

**Minutes of ElectricAid Committee Meeting held on 26<sup>th</sup> November, 2019**

**Venue : Gateway 2, Meeting Room 409**

<b>Present:</b>	PK	JD	DÓ'D
	PH	ALC	FF
	JF	PC	HB
	JK	MK	AH

**Apologies:** ÉS, ND, TMcM

Item	Description	Action by
<b>Welcome</b>	<ul style="list-style-type: none"> <li>In the absence of ÉS, who was on annual leave, DÓ'D, Deputy Chair, took the meeting.</li> <li>He began by mentioning the untimely death, at the end of October, of Michael Aherne, who was a Board appointed Trustee of ElectricAid for a very short time prior to his resignation from ESB and taking up a new role with AIB. A Sympathy Mass card, signed by attendees, to be forwarded to Michael's wife, Deirdre, and their children.</li> </ul>	
<b>Conflict of Interest Declarations</b>	<ul style="list-style-type: none"> <li>None.</li> </ul>	
<b>Minutes of Previous Meeting and Matters Arising - DÓ'D</b>	<ul style="list-style-type: none"> <li>JF drew attention to the re-arrangement of the Planning &amp; Strategy meeting on the last page of September 24<sup>th</sup> Minutes. As this has been subsumed into the Bolder Boards process, re-arrangement is no longer required.</li> <li>ÉS advised prior to the meeting that JD is following up with Pearse Corbett on how ElectricAid can utilise ESBI's overseas presence.</li> <li>FF presented a sample sign-up Tax-Rebate letter for comments/suggestion by the Committee.</li> <li>The Minutes of the 24<sup>th</sup> September, 2019 ElectricAid Committee meeting were proposed for adoption by PK, seconded by PH and signed by the Chair and Secretary.</li> </ul>	
<b>ElectricAid Office Update - FF</b>	<ul style="list-style-type: none"> <li>FF briefly went through a slide show presentation on KPI's, as follows:                             <ul style="list-style-type: none"> <li>➤ <b>Performance 2019:</b></li> <li>Fundings YTD - 126 (12 in Ireland and 114 worldwide):</li> <li>Value YTD: €1,173,540</li> <li>Average per Project: €9,313</li> <li>Different Countries: 35</li> <li><b>Performance year to date - No. of Fundings</b> - Uganda 19, Kenya 14, Ethiopia 14 Ireland 12, Nepal 9, Tanzania 6, Zambia, Malawi and India 4 each.</li> </ul> </li> </ul>	

