Minutes of ElectricAid Committee Meeting held on 22nd January, 2019 Venue: EirGrid Oval Office, Shelbourne Road

 Present:
 PK
 ND
 JK

 TMcM
 ÉS
 PH

 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		
Introduction	 ÉS welcomed attendees to EirGrid's Oval Office and thanked ND and ML for organising the meeting room and refreshments. 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. GM was congratulated on his recent retirement. 		
Conflict of Interest Declarations	No conflict of interest was recorded.		
Minutes of Previous Meeting and Matters Arising	 ÉS to touch base with CR and PC (ESB International). The Minutes of 27th November, 2018 ElectricAid Committee meeting were proposed for adoption by JK, seconded by PK and signed by the Chair and Secretary. 		
ElectricAid Office Update - FF/DF	 FF briefly went through a slide show presentation on Full year fundings for 2018 Breakdown by Country Communications GDPR and Membership As follows Funding for Period and Year to Date Fundings YTD: 113 (10 in Ireland and 103 worldwide) Value YTD: €928,670 Average per Project: €8,218 Different Countries: 36 		
	 KPI's - FF to include the following information for future meetings Graph of fundings Graph of countries funded Joiners / leavers Reports outstanding Value of reports outstanding 		

Item			Description	Action by
ElectricAid Office Update	>	Mem	bership Statistics	
continued - FF/DF		✓	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).	
		✓	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	ALC FF
	>	GDP	other creative ways of doing so. R Update	
	ŕ	√	Friday 25 th May saw the arrival of GDPR which placed additional data protection obligations on ElectricAid.	
		✓	ElectricAid's GDPR working group implemented project plan to achieve compliance and has continued to receive contact consents from serving and retired staff	
		✓	All future Committee meetings will be given a GDPR update by either FF or DF.	FF/DF
		✓	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%).	
		✓	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.	FF
	>	Com	munications Report	
		✓	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).	
		✓	The objective is to continue this awareness with an emphasis on "Like" and "Share". ÉS to do an Editorial for Electric Mail.	ÉS
		✓	FF to follow up with PC on a potential tasking for HR Graduate to conduct a staff survey on ElectricAid.	FF/PC

Item	Description	
Financial Report January, 2019 - ÉS	 In the absence of HB, who is on extended leave, TMcK gave a very brief account of where ElectricAid payments are at, with a current balance of. €164,000. 	
	 At the time of the Committee meeting, the December, 2018 accounts needed some final finishing off. When completed, ÉS to email ElectricAid Committee seeking a Proposer and a Seconder. 	ÉS
	 Re Ghana Project Payment: TMcM said she had sent a request to HB for a 25% payment of the contract for refurbishment of the Ghana school toilets. TMcK to process the payment in the absence of the Financial Controller. 	TMcK
Update on Project Report Compliance (half-yearly) - FF	FF gave a brief overview on Project Report Compliance (half yearly). Since November 2015, there are 37 outstanding reports. It was agreed that being proactive in seeking Final Reports sends an important message, so much so, that the absence of a Final Report will mean no funding for future Projects as well as tighter controls for Project Referees. FS said there are 11 projects on the "paughty step"	
	ÉS said there are 11 projects on the "naughty step".	
Evaluation Report and Proposed Fundings - ALC	 EvalCo met on 08.01.2019, chaired by ALC and attended by PH, ÉS, JL, PK, FF, with a Graduate Committee Member, S StL, joining by phone from Wilton. EvalCo considered a total of 16 funding applications, to a total application value of €146,758. Treasurer guidance was given as 	
	€200,000 for this round.	
	The geographical distribution remains challenging, with 10 applications from across Africa, 3 from Nepal, 2 from Ireland and 1 from Pakistan.	
	 EvalCo recommended nine applications for funding – five in full and four in part. Five applications were rejected, and three deferred pending more detail from applicant. The total recommended funding is €77,496.70. 	
	The following projects were approved:	
	18-H-012 €5,000.00 18-H-011 €7,982.67 18-A-151 €5,500.00 18-A-150 €10,000.00 18-A-141 €9,875.00 18-A-108 €6,000.00	
	 As evaluation is at the core of what ElectricAid does, FF to forward an open invite to all Committee Members to attend at least one EvalCo meeting. He said all are welcome, but not at the same time. Arrangements should be made beforehand to get a copy of the Project booklet. 	FF
	Proposed by PC and seconded by FO'D.	

Item	Description	
Evaluation Committee Review of Processes - ÉS	 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 29th January. 	ALC
11000303	How ElectricAid funds projects, who and for how much is to be looked at.	
	The question of addressing Risk will also be raised.	
	 As JK will be unavailable to attend, he is to forward some ideas beforehand. 	JK
	 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. 	EvalCo
"Think Big - Bolder Boards" - ÉS	• 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.	
	• 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.	ÉS ALL
	 It was suggested that FF maintain a record of the Bolder Board session(s) to map the journey from start to finish. 	FF
	ÉS to talk to DO'B from EirGrid.	ÉS/DO'B
	 JL mentioned that he is familiar with Dogpatch Facilitators. He is to discuss booking in Bolder Board dates for ElectricAid Committee members with ÉS. 	ÉS/JL
Risk - ÉS	 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. 	FF
	 Add Risk that ElectricAid may have surplus funds, especially as the rules for applicants are more rigidly applied. 	FF
	 ÉS suggested all ElectricAid/EvalCo reports be disposed of in a confidential waste bin. 	All
Desk Audits - FF	 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. 	FF

Item	Description	Action by
AOB - FF	The next ElectricAid Committee meeting will be on Wednesday, 20 th March, 2019 in Gateway 2 – Room 4.15 at 4pm.	

Meeting Schedule/Deadlines/Committee Meetings for 2019

Application Deadline	EvalCo	Executive Committee	Other meetings
12.12.2018	08.01.2019	22.01.2019	
Wed.	Tues	Tues	
19.02.2019	05.03.2019	20.03.2019	
Tues	Tues	Wed	
			01.05.2019 (AGM) Wed
23.04.2019	14.05.2019	28.05.2019	
Tues	Tues	Tues	
			25.06.2019 (Risk) Tues
26.06.2019	09.07.2019	23.07.2019	
Wed.	Tues	Tues	
			20.08.2019 - Tues (Planning & Strategy)
28.08.2019	10.09,2019	24.09.2019	, , , , , , , , , , , , , , , , , , , ,
Wed	Tues	Tues	
29.10.2019	12.11.2019	26.11.2019	
Tues	Tues	Tues	