

**Minutes of ElectricAid Committee Meeting held on 28th May, 2019
Venue : Gateway 2, Room 4.15**

Present: PK JD JK
 TMcM ÉS PH
 ALC FF JF
 HB JL TMcK
 AH VM
 DÓ'D, ND and ML via Conference call link

Apologies: Paul Cox

Item	Description	Action by
<p>Presentation by Jim Caulfield, Irish Eyes CBO</p>	<ul style="list-style-type: none"> • ÉS welcomed new Committee members, JF, JD and guest presenter, James Caulfield of Irish Eyes CBO. • JC gave an insight into the challenges involved in his many projects as well as the successful conclusion of schools and water projects. Brought up in Ballymahon, Co. Longford, he briefly outlined how he left school at 13, travelled to London at 14, went to Jersey as a plumber, became a Judo instructor, went to Zambia and after early retirement ended up in a remote part of Kenya. Over the years, he said he has done 93 schools and countless water projects as well as being involved in the building of orphanages. He reassured the Committee that ElectricAid money does benefit others and that it is handled in a transparent way. • JC went on to stress the importance of education/youth centres in getting people out of poverty and off the streets; the benefits of having clean water and an improved healthy environment as a result, once people are educated and motivated on how to achieve this, as well as how to continue doing so. • JC said future funding of education, water projects and micro-finance would have a beneficial effect on the lives of those trapped in poverty. In particular he mentioned a dormitory project that would benefit children who can't get to school during the week, which is run by Franciscan Sisters. • JF reminded the meeting that Jim Caulfield omitted to mention that he was awarded an OBE in 2010. • ÉS thanked JC for all the help he has given over the years. 	
<p>Conflict of Interest Declarations</p>	<ul style="list-style-type: none"> • For the benefit of new Committee members, ÉS explained the reason for this declaration, i.e. transparency and good practice. • JF advised that he is on the Board of Action Aid, Ireland. 	
<p>Minutes of Previous Meeting and Matters Arising</p>	<ul style="list-style-type: none"> • Chambers Ireland Best Charity Partnership Award for which ElectricAid has been entered. FF said Finalists to be shortlisted in July. • 2018 ElectricAid AGM: ÉS thanked everyone for their attendance and involvement, which contributed to its success. • Due to work pressure, ÉS has not had an opportunity to touch base with CR and PC, ESBI. • TMcM gave an update on her recent visit to Ghana to review the ongoing refurbishment of school toilets there. While she is happy with the end result, she still has concerns about ongoing maintenance of same. She said occasional visits by ESBI staff could be beneficial. Report prepared by TMcM to be forwarded to the Committee. 	<p align="center">ÉS</p> <p align="center">TMcM</p>

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Minutes of Previous Meeting and Matters Arising	<ul style="list-style-type: none"> The Minutes of the 20th March, 2019 ElectricAid Committee meeting were proposed for adoption by JL, seconded by PH and signed by the Chair and Secretary. 																																									
ElectricAid Office Update - FF	<ul style="list-style-type: none"> FF briefly went through a slide show presentation on KPI's - 28.5.19. <ul style="list-style-type: none"> Funding for period and Year to Date Membership <p>as follows</p> <ul style="list-style-type: none"> Performance 2019: <p>Fundings YTD: 55 (4 in Ireland and 51 worldwide) Value YTD: €537,445 Average per Project: €9,771 Different Countries: 24</p> Performance year to date - Ethiopia 6, India 2, Ireland 4, Kenya 8, Malawi 3, Nepal 5, Nigeria 2, Tanzania 3, Uganda 6 Zambia 2. Breakdown of Performance YTD of countries funded is as follows: Membership Statistics - Monthly Donors: <table border="1" data-bbox="625 1024 1154 1304"> <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> </tbody> </table> <ul style="list-style-type: none"> Outstanding Reports: <table border="1" data-bbox="573 1396 1328 1759"> <thead> <tr> <th>Year</th> <th>January</th> <th>March</th> <th>May</th> <th>Change</th> </tr> </thead> <tbody> <tr> <td>Outstanding 2015</td> <td>20 €114,461</td> <td>19 €107,481</td> <td>13 €64,076</td> <td>7 €50,385</td> </tr> <tr> <td>Outstanding 2016</td> <td>15 €96,190</td> <td>14 €90,190</td> <td>7 €41,680</td> <td>8 €54,510</td> </tr> <tr> <td>Outstanding 2017</td> <td>43 €300,280</td> <td>23 €151,491</td> <td>10 €59,580</td> <td>33 €240,700</td> </tr> <tr> <td>Totals</td> <td>78 €510,931</td> <td>56 €349,162</td> <td>30 €165,336</td> <td>48 €345,595</td> </tr> </tbody> </table> <ul style="list-style-type: none"> Each organisation contacted twice. Irish/UK organisations received a physical letter Overseas organisations received an email. Numerous cases of emails bouncing back. 	Month	Staff	Retired Staff	January	1,481	991	February	1,501	992	March	1,476	991	April	1,466	993	Year	January	March	May	Change	Outstanding 2015	20 €114,461	19 €107,481	13 €64,076	7 €50,385	Outstanding 2016	15 €96,190	14 €90,190	7 €41,680	8 €54,510	Outstanding 2017	43 €300,280	23 €151,491	10 €59,580	33 €240,700	Totals	78 €510,931	56 €349,162	30 €165,336	48 €345,595	
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<p>Financial Report April, 2019 - TMcK</p>	<ul style="list-style-type: none"> • TMcK presented the Financial Report for 2019 as follows: <ul style="list-style-type: none"> ➤ Bank balance €29,000 at end of April. ➤ ESB matching funds due. ➤ Contributions static at €45,000 per month. ➤ Revenue payments down €72,000 compared to last year. Primarily timing but need to keep an eye on it. ➤ New enduring certificates to be updated for 480 serving staff and 395 pensioners. 1,376 donors are eligible for the charitable Donation Scheme. ➤ €2,500 write off - Franciscan Sisters - didn't get money - unhappy with Referees - got no reply. Propose to write off and they can re-apply if they still need the funding. 	<p>FF</p>																														

