

## Board Minutes 12<sup>th</sup> June 2022 for Publication

### Minutes of Board Meeting

**Date:** 12<sup>th</sup> June 2022  
**Time:** 9.00am  
**Venue:** Face to Face – Athlone board residential  
**Chair:** Catherine Durkin (Chairperson)



**Expected:** Catherine Durkin (Chairperson); John Byrne; Tom Dunne; Joseph Burke, Geraldine Hogarty, Jordan Cassells; Danielle Gayson, Caroline Flanagan. Eddie D’Arcy  
**Apologies:** Deborah Fakeye (President); Michael Connolly (Company Secretary); Catherine Corbett  
**In Attendance:** Patrick Burke CEO (in attendance). and Mary Horgan in attendance for Finance Items and Matthew Seebach for presentation on the operational plan.

	Agenda Item	Decisions / Actions
	<b>Presentation of the 2022 Work Plan: Matthew Seebach: Head of Youth Work Practice</b>	<p>Matthew Seebach presented the Operational Plan for 2022 and he highlighted that the board could now at any time, check on the progress of actions under any of our funded projects. The Operational Plan is updated on a very regular basis and will continue to be live on the Board section of Teams.</p> <p>The board members expressed their thanks to Matthew for his work and his excellent presentation of the Organisational Plan 2022. It was formally approved later in the meeting.</p>
<b>1</b>	<b>Welcome and Introductions.</b>	The chair welcomed all to the meeting. In particular, she welcomed Eddie D’Arcy as a new member of the board.
	a. <i>Quorum</i>	She declared that a quorum was present for the meeting
	b. <i>Adoption of Agenda</i>	The agenda for the meeting was then adopted:
	c. <i>Conflict of Interest</i>	The chair invited those present to declare if any item on the agenda constituted a conflict of interest for them. No such conflict was declared.
	d. <i>Conflict of Loyalties</i>	The chair invited those present to declare if any item on the agenda constituted a conflict of loyalty for them. No such conflict was declared.
	e. <i>Apologies</i>	Apologies from Deborah Fakeye (President) and Michael Connolly (Company Secretary) Catherine Corbet were noted and recorded.
<b>2</b>	<b>Minutes and Matters Arising</b>	

	a.	<i>Minutes of Board Meeting 21<sup>st</sup> April 2022</i>	The meeting reviewed the minutes of the Board meeting of 21 <sup>st</sup> April 2022. They were then formally approved.
	b.	<i>Matters Arising</i>	There were no matters arising that are not contained in the agenda today.
	c.	<i>Minutes for Board Meeting 21<sup>st</sup> April for Publication</i>	The meeting reviewed the minutes of the Board Meeting of 21 <sup>st</sup> April 2022 (for publication). They were then formally approved.
<b>3</b>	<b>Finance</b>		
	a.	<i>Management Accounts 31<sup>st</sup> March 2022</i>	The Treasurer and the Head of Finance had met to go through the accounts. They highlighted the key aspects of the management accounts, balance sheet and cashflow. The management accounts were then formally approved by the Board.
	b.	Trustee Report and Audited Accounts 2021	The meeting reviewed the audited accounts for 2021 in detail. It was agreed that the organisation is a very positive place financially. In particular the strong balance sheet was welcomed. It was however acknowledged that we will need the reserves to cover the cost already identified of significant restoration work in Dominick Street later this year and early next year. The audited accounts were then approved.
<b>4</b>	<b>Strategic Considerations</b>		
	a.	Gaelscoil Choláiste Mhuire Update	The meeting was informed that we are hoping to be in a position to submit our planning application in the coming week which would mean that works could begin in late autumn of this year.
	b.	<i>Review of the Youth Services Grant Submission – National Advisory Group</i>	The CEO informed the meeting that NYCI had accepted our ACEO as the YWI representative on the national advisory committee for the reform of the youth services grant.
	c.	Economic Forecast Document	There was a general discussion on the economic forecast document prepared by our Head of Advocacy. It was agreed that it was a helpful document to circulate to all MYS's boards and to inform us all in terms of future budget planning.
	d.	European Confederation of Youth Clubs (ECYC) Catherine Durkin and Ger Meeting	The meeting noted the report on the recent ECYC general assembly. As part of the GA, delegates got the opportunity to visit really impressive youth centres in Belgium. It was agreed that we need to have the same level of ambition for our services, centres, and supports in Ireland. Such visits help us to develop our own vision for what is needed in Ireland.
	e.	European Youth Information and Counselling Agency (ERYICA)	The CEO reported that he was elected unanimously as President of ERYICA for the next 3 years. This will really help us to further the Youth Information agenda in Ireland. The incoming board will focus on expanding the use of the ERYICA Quality standards label, supporting ERYICA members and advocacy at a European level and national level for the support of youth information services. The board congratulated Patrick on his election.
	f.	Political Briefing 2022 Update	The board reviewed the report on our recent political briefing. The board expressed satisfaction with the attendance of both MYSs and members of the Oireachtas. Staff members are currently following up with individual politicians and parties on issues which were raised at the briefing.

