

Minutes of ElectricAid Committee Meeting held on 24th September, 2019
Venue : Gateway 2, Meeting Room 2, Ground Floor

Present: PK JD TM
 ÉS PH GM
 FF JF HB
 FO'D DÓ'D AH
 CP, GOAL

Apologies: ALC ND TMcM JK

Item	Description	Action by
<p>CP (GOAL) - Finance and Funding Structures at Global and County Level - continued</p>	<ul style="list-style-type: none"> • ÉS introduced CP, Trusts and Foundations Manager, GOAL Global International Humanitarian Agency. Her brief was to go through the process of applying to ElectricAid for funding, delivering a project on behalf of ElectricAid and the impact of a project not being funded in full. • Introducing her presentation, CP said GOAL was founded in Goggin's pub, Dublin, by John O'Shea, a former Sports Journalist. She drew attention to GOAL's long association with ElectricAid, dating back to its inception in 1977. Since then, while focusing on both emergency and development aid, Goal has responded to almost every major natural and man-made disaster. • Now involved in 19 countries, GOAL believes in a world where poverty no longer exists, where vulnerable communities are resilient, where barriers to well being are removed and where everyone has equal rights and opportunities. Since 1977, GOAL has worked in over 65 different countries. • The context of her presentation focused on what makes GOAL different: <ul style="list-style-type: none"> ➤ Resilience: Resilient communities are better able to withstand crisis, disaster and poverty ➤ Innovation: To change the world, GOAL must do things differently. ➤ Fragile Environment: Delivering impact in the toughest conditions. ➤ Partnership: With the support of others GOAL can achieve more. ➤ In essence, giving a hand up as opposed to a hand out. • CP went through GOAL's grant life cycle from the development of an idea to its close, award and results stage - (9 stages in all). As she did so, she emphasised GOAL's very strict governance rules when dealing with Local Government, other Agencies as well as the aid recipients. • The innovative development and provision of MUAC tapes was illustrated as a successful and worthwhile project funded by ElectricAid. MUAC measuring tapes are used to measure Mid Upper Arm Circumference and the various coloured sections indicate the level of nourishment/malnutrition in children from 6 to 59 months. A huge advantage is that these measuring tapes can be used by mothers also. Following its success to-date, the plan now is to use the reverse side of the tapes to measure under 6 months. • Continuing, she said since 2006, ElectricAid has funded GOAL to the tune of €671,420, for which they are hugely grateful. Together, she said GOAL and ElectricAid have impacted on thousands of lives helping to make communities resilient and sustainable. She again emphasised that GOAL is enormously grateful for this ongoing relationship. 	
		Action

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CP (GOAL) - Finance and Funding Structures at Global and County Level	<ul style="list-style-type: none"> • Before concluding, CP mentioned GOAL's work in Syria, which is the biggest operation in GOAL's history. The provision of water and the running of a bakery were cited as examples of their work there, as were enhanced livelihood options for rural women of Borena zone in Ethiopia and the erection of an awning in Niger to protect malnourished children from the scorching sun while waiting for treatment for severe acute malnutrition. • ElectricAid will be reviewing application forms and would welcome feedback from organisations on the process it has in place, including Special Partners. 	
Conflict of Interest Declarations	<ul style="list-style-type: none"> • None. 	
Announcements	<ul style="list-style-type: none"> • ÉS informed the meeting that DF's baby daughter, Sara, was born on 6th September. (A sister to Sophia). • ÉS also mentioned that MK will be covering DF's maternity leave. Due to another commitment, MK was not available to attend the Committee meeting. 	
Minutes of Previous Meeting and Matters Arising - ÉS	<ul style="list-style-type: none"> • Traineeship Programme: Having been shortlisted for this Programme, FF said ESB was unsuccessful in progressing to the next stage. • ÉS and JD met up with PC to discuss the possibility of ESBI overseas staff visiting ElectricAid projects. PC to discuss further with SA. ÉS to follow up re possible synergies between ElectricAid and ESBI. • ÉS said Concern Worldwide hosted a Lunch & Learn session in ESBI Engineering and Major Projects on a recent borehole project delivered by Concern in Chad and supported with funding from ElectricAid. This event, plus a Graduate induction day in Castlenock, resulted in 8 new ElectricAid members. • FF advised that circa 450 ElectricAid donors are within €1.00 p.m. of qualifying for the Revenue Commissioners Charitable Donation Scheme. A campaign is planned for November and with an estimated uptake of 20% would see an additional €11,500 p.a. in revenue for ElectricAid through increased donations and charitable tax claims. • FF to bring sample letter for November's campaign. • ElectricAid application form/sign-up sheet to be a separate item for the November ElectricAid Committee Meeting. ➤ The Minutes of the 23rd July, 2019 ElectricAid Committee meeting were proposed for adoption by PH, seconded by JD and signed by the Chair and Secretary. 	<p>ÉS/JD</p> <p>FF</p> <p>AH/FF</p>

