>36</td> </tr> </table> </li> <li>• <b>KPI's</b> - FF to include the following information for future meetings               <ul style="list-style-type: none"> <li>➢ Graph of fundings</li> <li>➢ Graph of countries funded</li> <li>➢ Joiners / leavers</li> <li>➢ Reports outstanding</li> <li>➢ Value of reports outstanding</li> </ul> </li> </ul>	Fundings YTD:	113 (10 in Ireland and 103 worldwide)	Value YTD:	€928,670	Average per Project:	€8,218	Different Countries:	36	FF
Fundings YTD:	113 (10 in Ireland and 103 worldwide)									
Value YTD:	€928,670									
Average per Project:	€8,218									
Different Countries:	36									

Item	Description	Action by
<p><b>ElectricAid Office Update continued - FF/DF</b></p>	<ul style="list-style-type: none"> <li>➤ <b>Membership Statistics</b> <ul style="list-style-type: none"> <li>✓ FF said ElectricAid’s donor numbers have remained relatively flat since January 2018. The year opened with 2,517 donors and currently sits at 2,447 (December 2018).</li> <li>✓ How to address the loss of 1,600 members in the space of six months was discussed. ALC to follow up on this in order to get a “handle” on members being lost. In particular two groups were referred to - early Retirees who exit on VS with the automatic cessation of ElectricAid deductions and young members who leave well in advance of retirement age. FF to look at why numbers are reducing which may involve running a survey or some other creative ways of doing so.</li> </ul> </li> <li>➤ <b>GDPR Update</b> <ul style="list-style-type: none"> <li>✓ Friday 25<sup>th</sup> May saw the arrival of GDPR which placed additional data protection obligations on ElectricAid.</li> <li>✓ ElectricAid’s GDPR working group implemented project plan to achieve compliance and has continued to receive contact consents from serving and retired staff</li> <li>✓ All future Committee meetings will be given a GDPR update by either FF or DF.</li> <li>✓ ElectricAid Database has 2,489 members.  Active Members - 1,487. Yes 480 (32%). No - 1,007 (67%). Retired Staff - 1,007. Yes 575 (57%). No - 427 (43%). Total Y - 1,055 (43%). Total N - 12,434 (58%).</li> <li>✓ A discussion took place on how to address the decrease in Retired Staff numbers. FF to contact ESB Data Protection Officer, Sean Kirwan, to establish if donors who have not returned their consent can be phoned to establish their preferences.</li> </ul> </li> <li>➤ <b>Communications Report</b> <ul style="list-style-type: none"> <li>✓ CSR’s Yammer Account opened at the end of June 2018. Since its launch there have been 32 ElectricAid ESB Posts and 12,323 Views. (Known as Buzz in EirGrid).</li> <li>✓ The objective is to continue this awareness with an emphasis on “Like” and “Share”. ÉS to do an Editorial for Electric Mail.</li> <li>✓ FF to follow up with PC on a potential tasking for HR Graduate to conduct a staff survey on ElectricAid.</li> </ul> </li> </ul>	<p>ALC</p> <p>FF</p> <p>FF/DF</p> <p>FF</p> <p>ÉS</p> <p>FF/PC</p>



Item	Description	Action by
<b>Evaluation Committee Review of Processes</b> - ÉS	<ul style="list-style-type: none"> <li>• ALC to report back to the Committee on Actions as opposed to providing a report following the EvalCo Process meeting which is scheduled to take place on 29<sup>th</sup> January.               <ul style="list-style-type: none"> <li>➤ How ElectricAid funds projects, who and for how much is to be looked at.</li> <li>➤ The question of addressing Risk will also be raised.</li> </ul> </li> <li>• As JK will be unavailable to attend, he is to forward some ideas beforehand.</li> <li>• TP asked if Special Partners or other Charities would be in a position to do site visits for ElectricAid. EvalCo is to bring its considerations to the main Committee.</li> </ul>	<p>ALC</p> <p>JK</p> <p>EvalCo</p>
<b>“Think Big - Bolder Boards”</b> - ÉS	<ul style="list-style-type: none"> <li>• ÉS said she has had a few discussions following her attendance at “Thinking Big - Bolder Boards” in November, 2018. As a result, rather than setting up a Sub-Group, as initially suggested, she is of the view that all Committee members should be involved especially those who attended the Charity event presented by Daniel M. “Dan” Pallotta, in the Mansion House on 12.11.18.</li> <li>• ÉS to circulate the “YouTube” link of the event to all Committee members to encourage involvement and enthusiasm. The intention is to hold a “Thinking Big - Bolder Boards” meeting outside working hours ASAP in February. The meeting is to be held offsite and will involve the expertise of a facilitator. As there is already a wealth of expertise in ESB/EirGrid, as well as among Committee members, it is anticipated that there should be a lot of innovation from the event which, in turn, it is felt will help ElectricAid to be fit for 2020. It was stressed that everyone’s opinion matters and that there is a need to change the way ElectricAid does its business; that as the ElectricAid model has not changed since its inception that new targets need to be set. In a word, audacious goals to be invited for consideration.</li> <li>• It was suggested that FF maintain a record of the Bolder Board session(s) to map the journey from start to finish.</li> <li>• ÉS to talk to DO’B from EirGrid.</li> <li>• JL mentioned that he is familiar with Dogpatch Facilitators. He is to discuss booking in Bolder Board dates for ElectricAid Committee members with ÉS.</li> </ul>	<p>ÉS</p> <p>ALL</p> <p>FF</p> <p>ÉS/DO’B</p> <p>ÉS/JL</p>
<b>Risk</b> - ÉS	<ul style="list-style-type: none"> <li>• Returning to the topic of Risk, and following a discussion, it was decided to add the ongoing risk of being defrauded to the Risk Log.</li> <li>• Add Risk that ElectricAid may have surplus funds, especially as the rules for applicants are more rigidly applied.</li> <li>• ÉS suggested all ElectricAid/EvalCo reports be disposed of in a confidential waste bin.</li> </ul>	<p>FF</p> <p>FF</p> <p>All</p>
<b>Desk Audits</b> - FF	<ul style="list-style-type: none"> <li>• Prior to the Committee meeting, desk audit material had been circulated to Committee members not on EvalCo. FF to forward relevant project material to TMcM, FO’D, PH, HB, GM, DÓ’D, DB and ML, who have agreed to do undertake a desk audit.</li> </ul>	<p>FF</p>

Item	Description	Action by
AOB - FF	<ul style="list-style-type: none"> <li>The next ElectricAid Committee meeting will be on Wednesday, 20<sup>th</sup> March, 2019 in Gateway 2 – Room 4.15 at 4pm.</li> </ul>	

### Meeting Schedule/Deadlines/Committee Meetings for 2019

Application Deadline	EvalCo	Executive Committee	Other meetings	
12.12.2018 Wed.	08.01.2019 Tues	22.01.2019 Tues		
19.02.2019 Tues	05.03.2019 Tues	20.03.2019 Wed		
			01.05.2019 (AGM) Wed	
23.04.2019 Tues	14.05.2019 Tues	28.05.2019 Tues		
			25.06.2019 (Risk) Tues	
26.06.2019 Wed.	09.07.2019 Tues	23.07.2019 Tues		
			20.08.2019 - Tues (Planning & Strategy)	
28.08.2019 Wed	10.09.2019 Tues	24.09.2019 Tues		
29.10.2019 Tues	12.11.2019 Tues	26.11.2019 Tues		