

Minutes of ElectricAid Committee Meeting held on 23rd July, 2019
Venue : Gateway 2, Room 4.15

Present: PK JD JK
 TMcM ÉS PH
 ALC FF JF
 HB ND GM
 FO'D AH VM,
 CS

Apologies: DÓ'D, PC and JL

Item	Description	Action by								
Conflict of Interest Declarations	<ul style="list-style-type: none"> None. 									
Introduction - FF	<ul style="list-style-type: none"> FF introduced CS, a placement student in P&OD for the remainder of the summer. 									
Minutes of Previous Meeting and Matters Arising - ÉS	<ul style="list-style-type: none"> Chambers Ireland Best Charity Partnership Award for which ElectricAid had been entered. FF said ElectricAid was unsuccessful in making the shortlist. ESB, however, has been shortlisted for its Traineeship Programme. Having participated in the 5K run, HB said the recent ESB Athletics Club 5K Run was a great, well organised, and well represented event which raised €4,800 - the proceeds of which were donated to ElectricAid. At the event, DÓ'D, Vice-Chair, spoke about one ElectricAid project in particular. ÉS thanked everyone who attended. ÉS left a message with CR (Engineering & Major Projects) and will follow up with JD on discussions re using ESBI overseas staff to visit projects Concern Worldwide have confirmed availability to host a lunch and learn session in ESB Engineering and Major Projects on a recent borehole project delivered by Concern in Chad and supported with funding from ElectricAid The Minutes of the 28th May, 2019 ElectricAid Committee meeting were proposed for adoption by HB, seconded by JK and signed by the Chair and Secretary. 	ÉS								
ElectricAid Office Update - FF	<ul style="list-style-type: none"> FF briefly went through a slide show presentation on KPI's - 22.7.19 - as follows: <ul style="list-style-type: none"> ➤ Performance 2019: <table data-bbox="613 1650 1273 1766"> <tr> <td>Fundings YTD:</td> <td>80 (7 in Ireland and 73 worldwide)</td> </tr> <tr> <td>Value YTD:</td> <td>€767,293</td> </tr> <tr> <td>Average per Project:</td> <td>€9,591</td> </tr> <tr> <td>Different Countries:</td> <td>30</td> </tr> </table> ➤ Performance year to date - No. of Fundings - Uganda 10, Kenya 9, Nepal 8, Ireland and Ethiopia 7 each, Tanzania 5, and Malawi 4 	Fundings YTD:	80 (7 in Ireland and 73 worldwide)	Value YTD:	€767,293	Average per Project:	€9,591	Different Countries:	30	
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ElectricAid Office Update - continued - FF	<p>➤ Value/Sum per Country</p> <table border="1" data-bbox="550 243 1344 443"> <tr> <td>Bangladesh</td> <td>€20,250.00</td> <td>Nepal</td> <td>€74,942.00</td> </tr> <tr> <td>Cambodia</td> <td>€14,664.00</td> <td>Nigeria</td> <td>€23,609.00</td> </tr> <tr> <td>Ethiopia</td> <td>€70,077.00</td> <td>Rwanda</td> <td>€13,892.00</td> </tr> <tr> <td>India</td> <td>€19,168.00</td> <td>Sierra