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ElectricAid Office Update - FF	<ul style="list-style-type: none"> • FF briefly went through a slide show presentation on KPI's, as follows: <ul style="list-style-type: none"> ➤ Performance 2019: <p>Fundings YTD: 103 (8 in Ireland and 95 worldwide) Value YTD: €974,197 Average per Project: €9,458 Different Countries: 30</p> ➤ Performance year to date - No. of Fundings - Uganda 15, Ethiopia 11, Kenya 10, Nepal and Ireland 8 each, Tanzania 5, India, Malawi and Zambia 4 each. ➤ Value/Sum per Country <table border="1" data-bbox="565 611 1304 821"> <tbody> <tr> <td>Bangladesh</td> <td>€20,250.00</td> <td>Niger</td> <td>€25,473.00</td> </tr> <tr> <td>Ethiopia</td> <td>€100,077.00</td> <td>Nigeria</td> <td>€35,609.00</td> </tr> <tr> <td>India</td> <td>€36,083.00</td> <td>Rwanda</td> <td>€20,492.00</td> </tr> <tr> <td>Ireland</td> <td>€47,263.67</td> <td>Sierra Leone</td> <td>€26,234.00</td> </tr> <tr> <td>Kenya</td> <td>€106,906.00</td> <td>Tanzania</td> <td>€44,775.00</td> </tr> <tr> <td>Malawi</td> <td>€48,792.00</td> <td>Uganda</td> <td>€126,383.00</td> </tr> <tr> <td>Nepal</td> <td>€74,942.00</td> <td>Zambia</td> <td>€32,000.00</td> </tr> <tr> <td></td> <td></td> <td>Zimbabwe</td> <td>€23,268.00</td> </tr> </tbody> </table> ➤ Breakdown of Performance YTD of countries funded is as follows: ➤ Membership Statistics - Monthly ElectricAid Donors: <table border="1" data-bbox="625 982 1154 1457"> <thead> <tr> <th>Month</th> <th>Staff</th> <th>Retired Staff</th> </tr> </thead> <tbody> <tr> <td>January</td> <td>1,481</td> <td>991</td> </tr> <tr> <td>February</td> <td>1,501</td> <td>992</td> </tr> <tr> <td>March</td> <td>1,476</td> <td>991</td> </tr> <tr> <td>April</td> <td>1,466</td> <td>993</td> </tr> <tr> <td>May</td> <td>1,470</td> <td>993</td> </tr> <tr> <td>June</td> <td>1,532</td> <td>1,235</td> </tr> <tr> <td>July</td> <td>1,442</td> <td>1,057</td> </tr> <tr> <td>August</td> <td>1,428</td> <td>1,002</td> </tr> </tbody> </table> ➤ Membership Statistics - Monthly Donations: <table border="1" data-bbox="625 1509 1154 1984"> <thead> <tr> <th>Month</th> <th>Staff</th> <th>Retired Staff</th> </tr> </thead> <tbody> <tr> <td>January</td> <td>€27,908.16</td> <td>€16,968.69</td> </tr> <tr> <td>February</td> <td>€31,570.78</td> <td>€18,831.65</td> </tr> <tr> <td>March</td> <td>€27,692.31</td> <td>€17,315.37</td> </tr> <tr> <td>April</td> <td>€27,543.33</td> <td>€17,529.62</td> </tr> <tr> <td>May</td> <td>€30,870.97</td> <td>€18,056.65</td> </tr> <tr> <td>June</td> <td>€33,096.69</td> <td>€34,319.59</td> </tr> <tr> <td>July</td> <td>€27,219.00</td> <td>€20,338.81</td> </tr> <tr> <td>August</td> <td>€30,457.85</td> <td>€18,081.15</td> </tr> </tbody> </table> 	Bangladesh	€20,250.00	Niger	€25,473.00	Ethiopia	€100,077.00	Nigeria	€35,609.00	India	€36,083.00	Rwanda	€20,492.00	Ireland	€47,263.67	Sierra Leone	€26,234.00	Kenya	€106,906.00	Tanzania	€44,775.00	Malawi	€48,792.00	Uganda	€126,383.00	Nepal	€74,942.00	Zambia	€32,000.00			Zimbabwe	€23,268.00	Month	Staff	Retired Staff	January	1,481	991	February	1,501	992	March	1,476	991	April	1,466	993	May	1,470	993	June	1,532	1,235	July	1,442	1,057	August	1,428	1,002	Month	Staff	Retired Staff	January	€27,908.16	€16,968.69	February	€31,570.78	€18,831.65	March	€27,692.31	€17,315.37	April	€27,543.33	€17,529.62	May	€30,870.97	€18,056.65	June	€33,096.69	€34,319.59	July	€27,219.00	€20,338.81	August	€30,457.85	€18,081.15	
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Financial Report August, 2019 - HB	<ul style="list-style-type: none"> • HB presented the Financial Report for August 2019, as follows: <ul style="list-style-type: none"> ➤ Tax Rebate: €173,000 claimed to date; €50,000 odd pending with €135,000 having been paid. A number of people still have to return signed forms, which would bring the annual tax rebate total to €204,000. How to “crack” the “tax back” appeal to maximise its potential benefit to ElectricAid was discussed briefly. Signed forms last 5 years. ➤ FF advised that a pull out CHY3 form is part of this year’s newly printed Annual Report. ➤ JK and HB are set up as Approvers on banking on line. PK’s account is being worked on. HB said she would like to move to being a Payee Approver. <p style="text-align: center;"><u>ELECTRICAID INCOME AND EXPENDITURE ACCOUNT</u></p> <p style="text-align: center;">Management Accounts end August 2019</p> <table border="0" 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>31/8/2019</u></th> <th style="text-align: right;"><u>FY Forecast</u></th> </tr> <tr> <td></td> <td></td> <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;">228,946</td> <td style="text-align: right;">335,385</td> </tr> <tr> <td>ESB Pensioners</td> <td></td> <td style="text-align: right;">161,992</td> <td style="text-align: right;">232,110</td> </tr> <tr> <td>ESB Board Contributions</td> <td></td> <td></td> <td style="text-align: right;">275,000</td> </tr> <tr> <td>Miscellaneous Contributions</td> <td></td> <td style="text-align: right;">18,057</td> <td style="text-align: right;">20,429</td> </tr> <tr> <td>EirGrid Matching Funding</td> <td></td> <td></td> <td style="text-align: right;">7,627</td> </tr> <tr> <td>EirGrid Funding</td> <td></td> <td style="text-align: right;">8,574</td> <td style="text-align: right;">11,440</td> </tr> <tr> <td></td> <td></td> <td style="text-align: right;">-</td> <td></td> </tr> <tr> <td>Tax Rebate</td> <td></td> <td style="text-align: right;">119,149</td> <td style="text-align: right;">164,149</td> </tr> <tr> <td>Special Appeal</td> <td></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;"><u>536,718</u></td> <td style="text-align: right;"><u>1,046,140</u></td> </tr> <tr> <td colspan="4">Donations</td> </tr> <tr> <td>January Funding</td> <td></td> <td style="text-align: right;">44,358</td> <td style="text-align: right;">44,358</td> </tr> <tr> <td>March Funding</td> <td></td> <td style="text-align: right;">255,829</td> <td style="text-align: right;">255,829</td> </tr> <tr> <td>May Funding</td> <td></td> <td style="text-align: right;">179,266</td> <td style="text-align: right;">179,266</td> </tr> <tr> <td>July Funding</td> <td></td> <td style="text-align: right;">199,848</td> <td style="text-align: right;">199,848</td> </tr> <tr> <td>September Funding</td> <td></td> <td style="text-align: right;">-</td> <td style="text-align: right;">200,000</td> </tr> <tr> <td>November Funding</td> <td></td> <td style="text-align: right;">-</td> <td style="text-align: right;">200,000</td> </tr> <tr> <td>Total Normal Donations (Note 2)</td> <td></td> <td style="text-align: right;"><u>679,301</u></td> <td style="text-align: right;"><u>1,079,301</u></td> </tr> <tr> <td colspan="4">Other Payments</td> </tr> <tr> <td>Bank Interest</td> <td></td> <td style="text-align: right;">518</td> <td style="text-align: right;">777</td> </tr> <tr> <td>Special Appeals</td> <td></td> <td style="text-align: right;">60,000</td> <td style="text-align: right;">60,000</td> </tr> <tr> <td>Write off</td> <td></td> <td style="text-align: right;">-</td> <td style="text-align: right;">(2,500)</td> </tr> <tr> <td>Total Donations</td> <td></td> <td style="text-align: right;"><u>739,819</u></td> <td style="text-align: right;"><u>1,137,578</u></td> </tr> <tr> <td>Excess of Expenditure over income</td> <td></td> <td style="text-align: right;"><u>(203,101)</u></td> <td style="text-align: right;"><u>(91,438)</u></td> </tr> <tr> <td>Bank Balance</td> <td></td> <td style="text-align: right;">269,411</td> <td></td> </tr> <tr> <td>Creditors pending payment</td> <td></td> <td style="text-align: right;">37,161</td> <td></td> </tr> </tbody> </table> <ul style="list-style-type: none"> • Proposed by PH and seconded by JF 	<u>INCOME</u>	<u>NOTE</u>	<u>31/8/2019</u>	<u>FY Forecast</u>			€	€	ESB Current Staff		228,946	335,385	ESB Pensioners		161,992	232,110	ESB Board Contributions			275,000	Miscellaneous Contributions		18,057	20,429	EirGrid Matching Funding			7,627	EirGrid Funding		8,574	11,440			-		Tax Rebate		119,149	164,149	Special Appeal		-	-	Total Income		<u>536,718</u>	<u>1,046,140</u>	Donations				January Funding		44,358	44,358	March Funding		255,829	255,829	May Funding		179,266	179,266	July Funding		199,848	199,848	September Funding		-	200,000	November Funding		-	200,000	Total Normal Donations (Note 2)		<u>679,301</u>	<u>1,079,301</u>	Other Payments				Bank Interest		518	777	Special Appeals		60,000	60,000	Write off		-	(2,500)	Total Donations		<u>739,819</u>	<u>1,137,578</u>	Excess of Expenditure over income		<u>(203,101)</u>	<u>(91,438)</u>	Bank Balance		269,411		Creditors pending payment		37,161		
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November Funding		-	200,000																																																																																																															
Total Normal Donations (Note 2)		<u>679,301</u>	<u>1,079,301</u>																																																																																																															
Other Payments																																																																																																																		
Bank Interest		518	777																																																																																																															
Special Appeals		60,000	60,000																																																																																																															
Write off		-	(2,500)																																																																																																															
Total Donations		<u>739,819</u>	<u>1,137,578</u>																																																																																																															
Excess of Expenditure over income		<u>(203,101)</u>	<u>(91,438)</u>																																																																																																															
Bank Balance		269,411																																																																																																																
Creditors pending payment		37,161																																																																																																																