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<b>ElectricAid Office Update - continued - FF</b>	<p>➤ <b>Value/Sum Per Country:</b></p> <table border="1" data-bbox="565 254 1304 468"> <tbody> <tr> <td>Uganda</td> <td>€166,583</td> <td>Niger</td> <td>€41,421</td> </tr> <tr> <td>Kenya</td> <td>€136,204</td> <td>India</td> <td>€36,083</td> </tr> <tr> <td>Ethiopia</td> <td>€127,877</td> <td>Nigeria</td> <td>€35,609</td> </tr> <tr> <td>Nepal</td> <td>€82,025</td> <td>Zambia</td> <td>€32,000</td> </tr> <tr> <td>Ireland</td> <td>€69,264</td> <td>Sierra Leone</td> <td>€26,234</td> </tr> <tr> <td>Tanzania</td> <td>€54,775</td> <td>Zimbabwe</td> <td>€23,268</td> </tr> <tr> <td>Malawi</td> <td>€48,792</td> <td>Mozambique</td> <td>€21,591</td> </tr> <tr> <td></td> <td></td> <td>Rwanda</td> <td>€20,492</td> </tr> </tbody> </table> <p>➤ Breakdown of Performance YTD of countries funded is as follows:</p> <p>➤ <b>Membership Statistics - Monthly ElectricAid Donors:</b></p> <table border="1" data-bbox="623 627 1154 1266"> <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> <tr><td>September</td><td>1,537</td><td>997</td></tr> <tr><td>October</td><td>1,408</td><td>1,002</td></tr> <tr><td>November</td><td>1,374</td><td>1,001</td></tr> </tbody> </table> <p>➤ <b>Membership Statistics - Monthly Donations:</b></p> <table border="1" data-bbox="623 1360 1154 1999"> <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> <tr><td>September</td><td>€30,131.96</td><td>€18,797.54</td></tr> <tr><td>October</td><td>€26,543.81</td><td>€18,105.97</td></tr> <tr><td>November</td><td>€27,190.76</td><td>€18,295.00</td></tr> </tbody> </table>	Uganda	€166,583	Niger	€41,421	Kenya	€136,204	India	€36,083	Ethiopia	€127,877	Nigeria	€35,609	Nepal	€82,025	Zambia	€32,000	Ireland	€69,264	Sierra Leone	€26,234	Tanzania	€54,775	Zimbabwe	€23,268	Malawi	€48,792	Mozambique	€21,591			Rwanda	€20,492	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	September	1,537	997	October	1,408	1,002	November	1,374	1,001	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	September	€30,131.96	€18,797.54	October	€26,543.81	€18,105.97	November	€27,190.76	€18,295.00	
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<b>ElectricAid Office Update - continued - FF</b>	<ul style="list-style-type: none"> <li>✓ Additional €3,992.28 in donations (annually).</li> <li>✓ Additional €2,354.12 in Charitable Donations Scheme payments (Annually).</li> <li>✓ Total value to ElectricAid €6,346.40 (Annually).</li> </ul> <p>For serving staff, ElectricAid has consent to contact 272 existing donors directly with a request to increase their donation and a CHY3 form for 2020. All other serving staff will see generic Hub, Yammer and Staff notice board messaging.</p> <p>➤ <b>Communications Report:</b></p> <p>ESB CSR's Yammer Account opened at the end of June 2018. (Known as Buzz in EirGrid). Since January, 2019 there have been 45 ElectricAid posts reaching 16,048 views.</p>																																																	
<b>Financial Report August, 2019 - HB</b>	<ul style="list-style-type: none"> <li>• In presenting the Financial Report for October 2019, HB said:: <ul style="list-style-type: none"> <li>➤ Income from ESB staff, pensioners and EirGrid continues to be stable.</li> <li>➤ All payments are up-to-date.</li> <li>➤ At the time of the meeting, HB said no payment processed had been returned by the bank.</li> <li>➤ As anticipated, ElectricAid is on track to get a Tax Rebate of €185,000.</li> <li>➤ €185,000/€190,000 funding limit is still considered prudent.</li> <li>➤ Matching funding from EirGrid to be followed up.</li> <li>➤ As TMcK, short time Acting Treasurer, has moved to Galway, HB has resumed this role and currently has some assistance from MO'N in an effort to spread the workload.</li> <li>➤ HB was again complimented on the continuing excellence of her Financial reports; all of which is very much appreciated by the Committee.</li> </ul> </li> </ul> <p style="text-align: center;"><b><u>ELECTRIC AID INCOME AND EXPENDITURE ACCOUNT</u></b></p> <p style="text-align: center;"><b>Management Accounts end October, 2019</b></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: left;"><u>NOTE</u></th> <th style="text-align: right;"><u>31/10/2019</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;">283,244</td> <td style="text-align: right;">336,464</td> </tr> <tr> <td>ESB Pensioners</td> <td></td> <td style="text-align: right;">199,335</td> <td style="text-align: right;">234,394</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;">18,451</td> <td style="text-align: right;">18,845</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;">9,566</td> <td style="text-align: right;">11,508</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;">144,044</td> <td style="text-align: right;">184,044</td> </tr> <tr> <td>Special Appeal</td> <td></td> <td style="text-align: right;">-</td> <td style="text-align: right;">-</td> </tr> <tr> <td><b>Total Income</b></td> <td></td> <td style="text-align: right;"><b>654,641</b></td> <td style="text-align: right;"><b>1,067,926</b></td> </tr> </tbody> </table>	<u>INCOME</u>	<u>NOTE</u>	<u>31/10/2019</u>	<u>FY Forecast</u>			€	€	ESB Current Staff		283,244	336,464	ESB Pensioners		199,335	234,394	ESB Board Contributions			275,000	Miscellaneous Contributions		18,451	18,845	EirGrid Matching Funding			7,627	EirGrid Funding		9,566	11,508			-		Tax Rebate		144,044	184,044	Special Appeal		-	-	<b>Total Income</b>		<b>654,641</b>	<b>1,067,926</b>	FF/HB
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<b>Total Donations</b>	<u>944,927</u>	<u>1,142,789</u>																																														