Leone</td> <td>€14,180.00</td> </tr> <tr> <td>Ireland</td> <td>€44,263.67</td> <td>Tanzania</td> <td>€44,775.00</td> </tr> <tr> <td>Kenya</td> <td>€93,906.00</td> <td>Uganda</td> <td>€86,207.00</td> </tr> <tr> <td>Malawi</td> <td>€48,792.00</td> <td>Zambia</td> <td>€15,000.00</td> </tr> </table> <p>➤ Breakdown of Performance YTD of countries funded is as follows:</p> <p>➤ Membership Statistics - Monthly ElectricAid Donors:</p> <table border="1" data-bbox="623 613 1154 984"> <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> </tbody> </table> <p>➤ Membership Statistics - Monthly Donations:</p> <table border="1" data-bbox="623 1089 1154 1461"> <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>€33,076.69</td> <td>€34,319.59</td> </tr> </tbody> </table> <p>➤ Average Monthly Donation:</p> <table border="1" data-bbox="623 1545 1154 1917"> <thead> <tr> <th>Month</th> <th>Staff</th> <th>Retired Staff</th> </tr> </thead> <tbody> <tr> <td>January</td> <td>€18.84</td> <td>€17.12</td> </tr> <tr> <td>February</td> <td>€21.03</td> <td>€18.98</td> </tr> <tr> <td>March</td> <td>€18.76</td> <td>€17.47</td> </tr> <tr> <td>April</td> <td>€18.79</td> <td>€17.65</td> </tr> <tr> <td>May</td> <td>€21.00</td> <td>€18.18</td> </tr> <tr> <td>June</td> <td>€21.59</td> <td>€27.79</td> </tr> </tbody> </table> <p>➤ The spike in donations for May/June is due to once off payments by non-ElectricAid members and Special Appeal + ESB 5km challenge</p>	Bangladesh	€20,250.00	Nepal	€74,942.00	Cambodia	€14,664.00	Nigeria	€23,609.00	Ethiopia	€70,077.00	Rwanda	€13,892.00	India	€19,168.00	Sierra Leone	€14,180.00	Ireland	€44,263.67	Tanzania	€44,775.00	Kenya	€93,906.00	Uganda	€86,207.00	Malawi	€48,792.00	Zambia	€15,000.00	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	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	€33,076.69	€34,319.59	Month	Staff	Retired Staff	January	€18.84	€17.12	February	€21.03	€18.98	March	€18.76	€17.47	April	€18.79	€17.65	May	€21.00	€18.18	June	€21.59	€27.79	
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<p>Ghana Update - TMcM</p>	<p>➤ Ghana Schools Sanitation Improvement Project Update</p> <p>A budget of €60,000 donated from ESB corporate was allocated for this project. €45,000 for the refurbishment project and €15,000 for toilet cleaning/maintenance. The scope of the project was reduced as another charity completed some of the work. As a result, the €10,000 left over was transferred to the cleaning/maintenance budget. A project completion report has been submitted to ElectricAid for this project. The cleaning/maintenance with an increased budget of c.€25,000 over 10 years will be managed by Arc2Build who are based in Accra. Arc2Build will invoice annually for €2,470 each year for 10 years. One cleaner will be selected to clean each school. Cleaning will be monitored by photos sent by text. Funds will be stopped if they do not clean the toilets continuously to a satisfactory standard. The breakdown of the €2,470 is outlined overleaf:</p>																																					