Item	Description	Action by																																														
<p>Evaluation Report and Proposed Fundings - JK</p>	<ul style="list-style-type: none"> • EvalCo met on 10.09.2019 with JK as Chair. The meeting was joined by MK who recently joined the CSR Team for the duration of DF's maternity leave. Other attendees were - PK, PH, JD, JF, ALC and FF: • 31 funding applications were considered, to a total application value of €342,071. Treasurer guidance was given as €200,000. With this in mind, the Committee approved €204,904 broken down as per below: • The geographical distribution was good with applications received from 17 different countries. (12 from Africa, 1 from South America, 3 from Asia and 1 in Ireland). 23 applications were recommended for funding as follows. <p>Recommended in Full = 3; Recommended in Part = 20; Deferred = 1; Rejected = 6; Withdrawn by applicant = 1</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 150px;">19-H-005</td><td>€3,000.00</td></tr> <tr><td>19-A-081</td><td>€7,073.00</td></tr> <tr><td>19-A-084</td><td>€4,500.00</td></tr> <tr><td>19-A-088</td><td>€5,000.00</td></tr> <tr><td>19-A-091</td><td>€6,500.00</td></tr> <tr><td>19-A-092</td><td>€10,903.00</td></tr> <tr><td>19-A-096</td><td>€8,268.00</td></tr> <tr><td>19-A-097</td><td>€12,000.00</td></tr> <tr><td>19-A-099</td><td>€8,890.62</td></tr> <tr><td>19-A-100</td><td>€13,000.00</td></tr> <tr><td>19-A-101</td><td>€12,000.00</td></tr> <tr><td>19-A-102</td><td>€7,000.00</td></tr> <tr><td>19-A-103</td><td>€12,000.00</td></tr> <tr><td>19-A-104</td><td>€13,000.00</td></tr> <tr><td>19-A-105</td><td>€6,600.00</td></tr> <tr><td>19-A-106</td><td>€12,000.00</td></tr> <tr><td>19-A-107</td><td>€12,000.00</td></tr> <tr><td>19-A-075</td><td>€7,200.00</td></tr> <tr><td>19-A-082</td><td>€7,500.00</td></tr> <tr><td>19-A-086</td><td>€7,500.00</td></tr> <tr><td>19-A-090</td><td>€9,915.00</td></tr> <tr><td>19-A-094</td><td>€12,054.00</td></tr> <tr><td>19-A-095</td><td>€7,000.00</td></tr> </table> <ul style="list-style-type: none"> • Proposed by HB and seconded by FO'D. 	19-H-005	€3,000.00	19-A-081	€7,073.00	19-A-084	€4,500.00	19-A-088	€5,000.00	19-A-091	€6,500.00	19-A-092	€10,903.00	19-A-096	€8,268.00	19-A-097	€12,000.00	19-A-099	€8,890.62	19-A-100	€13,000.00	19-A-101	€12,000.00	19-A-102	€7,000.00	19-A-103	€12,000.00	19-A-104	€13,000.00	19-A-105	€6,600.00	19-A-106	€12,000.00	19-A-107	€12,000.00	19-A-075	€7,200.00	19-A-082	€7,500.00	19-A-086	€7,500.00	19-A-090	€9,915.00	19-A-094	€12,054.00	19-A-095	€7,000.00	
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<p>Approval to move the Oct. closing date for applications to Fri 18th Oct.</p>	<ul style="list-style-type: none"> • Approved unanimously. • FF to advise Special Partners of the change of date. 	<p>FF</p>																																														
<p>“Think Big - Bolder Boards” Update - ÉS</p>	<ul style="list-style-type: none"> • ÉS said the “Bolder Boards” meeting has been arranged for Tuesday, 8th October. Start time is 3.30. Venue - Clanwilliam House. • JL and ÉS to prepare an Agenda and allocate Actions. 	<p>ALL JF/ÉS</p>																																														

