

Minutes of Board Meeting

**Date:** 10<sup>th</sup> December 2022  
**Time:** 11.00am  
**Venue:** Face to Face  
**Chair:** Catherine Durkin (Chairperson)



**Present:** Catherine Durkin (Chairperson); John Byrne; Michael Connolly (Company Secretary); Geraldine Hogarty, Catherine Corbet. (President); Danielle Gayson: Caroline Flanagan, Eddie D’Arcy,  
**Apologies:** Tom Dunne; Joseph Burke, Deborah Fakeye and Sean Roche  
**In Attendance:** Patrick Burke CEO (in attendance), and Barry Lennon for presentation on Irish Youth Music Awards.

Agenda Item		Decision/ Action
<b>Presentation by Barry Lennon on the Irish Youth Music Awards and other work areas.</b>		The board expressed their congratulations and thanks to Barry for all his work. The CEO congratulated Barry on the report and suggested that it formed a strong basis for building the IYMA for the future and expanding the programme nationally and on an all-island basis.
<b>1</b>	<b>Welcome and Introductions.</b>	Catherine Durkin (Chair) chaired the meeting and welcomed everybody. The board extended their condolences to one of our staff members, on the recent death of her father. Best wishes for a speedy recovery were also extended to another member of staff after her recent operation.
	a. Quorum	The chair declared that a quorum was present for the meeting.
	b. Adoption of Agenda	The agenda for the meeting was then adopted:
	c. Conflict of Interest	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. Conflict of Loyalties	The chair invited those present to declare if any item on the agenda constituted a conflict of loyalties for them. No such conflict was declared.
	e. Apologies	Apologies from Tom Dunne; Joseph Burke, Deborah Fakeye and Sean Roche were noted.
	f. Resignation of Jordan Cassells	The board noted Jordan’s letter of resignation. <b>Action: It was agreed that the Chair would write a letter of thanks to Jordan for all his hard work and dedication to the board and subgroups down through the years.</b>
<b>2</b>	<b>Minutes and Matters Arising</b>	

	<i>a.</i>	Minutes of Board Meeting and training	The meeting reviewed the Minutes of the Board meeting 29 <sup>th</sup> September 2022 and also the notes of the facilitated board training on 27 <sup>th</sup> October and they were both formally approved.
	<i>b.</i>	Notes on Facilitated Training 27 <sup>th</sup> Oct	See 2.a above
	<i>c.</i>	Minutes for Board Meeting 29 <sup>th</sup> September for Publication	The meeting reviewed the Minutes of the Board meeting 29 <sup>th</sup> September 2022 for publication and they were both formally approved.
	<i>d.</i>	Matters Arising	There were no matters arising which were not on the agenda for today's meeting.
	<i>e.</i>	Correspondence	The meeting noted the recent correspondence and agreed the response of the board.
<b>3</b>	<b>Finance</b>		
	<i>a.</i>	Management Accounts 31 <sup>st</sup> Oct 2022	The Treasurer informed the meeting that she has met with the Head of Finance in relation to the company accounts. She provided a comprehensive commentary on the accounts to the meeting and addressed the questions of board members. The board welcomed the projection that we expect to end the year on budget, as anticipated. After some discussion the meeting then formally approved the Management Accounts, Balance Sheet and Cash Flow Report to 31 <sup>st</sup> October.
	<i>b.</i>	Balance Sheet 31 <sup>st</sup> October 2022	See 3.a
	<i>c.</i>	Cashflow Report 31 <sup>st</sup> October 2022	See 3.a
	<i>d.</i>	Travel rates	The board approved the recommendation from the F&GP to move to the National Revenue Rates for travel expenses as and from Jan 1 <sup>st</sup> , 2023.
	<i>e.</i>	Indicative Budget 2023	The Treasurer presented a balanced indicative budget for 2022. The meeting agreed that this was a super achievement as we normally have a deficit in the indicative budget and are only in a position to present a balanced budget to the board in the New Year. We will continue to work on the budget and will hopefully be in a position to present a final budget for approval early in the new year.
	<i>f.</i>	F&GP Minutes	The meeting reviewed the minutes of each of the F&GP meetings (8 <sup>th</sup> June Meeting, 24 <sup>th</sup> August, 22 <sup>nd</sup> November and 1 <sup>st</sup> December 2022 meetings), and they were then formally approved collectively.
<b>4</b>	<b>Strategic Considerations</b>		
	<i>a.</i>	Gaelscoil Choláiste Mhuire Update and work on the roof of 20 Lower Dominick Street	The meeting was informed that there was no further update on the school development, and we were still waiting for construction to commence.