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Evaluation Report and Proposed Fundings - continued - PK	<table border="0"> <tr><td>19-A-022</td><td>€5,000</td></tr> <tr><td>19-A-030</td><td>€6,470</td></tr> <tr><td>19-A-032</td><td>€9,200</td></tr> <tr><td>19-A-033</td><td>€8,000</td></tr> <tr><td>19-A-034</td><td>€10,000</td></tr> <tr><td>19-A-035</td><td>€6,769</td></tr> <tr><td>19-A-036</td><td>€7,670</td></tr> <tr><td>19-A-037</td><td>€12,218</td></tr> <tr><td>19-A-039</td><td>* €9,037*</td></tr> <tr><td>19-A-041</td><td>€10,557</td></tr> <tr><td>19-A-042</td><td>€10,000</td></tr> <tr><td>19-A-044</td><td>€12,752</td></tr> <tr><td>19-A-045</td><td>€14,094</td></tr> <tr><td>19-A-046</td><td>€10,000</td></tr> <tr><td>19-A-047</td><td>€8,664</td></tr> <tr><td>19-A-048</td><td>€12,552</td></tr> <tr><td>19-A-049</td><td>€15,792</td></tr> <tr><td>19-A-053</td><td>€19,606</td></tr> </table> <p>*€9,037 agreed but will be taken from the under-spend on 18-A-020.</p> <ul style="list-style-type: none"> • 19-A-053: Aidlink - Turkana, Kenya - subject to Main Committee approval because the amount requested is above the recommended amount of €16,000. Following a discussion and vote, the full amount of €19,606 was recommended. • 19-A-050: Malawi - UNICEF is to be discussed as part of special appeal funds. Following discussion, it was recommended that this project be carried forward to July to come from appeal donations (see below). • ElectricAid's Cyclone Idai Emergency Appeal: Within 6 weeks of Cyclone Idai devastating Malawi, Mozambique and Zimbabwe and leaving millions of people in need of humanitarian assistance. ElectricAid's immediate response enabled its partners (GOAL, Concern Worldwide, Oxfam, and CBM) to be on the ground and ensuring that vulnerable communities had access to such basics as food and shelter while they tried to assess the damage and rebuild their lives. The €29,660 donated by ElectricAid members - a fantastic success story - will be used for longer-term relief and rehabilitation efforts to restore the livelihoods of those in affected areas. <p>The initial €30,000 spent on the emergency came from the ElectricAid emergency fund. The Appeal raised another €29,660 which is a restricted fund and will be spent on rehabilitation projects in the affected areas by Cyclone Idai.</p> <p>The response to the Special Appeal was outstanding and very generous from the staff and retirees of ESB and EirGrid.</p> <ul style="list-style-type: none"> • First tax application refund request to Revenue Services (ROS) for €20,000 has been sent in. • FF has started following up with ElectricAid members who signed Five Year Enduring Certificates in 2013 inviting them to sign a renewed tax form in an effort to maintain this valuable revenue stream for ElectricAid into the future. • Proposed by HB and seconded by TMcK. 	19-A-022	€5,000	19-A-030	€6,470	19-A-032	€9,200	19-A-033	€8,000	19-A-034	€10,000	19-A-035	€6,769	19-A-036	€7,670	19-A-037	€12,218	19-A-039	* €9,037*	19-A-041	€10,557	19-A-042	€10,000	19-A-044	€12,752	19-A-045	€14,094	19-A-046	€10,000	19-A-047	€8,664	19-A-048	€12,552	19-A-049	€15,792	19-A-053	€19,606	
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<p>Roles on Committee - ÉS</p>	<ul style="list-style-type: none"> • Financial - Payee and Payments - Banking-on-Line: <ul style="list-style-type: none"> ➤ Due to recent changes at Committee level, as well as the forthcoming resignation of TMcK in July, new arrangements need to be put in place. HB looked for volunteers who would undertake the role of approvers for the next twelve months. ➤ Table below lists names of banking-on-line users which will now be set up. <table border="1" data-bbox="597 474 1227 625"> <thead> <tr> <th>Payee Approvers</th> <th>Payment Approvers</th> </tr> </thead> <tbody> <tr> <td>ALC – Lead</td> <td>HB - Lead</td> </tr> <tr> <td>DÓ'D</td> <td></td> </tr> <tr> <td>TMcM</td> <td>ÉS</td> </tr> </tbody> </table> <ul style="list-style-type: none"> ➤ TMcK will be leaving ESB in July. MO'N has kindly agreed to carry out some of the Treasury functions, in particular creating payments. As has been the case since online banking was initiated, the Payee and Payments workflows remain separate and cannot be carried out by the same person. The Committee will co-opt a Treasurer when appropriate. • Evaluation Committee: For the benefit of new members, ÉS explained that EvalCo is a Sub-Group of the main ElectricAid Committee; that meetings are held 2 weeks in advance of ElectricAid Committee meetings. She said that due to work commitments, she will not be attending all EvalCo meetings in future. <p>As a result of recent election of Committee Members, a new EvalCo Committee needs to be put in place for the next 12 months. Volunteers were sought from the Committee - ALC, PK, JF, JK, PH, and JD have agreed to become involved. A Chairperson is to be appointed. TMcM said she will be free to attend from July.</p> <ul style="list-style-type: none"> • ESB Athletics Club 5K. Run: The 5K. run, which is organised by ESB Athletic Club and EirGrid, will be held on the 20th June and will take place along the seafront in Clontarf. Participants can walk, jog or run at €20 per entrant. ElectricAid is the sole beneficiary of all the money raised and PN, Executive Director, People and Organisation Development, has agreed to match whatever money is raised. ÉS said volunteers are needed for Registration purposes and to marshal the course. 	Payee Approvers	Payment Approvers	ALC – Lead	HB - Lead	DÓ'D		TMcM	ÉS	
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<p>“Think Big - Bolder Boards” Update - ÉS</p>	<ul style="list-style-type: none"> • For the benefit of new Committee Members, ÉS gave a run down on the “Think Big Bolder Boards” event held in November, 2018 which it is believed could be used to tackle some of the potential problems facing ElectricAid: <ul style="list-style-type: none"> ➤ How to deal with an ageing and declining ElectricAid membership which needs to be addressed in order to future proof the ElectricAid. ➤ How to attract new members and retain existing members. The reality is people come, are trained and leave. ➤ How to make ElectricAid more relevant, visible and appealing as well as how to make it the Charity of choice for ESB and EirGrid staff. ➤ Need to communicate with ElectricAid members and non-members re their perception of ElectricAid. 									