	g.	Formal approval of 2022 Operational Plan	The board formally approved the operational plan 2022 presented earlier at the meeting.
	h.	Report on meetings of regional boards with Chair and CEO	The meeting noted the report from the Chair and President on their series of meeting with the boards of our member youth services. A comprehensive report will be prepared following completion of the visits later in 2022.
5	<b>Operational</b>		
	a.	Premises Subgroup	Volunteers were requested for participation in our Premises Sub Group. The CEO noted the board members who agreed to participate.
	b.	Appointment of Interim Data Protection Officer	Paul Gralton was confirmed by the board as the interim Data Protection Officer
	c.	Appointment of Interim Designated person in accordance with the Safeguarding Policy	Matthew Seebach was confirmed as our interim Designated Person until the new compliance person is appointed.
	d.	Developing and agreeing operationally how policy (social and organisational) is developed within YWI. (Clarity for Charity Regulator compliance)	The following proposal was considered by the board for approval. This proposal summarises the practice in the organisation to date. <i>“The following process outlines how operational policy is developed and agreed within Youth Work Ireland: Staff Members develop draft policy statements. They consult with other staff members and with Member Youth Services in the drafting of the policy. Consultation with external experts may also be engaged when necessary. As part of our commitment to the participation of young people, the draft policy is reviewed by the National Youth Action Group (a sub-group of the board). The draft policy statement is then brought to the Regional Directors Network, and the Management Team for agreement and is then presented to the board for review and approval.”</i>
		Pride Event	The meeting was reminded that on Saturday 25 <sup>th</sup> June at 10.30am we will be hosting our annual pride breakfast with our partners in BelongTo. All board members were encouraged to volunteer for the event.
6	<b>Governance</b>		
	a.	Review of Constitution (to comply fully with Charities Regulator requirements)	<b>Action: It was agreed that the F&amp;GP would review the Constitution of the organisation and revert to the Board with proposals.</b>
	b.	Review of the Membership Charter to bring into line with new Strategic Statement	<b>Action: It was agreed that the F&amp;GP would review the Membership Charter of the organisation and revert to the Board with proposals.</b>

