

MINUTES FOR PUBLICATION

Minutes of Board Meeting

Date: 2nd September 2021
Time: 1400 hrs.
Venue: Zoom Meeting
Chair: Catherine Durkin (Chairperson)



Expected Attendees:

Catherine Durkin (Chairperson); Jordan Cassells; Tom Dunne; Paul Keating, Danielle Gayson, Michael Connolly (Company Secretary); Caroline Flanagan, Catherine Corbet, Joseph Burke, Geraldine Hogarty,

Apologies:

In Attendance: Patrick Burke CEO (in attendance). Matthew Seebach (Head of Youth Work Practice), in attendance for Agenda item 1, and Mary Horgan in attendance for Finance Items.

1	Presentation of Work Area by Staff. - Head of Youth Work Practice	<ul style="list-style-type: none"> Mathew Seebach (Head of Youth Work Practice) made a presentation on his work area to the Board. Following the presentation there was an interesting discussion and exchange of views on youth work and its contribution to society.
2	Minutes and Matters Arising	<ul style="list-style-type: none"> The Minutes of the meeting of 15 July were approved, as was the version for publication.
3	Finance	<ul style="list-style-type: none"> The Management accounts, Balance sheet and Cashflow Projections to 31st July were reviewed and approved. Changes to the Finance Policy were agreed in the area claimable board and staff Expenses. Some changes to Finance policy with regard to the use of Company Credit Cards were also approved. Minutes of the Finance and General Purposes Sub-Group of the Board for 25th August were approved An independent review of Staff and Board Expenses in 2019-2021 was reviewed and approved. The review found that all expenses claimed during the period reviewed, were in line with the company policy at the time. The report from the Pobal Audit 2019 was reviewed by the Board. The action plan presented by Management to address the issues raised in the report was approved for implementation,
4	Strategic Considerations:	
	Business Plan for the Revitalising our Clubs Network	<ul style="list-style-type: none"> The Board was updated on the meeting with Minister O’Gorman and his officials, in relation to the business plan. While he was not in a position at this stage to commit to funding the plan, he did commit to bringing it with him into the estimates process. The delegation also used the meeting as an opportunity to discuss youth information with the Minister and some of the excellent work our members do in the area of youth employability.

	Gaelscoil Choláiste Mhuire development update	<ul style="list-style-type: none"> The board affirmed the approach and direction being taken by the Chair and CEO and encouraged them to continue to press for a solution that does not compromise our building. Later this week the Chair and CEO are meeting more TDs and Senators from the area, and they will continue to encourage them to put pressure on the DOE to find a solution that works for everybody.
	Strategic Planning Group update	<ul style="list-style-type: none"> Board members were encouraged to study the strategic pointers document before the joint facilitated meeting of the Board and Staff on 22nd September 2021.
	Evaluation of European Networks and Projects	<ul style="list-style-type: none"> The meeting noted the Evaluation of European Network and Project document which had been passed the on to the facilitators of the strategic planning process.
5	Governance	
	Board Memo on Staff Representative on the Board of YWI	<ul style="list-style-type: none"> There was an extensive discussion on the memo, and it was agreed that it was a detailed and comprehensive consideration of the matter. The board fully supported the conclusion of the memo and agreed to adopt it as company policy. The Memo will now go to the staff for their consideration.
	Charities Regulator Report	<ul style="list-style-type: none"> The board agreed to devote the next Board Training Day (11th November at 4.00pm) to the Charities Regulator Report.
	Staff Handbook and HR Policies	<ul style="list-style-type: none"> The CEO updated the Board on the process of developing a new staff handbook and HR Policy papers. We have had a response to the first draft from the HR Consultants and we are now entering a final consultation with staff. We hope to be in a position to set up a small sub-group of the board to review the two documents in the near future.
	National Office Digital Youth Work Policy	<ul style="list-style-type: none"> The meeting was informed that we engaged with the wider youth sector in the process of developing the policy. The National Youth Action Group had also reviewed the draft policy. The board formally approved the policy.
	Company Tablet Policy	<ul style="list-style-type: none"> The meeting reviewed and approved the policy.
6	HR	
	Staff Terms and Conditions Report	<ul style="list-style-type: none"> The meeting reviewed and approved the Staff Terms and Conditions Report.
7	Next Meetings	<ul style="list-style-type: none"> Facilitated joint meetings of Staff and Board 22nd September 1200-1400 Next Board Meeting: November 4th 2.00pm to 4.00pm

Board Registration Record 2020-2021

13 current Members: Quorum is 50% +1 which is 7 Members present.

		Code of Conduct Signed	Trustee Register	28 Jan	18 Feb	4 March Training	15 April	5 May Training	5th May Board Meeting	3rd June Board Meeting	8th July Consultation	15th July Board Meeting	Induction of New Members	2nd Sep Board Meeting
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		✓	of Interest	✓		✓		✓			on Strategic Plan			
1	John Byrne	✓		✓	Apols	✓	Apol	✓	✓	✓	✓	Apol		Apol
2	Jordan Cassells	✓		✓	✓	✓	✓	Apol	Apol	Apol	✓	Apol		✓
3	Michael Connolly	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓
4	Tom Dunne	✓		✓	✓	✓	✓	✓	✓	✓	✓	Apol		✓
5	Catherine Durkin	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
6	Deborah Fakeye	✓		✓	✓	Apols	✓	Apol	Apol	Apol	Apol	Apol		Apol
7	Caroline Flanagan	✓	✓	✓	✓	✓	Apol	Apol	Apol	Apol	✓	✓		✓
8	Christina Fogarty	✓	✓	✓	✓	✓	Apol	✓	✓	✓	✓	✓		Resign
9	Paul Keating	✓		✓	✓	✓	✓	✓	✓	✓	✓	Apol		✓
10	Danielle Gayson	✓	✓	✓	Apols	✓	✓	✓	✓	Apol	Apol	Apol		✓
11	Maurice Walsh	✓		✓	✓	✓	✓	✓	✓	✓	Resigned at AGM			
12	Catherine Corbett	✓	✓		Co-opted		✓	Apol	Apol	✓	✓	✓		✓
13	Joseph Burke	✓	✓							Appointed at AGM	✓	✓	✓	✓
14	Geraldine Hogarty	✓	✓							Appointed at AGM	✓	✓	✓	✓