	b.	Reform of the Youth Services Grant Submission – National Advisory Group	The meeting was informed that our working group had met on a number of occasions to respond to the most recent requests from the DCEDIY on the reform process. The board noted our two most recent submissions and thanked the sub-group and staff for their work on the papers. ( <b>Outcomes Evaluation</b> submission and our submission on the <b>Project Intent Statement</b> )
	c.	Strategic Pillar Priorities under our Strategic Statement for 2023	There was some discussion on the prioritization of actions under each of the 4 Strategic pillars for the Strategic Statement 2022-2027. The CEO informed the meeting that these priorities would be reflected in the 2023 work plan. It was agreed that there would be a presentation on our work plan 2023 at the first board meeting of the new year.
<b>5</b>	<b>Operational</b>		
	a.	Youth Service Grant Application	The meeting was informed that the YSG application was completed on time and submitted to the DCEDIY.
	b.	Staff Highlight Report	The meeting very much welcomed the comprehensive nature of the Staff Highlights Report. The CEO was requested to extend the board's thanks to all staff members for their submission.
<b>6</b>	<b>Federal Governance</b>		
	a.	Review of Constitution	The Review group was formally established, and the membership agreed.
	b.	IYJS sub-group report (Caroline Flannagan)	The meeting was informed that the national group continue to meet following the meeting of the National Advisory Committee each month. It was noted that many of the member youth services had this year, received significant additional resources to their YDP projects and this was very much welcomed by the board.
	c.	Chair and CEO Meetings with regional Boards.	The meeting reviewed the report from these meeting to date and it was agreed that it was a good and important exercises to have these meeting. Some of the key themes which are emerging will be discussed at a board meeting in the new year.
<b>7</b>	<b>National Office Governance</b>		
	a	Approval of Charity Regulator Report	The meting approved the Charity Regulator report 2022:
	b	Approval on New Governance Structure	The new governance structure under the Strategic Statement 2022-2027 were formally approved:
	c	Appointment of Chairs to Sub-Groups	Advocacy Subgroup: Eddie D'Arcy was approved as Chair Member Support and Practice Subgroup: Geraldine Hogarty was appointed Chair
	d.	Call for nominations to New Governance Structure for MYSs	It was agreed that the CEO would put out a call to all regional boards early in the new year.
	e.	Schedule of Meeting for 2023	The schedule of meetings for 2023 was noted and approved.

	<i>f.</i>	Biannual Governance Meeting Questionnaire - DCEDIY	The Biannual Governance Meeting Questionnaire was noted and approved.
	<i>g.</i>	Proposal re 2023 Convention before the AGM	The proposal to have a showcase event as part of our AGM on our European Youth Work was very much welcomed.
	<i>h.</i>	DCEDIY meeting with National Organisation in November	The minutes of the meeting were noted.
8	<b>Any Other Business</b>		
	<i>a.</i>	<i>Next Meetings:</i>	Feb 25 <sup>th</sup> 10.10am Dominic Street The Chair thanked all board members, staff, and MYSs for all their hard work in 2022 and wished all a very happy Christmas and New Year. The meeting was then drawn to a close.

## Board Registration Record 2021-2022

11 current Members: Quorum is 50% +1 which is 6 Members present.

		Code of Conduct Signed	Trustee Register of Interest	Tablet Policy	Feb 26 <sup>th</sup> 2022	21st Apr 2022	7 June 2022	11 <sup>th</sup> June Training	12 June 2022	29 <sup>th</sup> Sep 2022	27 <sup>th</sup> October	10 <sup>th</sup> Dec Dec
1	John Byrne	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓
2	Jordan Cassells	✓			Apol	Apol	✓	✓	✓	Apol	Resigned	
3	Michael Connolly	✓	✓	✓	✓	✓	✓	Apl	Apol	✓	✓	✓
4	Tom Dunne	✓	✓	✓	✓	✓	Apol	✓	✓	✓	✓	Apo

5	Catherine Durkin	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓
6	Deborah Fakeye	✓			Apol	Apol	Apol	Apol	Apol	Apol	Apol	Apo
7	Caroline Flanagan	✓	✓		✓	Apol	✓	✓	✓	✓	✓	✓
8	Danielle Gayson	✓	✓	✓	✓	Apol	Apol	✓	✓	Apol	✓	✓
9	Catherine Corbett	✓	✓	✓	✓	✓	Apol	Apol	Apol	✓	✓	✓
10	Joseph Burke	✓	✓	✓	✓	✓	✓	Apol	Apol	✓	Apol	Apo
11	Geraldine Hogarty	✓	✓	✓	✓	✓	✓	✓	✓	✓	Apol	✓
12	Eddie Darcy							✓	✓	✓	✓	✓
13	Sean Roach									✓	✓	Apo