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Financial Report June, 2019 - HB	<ul style="list-style-type: none"> • HB presented the Financial Report for June 2019 as follows: <ul style="list-style-type: none"> ➤ Very similar to last year. Revenue statement due in line with forecast of €200,000. ➤ Bank balance €208,882 at the end of June. ➤ ESB matching funds of €275,000 received and lodged into the bank account of ElectricAid. ➤ Cyclone Aid Appeal: received double from Pensioners - shows what a very important funding base this is. ➤ All payments have been paid to-date except one May payment 19-A-033 as waiting bank details to be verified. ➤ MO'N set up on BOL to input access only. Helping with admin. TMcK, who was due to leave ESB in July, is remaining for some time longer and is willing to help with banking on line. ➤ JK is up and running and PK's account is being worked on. ➤ HB said JL gets a BOL Activity Report on a regular basis now - in advance of Committee meeting. Review of changes made by administrators during the period. ➤ ÉS advised the Committee that a very generous donation of €10,000 was received from a retired person, who has been a member of ElectricAid for the donor's whole career. While how the funding is used has not been restricted, if possible, the donor would like money to be used for a sustainable energy project in sub-Saharan Africa. It was noted that with tax rebate the €10,000 is worth €14,500. 																																																		

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Financial Report June, 2019 - continued - HB	<u>ELECTRICAID INCOME AND EXPENDITURE ACCOUNT</u>		
	Management Accounts end June 2019		
	<u>INCOME</u>	<u>NOTE</u>	
		<u>30/4/2019</u>	<u>FY Forecast</u>
		€	€
	ESB Current Staff	173,168	333,826
	ESB Pensioners	123,572	228,749
	ESB Board Contributions		275,000
	Miscellaneous Contributions	6,635	17,897
	EirGrid Matching Funding		7,534
	EirGrid Funding	5,699	11,301
	Tax Rebate	70,005	209,832
	Special Appeal	-	-
	Total Income	<u>379,078</u>	<u>1,083,138</u>
	Donations		
	January Funding	44,358	44,358
	March Funding	255,829	255,829
	May Funding	179,344	179,344
	July Funding	-	200,000
	September Funding	-	200,000
	November Funding	-	200,000
Total Normal Donations (Note 2)	<u>479,531</u>	<u>1,079,531</u>	
Other Payments			
Bank Interest	360	721	
Special Appeals	30,000	50,000	
Write off	-	(2,500)	
Total Donations	<u>509,891</u>	<u>1,127,751</u>	
Excess of Expenditure over income	<u>(130,813)</u>	<u>(44,613)</u>	
Bank Balance	208,882		
Creditors pending payment	179,344		
		<ul style="list-style-type: none"> • Proposed by PH and seconded by PK 	
Evaluation Report and Proposed Fundings - JK	<ul style="list-style-type: none"> • EvalCo met on 09.07.2019. The first order of business was the election of a new Chair and Vice-Chair of the Committee. JK was proposed as Chair by JF and seconded by PK. PK was proposed as Vice-Chair by JF and seconded by PH. 		
	<ul style="list-style-type: none"> • The meeting continued with JK as Chair who thanked ALC for his leadership of EvalCo over the past 3 years. The meeting was attended by: JK, PK, PH, JD, JF, VM, CS, FF and PCx, 		
	<ul style="list-style-type: none"> • A total of 30 funding applications, to a total application value of €379,932.21 were considered. Treasurer guidance was given as €130,000 as matched funding of €275,000 from ESB had not been lodged to the account at the time of the EvalCo meeting. 		