<b>Evaluation Report and Proposed Fundings - JK</b>	<ul style="list-style-type: none"> <li>ElectricAid EvalCo met in Gateway Two on Tuesday 12th of November under the Chairmanship of JK, joined by PH, JF, ALC and FF.</li> <li>29 applications with a combined value of €323,246k. were assessed. Treasurer guidance of €200,000 was observed and 23 applications were recommended for funding totalling €199,343.</li> <li>Geographic spread was challenging with 15 fundings in Africa, 3 in South/Latin America, 4 in Ireland and 1 in Nepal. Kenya and Uganda remain the most funded countries in 2019 (Kenya 14) (Uganda 19).</li> <li>Three projects were funded in full, 20 in part and 6 declined</li> </ul> <p><b>Recommended in Full = 3; Recommended in Part = 20; Declined = 6;</b></p> <table border="0"> <tr><td>19-H-009</td><td>€7,000.00</td></tr> <tr><td>19-H-008</td><td>€5,000.00</td></tr> <tr><td>19-H-007</td><td>€5,000.00</td></tr> <tr><td>19-H-006</td><td>€5,000.00</td></tr> <tr><td>19-A-132</td><td>€8,000.00</td></tr> <tr><td>19-A-130</td><td>€8,000.00</td></tr> <tr><td>19-A-129</td><td>€12,700.00</td></tr> <tr><td>19-A-128</td><td>€15,948.45</td></tr> <tr><td>19-A-126</td><td>€10,000.00</td></tr> <tr><td>19-A-124</td><td>€5,000.00</td></tr> <tr><td>19-A-123</td><td>€12,000.00</td></tr> <tr><td>19-A-122</td><td>€12,314.00</td></tr> <tr><td>19-A-121</td><td>€7,800.00</td></tr> <tr><td>19-A-118</td><td>€7,083.00</td></tr> <tr><td>19-A-117</td><td>€6,500.00</td></tr> <tr><td>19-A-115</td><td>€12,000.00</td></tr> <tr><td>19-A-114</td><td>€6,000.00</td></tr> <tr><td>19-A-113</td><td>€6,500.00</td></tr> <tr><td>19-A-112</td><td>€11,798.00</td></tr> <tr><td>19-A-111</td><td>€12,200.00</td></tr> <tr><td>19-A-110</td><td>€7,500.00</td></tr> <tr><td>19-A-109</td><td>€8,000.00</td></tr> <tr><td>19-A-083</td><td>€8,000.00</td></tr> </table>	19-H-009	€7,000.00	19-H-008	€5,000.00	19-H-007	€5,000.00	19-H-006	€5,000.00	19-A-132	€8,000.00	19-A-130	€8,000.00	19-A-129	€12,700.00	19-A-128	€15,948.45	19-A-126	€10,000.00	19-A-124	€5,000.00	19-A-123	€12,000.00	19-A-122	€12,314.00	19-A-121	€7,800.00	19-A-118	€7,083.00	19-A-117	€6,500.00	19-A-115	€12,000.00	19-A-114	€6,000.00	19-A-113	€6,500.00	19-A-112	€11,798.00	19-A-111	€12,200.00	19-A-110	€7,500.00	19-A-109	€8,000.00	19-A-083	€8,000.00	
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<b>Item</b>	<b>Description</b>	<b>Action by</b>
<b>Evaluation Report and Proposed Fundings - continued</b> - JK	<ul style="list-style-type: none"> <li>• Following a brief discussion on Special Partners/Non-Special Partners, it was decided that a Policy needs to be put in place for Non-Special Partners for approval at the January 2020 ElectricAid Committee meeting. Such a Policy would give greater clarity to EvalCo meetings.</li> <li>• Proposed by HB and seconded by JD.</li> </ul>	<p>Cttee</p>
<b>“Think Big - Bolder Boards” Update</b> - ÉS	<ul style="list-style-type: none"> <li>• In a brief written update prior to the ElectricAid Committee meeting, ÉS said ElectricAid Committee has committed to being a “bolder board” to rejuvenate ElectricAid to better connect with staff and members and ultimately further enhance more of its good work.</li> <li>• So far, two Working Groups have been set up to prepare for the campaign - a Market Research Working Group and an Events Working Group.</li> <li>• <b>Market Research Working Group update - JD:</b> <ul style="list-style-type: none"> <li>➢ A brief update was given by JD on the outcome of recent Market Research Pilot Focus Groups which concentrated on perception of ElectricAid at present and suggestions on how better connect with staff/members</li> <li>➢ JD briefly went through the random selection process for the Focus Group participants. In doing so, she confirmed that excluding EirGrid, there are 8 Focus Groups in 7 ESB locations and assuming 12 attendees per Focus Group (contingency of 3) 96 participants are required to attend and (due to response rate <math>96 \times 3 = 288</math>) 288 selected participants for the survey monkey will be required.</li> <li>➢ In particular, how to liaise with Networks staff countrywide was again referred to.</li> <li>➢ Finally, with reference to BC interest in demonstrating within the new HQ supporting organisations and specifically “dimensions of ElectricAid’s external relationships”, that a meeting might worthwhile</li> </ul> </li> <li>• <b>Events Working Group update- PCx:</b> <ul style="list-style-type: none"> <li>➢ Having sought legal advice from BMcC, PCx led the discussion on how it might be possible for ElectricAid to contact retired staff post GDPR; and whether it would be possible to use the Pension Fund database to get pensioner’s consent to receive promotional ElectricAid material. PCx to seek the advice of JO’L, ESB Pensions Manager. Failing that, perhaps the best approach is to include a leaflet in pension communications PCx will check with JO’L.</li> <li>➢ Key question for now is how to involve retired staff in Focus Groups.</li> <li>➢ PCx and FO’D currently working on how best to make contact with retired staff/potential retired staff.</li> <li>➢ Reaching retired staff at retirement planning presentations was also suggested with the inclusion of application forms and other details in retirement pack.</li> <li>➢ Other suggested alternatives were to contact MMcN, Secretary National Executive ESB Retired Staff Association at <a href="http://www.esbrsa.ie">http://www.esbrsa.ie</a> or the ESB Retired Staff Services website. <a href="http://esbstaffservices.com">esbstaffservices.com</a> to input data into their newsletters.</li> </ul> </li> </ul>	<p>PCx</p> <p>PCx/ FO’D</p>