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“Think Big - Bolder Boards” Update continued - ÉS	<ul style="list-style-type: none"> ➤ Use services like Marketing to discuss the necessity, or otherwise, of a new logo and tag line as well as the possibility of rebranding and reshaping of ElectricAid. ➤ JL to check who is available to get involved and come back in next few weeks with a list of names. 	JL
Risk - ÉS	<ul style="list-style-type: none"> • TMcK leaving ESB - possible risk in the selection and changeover of a new Treasurer but mitigation in place. 	
Committee Meeting Dates for year ahead	<ul style="list-style-type: none"> • Risk Meeting CHANGED from Tuesday, 25th to Wednesday, 26th June. • Planning and Strategy Meeting CHANGED from Tuesday, 20th August to Wednesday, 21st August. ÉS suggested having some “Bold” Actions for this meeting. 	All All
AOB - FF	<ul style="list-style-type: none"> • Appointment of ElectricAid Committee Members at AGM: Sensitivity around how unsuccessful Committee members are made aware of their elimination following the AGM ballot to elect new members was briefly mentioned. It was decided to continue as is at present. • At the end of the meeting, Jim Caulfield provided two project update reports and an outline plan for a future project. • ÉS thanked everyone for their attendance. • ElectricAid Risk meeting on Wednesday, 26th June, 2019 in Gateway 2 - 415 at 4.00 p.m. • The next ElectricAid Committee meeting will be on Tuesday, 23rd July, 2019 in Gateway 2, - 415 at 4.00 p.m. 	

Meeting Schedule/Deadlines/Committee Meetings for 2019

Application Deadline	EvalCo	Executive Committee	Other meetings
			26.06.2019 (Risk) Wed
26.06.2019 Wed.	09.07.2019 Tues	23.07.2019 Tues	
			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	