Item	Description	Action By
Risk - ÉS	<ul style="list-style-type: none"> There is a potential 5 year risk due to unsigned CHY3 forms not being returned, meaning ElectricAid's income will be reduced accordingly. FF said he has already issued two reminder letters. A suggestion was made for the 3rd and final reminder to be hand written. 	
Desk Audits - Update - FF	<ul style="list-style-type: none"> 12 projects have been issued to 12 Committee Members for auditing. Due to their very hefty workload and time commitment, EvalCo Members were exempt. Requested that Desk Audits be submitted to FF before November ElectricAid Committee meeting. 	ALL
Ghana Project - Ongoing Maintenance - TMcM	<ul style="list-style-type: none"> An instalment of €2,500 has been paid for Year 1. This item is now closed and to be taken off the Agenda. 	
AOB - FF	<ul style="list-style-type: none"> Dóchas Membership Fee Increase: FF said Dóchas Membership is to increase from €850 in the current year to €1,800 by 2022. This figure is based on ElectricAid's income. SC is prepared to pay the current's year's membership fee but not the increased fee. Committee would like to extend its gratitude to SC. JF proposed continuing with Dóchas for this year and review it next year. FF to write to ElectricAid Members enclosing this year's Annual Report. Their attention is to be drawn to the detachable CHY3 form attached and the importance of returning signed CHY3 forms as well as the difference it would make to ElectricAid funds. ÉS thanked everyone for their attendance. 	FF

- **“Bolder Boards” meeting on Tuesday, 8th October. Start time is 3.30. Venue - Clanwilliam House, Room 206.**
- **Planning & Strategy meeting to be re-arranged.**
- **Next ElectricAid Committee Meeting - 26th November, 2019.**

Meeting Schedule/Deadlines/Committee Meetings for 2019

Application Deadline	EvalCo	Executive Committee	Other meetings
			(Planning & Strategy) To be re-arranged
18.10.2019 Fri.	12.11.2019 Tues	26.11.2019 Tues	