Item	Description	Action By
<b>Risk - ÉS</b>	<ul style="list-style-type: none"> <li>The potential loss of income to ElectricAid due to the non-return of CHY3 forms has been added to the Risk log.</li> </ul>	
<b>Desk Audits - Update - FF</b>	<ul style="list-style-type: none"> <li>12 projects have been issued to 12 Committee Members for auditing. Due to their very hefty workload and time commitment, EvalCo Members were exempt.</li> <li>FF requested that outstanding Desk Audits be submitted to him by the end November.</li> </ul>	ALL
<b>AOB - FF</b>	<ul style="list-style-type: none"> <li>On behalf of ÉS, DÓ'D thanked Committee members for all their efforts through 2019 and continued engagement with Bolder Boards which, hopefully, will continue on into 2020.</li> <li>Finally, again mindful of the family of the later Michael Aherne, DÓ'D wished the Committee and their families a happy Christmas and Healthy and Happy New Year.</li> </ul>	
<b>Addendum to the Meeting - FF</b>	<ul style="list-style-type: none"> <li>At the end of the ElectricAid Committee meeting, FF went through the steps and equipment necessary to run a successful Focus Group meeting. During the practical session which followed, he highlighted the roles of the two Facilitators and that of the Note Taker as well as of the participants.</li> </ul>	

### Meeting Schedule/Deadlines/Committee Meetings for 2020

<b>Application Deadline</b>	<b>EvalCo</b>	<b>Executive Committee</b>	<b>Other Meetings</b>
<b>Tues. 10.12.19</b>	<b>Tues. 07.01.20</b>	<b>Tues. 21.01.20</b>	
<b>Tues. 10.02.20</b>	<b>Tues. 03.03.20</b>	<b>Thurs. 19.03.20</b>	<b>Tues. 28.04.20 (AGM)</b>
<b>Tues. 20.04.20</b>	<b>Tues. 12.05.20</b>	<b>Tues. 26.05.20</b>	
			<b>Tues. 23.06.20 (Risk)</b>
<b>Tues. 15.06.20</b>	<b>Tues. 07.07.20</b>	<b>Tues 21.07.20</b>	
			<b>Tues. 25.08.20 (Planning &amp; Strategy)</b>
<b>Tues. 17.08.20</b>	<b>Tues. 08.09.20</b>	<b>Tues. 22.09.20</b>	
<b>Tues. 19.10.20</b>	<b>Tues.10.11.20</b>	<b>Tues. 24.11.20</b>	