	c.	IYJS sub-group report (Caroline Flannagan)	Caroline Flanagan (Chair of the IYJS Subgroup) reported that the groups continue to meet on a very regular basis. She informed the meeting that family support early intervention guidelines are now approved and have been disseminated among MYSs. There is now some talk that the department will engage in unannounced visits to projects. The subgroup is now seeking clarity on this. Prof. Sean Redmond is holding a question-and-answer session on his report <b>on Project finding</b> , with our MYSs in the coming week. Caroline informed the meeting that the next National Advisory Group meeting is on 12 <sup>th</sup> July and as usual, the YWI Group will be briefed by our representatives in the afternoon. Finally, she informed the meeting that MYSs continue to wait to see if their recent applications for funding have been granted by the department.
		Safeguarding sub-group report (Geraldine Hogarty)	Geraldine Hogarty reported that there was good attendance at their recent meeting. The group has reviewed the safeguarding statements on the MYSs websites, and some improvements are recommended. The group is planning to run a CPAP training but still awaiting a full cohort of participants. A national DLP <b>open form day</b> is also being planned for later this year.
	d.	National Youth Action sub-group report (Joseph Burke)	Joseph Burke (Chair) was on holidays and so Danielle Gayson reported on the activities of the group in his absence. The group met recently and now have augmented their numbers. Representatives from the group have participated Council Europe Democracy Now event Kate. Group members have also represented Ireland at a number of EYCA and ERYICA events. A mixed media blog on the YWI Website is also being worked on.
	e.	Integrated Youth Services Model sub-group report (Tom Dune)	Tom Dunne reported that an advocacy resource tool kit is currently being developed by the group. The aim of the tool kit is to guide people in their advocacy work. It indicates a number of case studies in order to demonstrate and evidence how an integrated approach has worked for young people. The group is trying to show people how the integrated youth services model works in practice.
	f.	Re-establishment of Cluster Meetings	The meeting reviewed the documents on the re-establishment of the cluster meetings, and it was then formally approved.
	g.	Staff Highlights	The meeting expressed its appreciation for the comprehensive report for staff.
		Ratification of any decision made at the Facilitated Board Session on June 11 <sup>th</sup> 2022	<ol style="list-style-type: none"> <li>1. Charity Report The update of the Charity Report from the previous day (11<sup>th</sup> June) was formally approved by the Board.</li> <li>2. Risk Assessment The update of the Assessment of Risk Report from the previous day (11<sup>th</sup> June) was formally approved by the Board.</li> </ol>
<b>7</b>	<b>H R</b>		
	a.	HR Staff Handbook	It was agreed that staff handbook remains a live document and will be updated from time to time. The current version was then formally signed off by the board.

<b>8</b>	<b>Governance</b>		
	<i>a</i>	AGM	The meeting was reminded that the 2022 Convention will begin at 11am on Saturday 9 <sup>th</sup> July. This will be followed by lunch and the AGM.
	<i>b</i>	Application by Youth Work Ireland Co-Longford for admittance to full membership of YWI	The meeting reviewed the letter from Longford Leadership Company (YWI Longford) and their request for full membership of YWI. It was agreed that the CEO would formulate a motion from the Board to be put forward at the forthcoming AGM for approval.
	<i>c</i>	Nominations to the Board	The meeting reviewed the current list of nominations to the board. There is one nomination outstanding for the senior volunteer panel
	<b>Any Other Business</b>		
	<i>a.</i>	<i>Next Meetings: Thursday 29<sup>th</sup> September 1700 Zoom</i>	<b><i>It was agreed that the next meetings of the board will be on Thursday 29<sup>th</sup> September 1700 Zoom</i></b>

## Board Registration Record 2021-2022

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

		Code of Conduct Signed	Trustee Register of Interest	Tablet Policy	2 <sup>nd</sup> Sep Board Meeting	21 <sup>st</sup> Sep Board Staff Consultation – Strategic Plan	4 <sup>th</sup> Novem ber Board Meeting 2021	15 <sup>th</sup> Dec 2021	Feb 26 <sup>th</sup> 2022	21st Apr 2022	11 June 2022	12 June 2022
1	John Byrne	✓		✓	Apo	✓	✓	✓	✓	✓	✓	✓
2	Jordan Cassells	✓			✓	Apo	Apol	Apol	Apol	Apol	✓	✓

3	Michael Connolly	✓	✓	✓	✓	✓	✓	Apol	✓	✓	Apol	Apol
4	Tom Dunne	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
5	Catherine Durkin	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓
6	Deborah Fakeye	✓			Apo	Apo	✓	✓	Apol	Apol	Apol	Apol
7	Caroline Flanagan	✓	✓		✓	✓	Apol	Apol	✓	Apol	✓	✓
8	Danielle Gayson	✓	✓	✓	✓	Apo	Apol	Apol	✓	Apol	✓	✓
9	Catherine Corbett	✓	✓	✓	✓	✓	✓	✓	✓	✓	Apol	✓
10	Joseph Burke	✓	✓	✓	✓	✓	Apol	✓	✓	✓	Apol	Apol
11	Geraldine Hogarty	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
12	Eddie D'Arcy										✓	✓