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<p>Evaluation Report and Proposed Fundings - continued - JK</p>	<ul style="list-style-type: none"> With this in mind, the Committee approved €229,847 with €119,540 to be paid in the short-term and the remaining €110,307 when the financial position allows. The geographical distribution was good with applications received from 16 different countries. 25 applications for funding were recommended as detailed below. <p> Recommended in Full = 4 Recommended in Part = 21 Deferred = 2 Rejected = 2 </p> <table border="1" data-bbox="591 611 1092 1866"> <thead> <tr> <th>File Reference</th> <th>Amount Recommended</th> </tr> </thead> <tbody> <tr><td>19-H-002</td><td>€4,000.00</td></tr> <tr><td>19-H-003</td><td>€5,000.00</td></tr> <tr><td>19-H-004</td><td>€7,281.00</td></tr> <tr><td>19-A-080</td><td>€6,000.00</td></tr> <tr><td>19-A-079</td><td>€10,000.00</td></tr> <tr><td>19-A-077</td><td>€0.00</td></tr> <tr><td>19-A-076</td><td>€10,500.00</td></tr> <tr><td>19-A-074</td><td>€11,193.00</td></tr> <tr><td>19-A-072</td><td>€0.00</td></tr> <tr><td>19-A-071</td><td>€10,000.00</td></tr> <tr><td>19-A-070</td><td>€5,432.00</td></tr> <tr><td>19-A-069</td><td>€12,473.00</td></tr> <tr><td>19-A-067</td><td>€8,780.00</td></tr> <tr><td>19-A-066</td><td>€12,877.71</td></tr> <tr><td>19-A-065</td><td>€8,528.00</td></tr> <tr><td>19-A-064</td><td>€0.00</td></tr> <tr><td>19-A-063</td><td>€12,175.00</td></tr> <tr><td>19-A-062</td><td>€8,000.00</td></tr> <tr><td>19-A-061</td><td>€14,000.00</td></tr> <tr><td>19-A-060</td><td>€5,400.00</td></tr> <tr><td>19-A-059</td><td>€0.00</td></tr> <tr><td>19-A-057</td><td>€8,602.00</td></tr> <tr><td>19-A-054</td><td>€9,425.00</td></tr> <tr><td>19-A-043</td><td>€12,500.00</td></tr> <tr><td>19-A-041</td><td>€2,700.00</td></tr> <tr><td>19-A-038</td><td>€0.00</td></tr> <tr><td>19-A-031</td><td>€6,981.00</td></tr> <tr><td>19-A-025</td><td>€8,000.00</td></tr> <tr><td>19-A-073</td><td>€15,000.00</td></tr> <tr><td>19-A-068</td><td>€15,000.00</td></tr> <tr><td></td><td>€229,847.71</td></tr> </tbody> </table> <ul style="list-style-type: none"> League of Credit Unions - FF to contact AM, ILCU. JK to check with Savvi Credit Union to confirm joint funding. 	File Reference	Amount Recommended	19-H-002	€4,000.00	19-H-003	€5,000.00	19-H-004	€7,281.00	19-A-080	€6,000.00	19-A-079	€10,000.00	19-A-077	€0.00	19-A-076	€10,500.00	19-A-074	€11,193.00	19-A-072	€0.00	19-A-071	€10,000.00	19-A-070	€5,432.00	19-A-069	€12,473.00	19-A-067	€8,780.00	19-A-066	€12,877.71	19-A-065	€8,528.00	19-A-064	€0.00	19-A-063	€12,175.00	19-A-062	€8,000.00	19-A-061	€14,000.00	19-A-060	€5,400.00	19-A-059	€0.00	19-A-057	€8,602.00	19-A-054	€9,425.00	19-A-043	€12,500.00	19-A-041	€2,700.00	19-A-038	€0.00	19-A-031	€6,981.00	19-A-025	€8,000.00	19-A-073	€15,000.00	19-A-068	€15,000.00		€229,847.71	<p>FF JK</p>
File Reference	Amount Recommended																																																																	
19-H-002	€4,000.00																																																																	
19-H-003	€5,000.00																																																																	
19-H-004	€7,281.00																																																																	
19-A-080	€6,000.00																																																																	
19-A-079	€10,000.00																																																																	
19-A-077	€0.00																																																																	
19-A-076	€10,500.00																																																																	
19-A-074	€11,193.00																																																																	
19-A-072	€0.00																																																																	
19-A-071	€10,000.00																																																																	
19-A-070	€5,432.00																																																																	
19-A-069	€12,473.00																																																																	
19-A-067	€8,780.00																																																																	
19-A-066	€12,877.71																																																																	
19-A-065	€8,528.00																																																																	
19-A-064	€0.00																																																																	
19-A-063	€12,175.00																																																																	
19-A-062	€8,000.00																																																																	
19-A-061	€14,000.00																																																																	
19-A-060	€5,400.00																																																																	
19-A-059	€0.00																																																																	
19-A-057	€8,602.00																																																																	
19-A-054	€9,425.00																																																																	
19-A-043	€12,500.00																																																																	
19-A-041	€2,700.00																																																																	
19-A-038	€0.00																																																																	
19-A-031	€6,981.00																																																																	
19-A-025	€8,000.00																																																																	
19-A-073	€15,000.00																																																																	
19-A-068	€15,000.00																																																																	
	€229,847.71																																																																	

Item	Description	Action By
Evaluation Report and Proposed Fundings - continued - JK	<ul style="list-style-type: none"> At the ElectricAid Committee meeting, JK again recorded his gratitude for the excellent work done by ALC during his 3 years as Chair of EvalCo. In line with good governance, JK said JF left the EvalCo meeting while 2 Action Aid projects were being discussed. ÉS suggested, in future, Draft Minutes are to be forwarded to HB, FF, ÉS and JK, Chair of EvalCo for clearance before issue to the Committee. It was suggested that it would be sufficient for 5 people to attend EvalCo meetings at any one time with the exception of JK and PK whom it is envisaged would attend all EvalCo meetings. FF to put together a schedule that would spread the Evaluation load Proposed by TMcM and seconded by JF. 	AH to HB/FF/ÉS/ JK FF
“Think Big - Bolder Boards” Update - ÉS	<ul style="list-style-type: none"> While very tied for time, ÉS said JL has taken ownership of this. She asked Committee members to contact JL with a view to volunteering their skill sets for whatever. Clearly identified Actions from the Planning and Strategy meeting on 21st August to be included in Bolder Boards. FF to meet PCx to discuss Marketing strategy. Having a competition to select a catchy tagline for ElectricAid was suggested. 	FF/PCx
Risk - ÉS	<ul style="list-style-type: none"> Site visits to be considered, and put in place, where possible, to alleviate against the risk of fraud. FF to forward a list of Nepal projects to TMcM going back at least 2 year with a view to setting up site visits. JK suggested developing a spreadsheet of projects in different areas, for local contacts visiting/holidaying ESB/EG staff/pensioners or local NGO's could use if visiting on behalf of ElectricAid. FF to follow up with DÓ'D, who is currently on leave, to circulate the updated Risk log. 	FF FF FF
Desk Audits	<ul style="list-style-type: none"> Desk audits to be submitted to FF before September ElectricAid Committee meeting. 	All
AOB - FF	<ul style="list-style-type: none"> Féileacáin was sponsored by ElectricAid for €5,000. On a recent visit to Skibbereen, PH met AC, from Féileacáin - (SANDAI). Féileacáin was formed in 2009 by a group of bereaved parents to offer support to anyone affected by the death of a baby around the time of birth. Féileacáin is volunteer led and receives no funding from central government, relying instead on the support of the community and families who avail of its services. Briefly, PH went through the aim of the organisation, which provides each maternity unit and children's hospital in the country with their 'Gifts of Remembrance' services. These services are free of charge to hospitals and delivered nationwide by a team of Féileacáin volunteers. Included in the Gifts of Remembrance service are: Memory 	

Item	Description	Action by
<p>AOB - continued - FF</p>	<p>Boxes which are offered to parents who lose their baby around the time of birth. The Memory Boxes offer information and support as well as artefacts that support parents in creating precious memories in the short time they have with their baby.</p> <ul style="list-style-type: none"> ➤ Framed clay imprints of the baby's feet and hands provide a lasting and precious memento of their baby. ➤ Hand decorated remembrance candles. ➤ Cuddle Cots: Each maternity unit and children's hospital has up to 6 Cuddle Cots which supports parents to keep their baby with them while in hospital or to wake their baby when they return home if this is their wish. ➤ Sibling Support: advice and telephone support as well as a Play Therapy service is available to children following the death of a sibling. ➤ Cocooned Project: hand knit gowns, dresses and suits for tiny little infants. These garments are crafted by volunteers. ➤ Keepsake Box: which can be used to store a lock of hair. <ul style="list-style-type: none"> • PH gave a brief update on Dr. Trish Scanlan, Paediatric Oncologist, Tanzania, whose work has been funded by ElectricAid. A recent Ball, held in Galway, organised by her friends, raised €20,000 for her work with children suffering from cancer. • PH advised that following on from the success of the 2018 Halloween Fund Raiser in Killruddery House, Wicklow, hosted by Lord and Lady Ardee, a similar event is being planned for October, 2019 in aid of Trish's selfless work in caring for children with cancer in Dar es Salaam, Tanzania • Finally, PH said Dr. Trish Scanlan is to be awarded the Kathleen Lynn Medal by the College of Physicians, Dublin, (RCPI) in October 2019. • Gataka Slums: no further correspondence following email. Issue considered closed. • Dóchas Membership: Dóchas annual associate membership fee increase discussed amongst the Committee. 2022 figure will stand at €1,800 against a current figure of €750 for 2018. This increased fee is based on ElectricAid's annual accounts. FF to confirm 2019 figure with Dóchas. • ND advised that ML is moving on from EirGrid. FF to contact EirGrid regarding a renewal of their commitment to ElectricAid and the need for EirGrid to appoint a Trustee. • ÉS thanked everyone for their attendance. 	<p>FF</p> <p>FF</p>

- **Planning & Strategy meeting on Wed. 21st August, 2019 - Gateway 2 Room 4.09.**

- **Executive Committee meeting on Tuesday, 24th September, 2019. Gateway 2, Room 4.15**

Meeting Schedule/Deadlines/Committee Meetings for 2019

Application Deadline	EvalCo	Executive Committee	Other meetings
			21.08.2019 - Wed (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	