

## Board Documents:



### Minutes of Board Meeting

**Date:** 11<sup>th</sup> June 2023  
**Time:** 9.30  
**Venue:** Tullamore Court Hotel  
**Chair:** Catherine Durkin (Chairperson)

**Expected:** Catherine Durkin (Chairperson); John Byrne; Michael Connolly (Company Secretary); Danielle Gayson, Berni Smyth; Geraldine Hogarty  
**Apologies:** Donal Kelly, Caroline Flanagan, Sean Roche, Eddie D'Arcy,  
**In Attendance:** Patrick Burke CEO (in attendance). and Mary Horgan in attendance for Finance Items, Matthew for presentation of strategic and work Plan and Paul Galton for safeguarding training and compliance Report.

No	Agenda Item	Decisions / Actions
	<b>Presentation of Operational Plan</b>	<b>Matthew Seebach presented the monitoring tool for the current Strategic Statement 2021-2027 and the Operational Plan for 2023.</b>
<b>1</b>	<b>Welcome and Introductions.</b>	The Chair welcomed everybody.
	<i>a.</i> Quorum	The chair declared that a quorum was present for the meeting. She informed the meeting that Joseph Burke resigned from the board due to extensive work commitments. The board thanked Joseph for all his hard work on the board and his very significant contribution to the organisation.
	<i>b.</i> Adoption of Agenda	The agenda for the meeting was then adopted
	<i>c.</i> 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.
	<i>d.</i> Conflict of Loyalties	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.
	<i>e.</i> Apologies	Apologies were noted.
<b>2</b>	<b>Minutes and Matters Arising</b>	

	a.	Minutes of Board Meeting 20 <sup>th</sup> April 2023	The meeting reviewed the minutes of the meeting of 20th April 2023, and the minutes were then formally approved.
	c.	Minutes for Board Meeting 20 <sup>th</sup> April for Publication	The meeting reviewed the minutes of the meeting of 25th February 2023 for publication and the minutes were then formally approved.
	d.	Matters Arising	There were no matters arising that were not included in the agenda for today's meeting.
<b>3</b>	<b>Finance</b>		
	a.	Management Accounts 31 <sup>st</sup> April 2023	The Head of Finance presented a commentary to the board on the Management Accounts to 21 <sup>st</sup> April 2023 and also the Balance Sheet and cash flow report. There then followed discussion on the accounts before they were formally approved.
	b.	Balance Sheet 31 <sup>st</sup> April 2023	The meeting noted the Balance Sheet.
	c.	Cashflow Report 31 <sup>st</sup> April 2023	There followed an extensive discussion re the organisation's finances. Following this, the management accounts, balance sheet and cashflow report were then formally approved by the Board.
	d.	Update from Grants Committee	The Head of Finance updated the board on the grants that have been received and also those which have been applied for in order to assist us in achieving the objectives of our strategic statement. The subgroup requested the HOF and CEO to communicate our thanks to the grants committee for all their hard work.
	e.	Governance Subgroup Minutes 29 <sup>th</sup> May 2023	The minutes of the governance sub-group 29 <sup>th</sup> May were noted and approved:
<b>4</b>	<b>Strategic Considerations</b>		
	a.	Gaelscoil Choláiste Mhuire Update and work on the roof of 20 Lower Dominick Street	The meeting was informed by the CEO that building works will commence on the site in June 2023. We have been in discussions with the builders, and they will be renting out our basement for the duration of the project (2 years). This will be welcome rental income for the organisation. A meeting with our architect and the relevant representative from the builders is scheduled for this coming Monday to agree arrangements for monitoring the impact of the development on our building. A conditions survey will form the basis of this monitoring.
	b.	Reform of the Youth Services & Review of Youth Information	The meeting was informed that we continue to engage with the DCEDIY in relation to the reform of the Youth Services Grant. There will be no change to the application for the 2024 YSG resulting from the reform. Changes will be introduced in 2024.
	c.	Report from Stakeholder Forum	There was an extensive discussion on the report from the stakeholder forum held on April 22 <sup>nd</sup> 2023. It was agreed that this work of maximising the power and potential of the federal model must continue into the future. The following actions were agreed:

		<ol style="list-style-type: none"> <li>1. <b>The Chair to write to the Chairs of our MYSs to encourage them to review the report and engage with the follow up actions.</b></li> <li>2. <b>At the 2023 AGM we will showcase another aspect of our MYSs work similar to what we did in terms of our European Youth Work this year.</b></li> <li>3. <b>We will use the updating of the Membership Charter as an opportunity to further is work.</b></li> </ol>
	d.	Safeguarding Check List The board had a training on Safeguarding at the residential on Saturday. During this the board worked on the Safeguarding Check list. It was agreed to approve the check list formally.
	e.	Podcast proposal The board reviewed and approved the Podcast proposal. It was agreed that this was a very welcome development to our communications strategy.
	f.	YWI Pre-budget submission The board reviewed the prebudget submission. The Chair agreed to write an additional number of points before it is submitted. <b>Decision:</b> <b>We will include funding for premises in a new note to the Department re the budget and not just wait for our research to be completed . We will also request a fund for repairs to buildings and for ensuring access (disability) for all young people in our pre-budget submission.</b>
<b>5</b>	<b>Operational</b>	
	a.	Staff Highlights The board welcomed the staff highlights report and asked the CEO to communicate their thanks to the staff.
	b.	Operational Plan The Operational Plan 2023 presented by Matthew Seebac was formally approved by the board.
	c.	Data from Our Generation Programme The board reviewed the data from the programmes delivered by our OG team. It was agreed that it was extremely impressive and that it is a pity that the programme will come to an end in September of this year. The board asked the CEO to convey their congratulations and thanks to the team on their excellent work. The board wished the team every best wish in their future careers.
<b>6</b>	<b>Federal Governance</b>	
	a.	Review of Constitution and Membership Charter The CEO reported that he hoped to make significant progress on this work over the coming period. He has had a discussion with our legal advisors on the changes also.
	d.	National Youth Action sub-group report There are now new members in NYAG and this has brought renewed energy to the group. The group has been awarded Erasmus funding and this will now provide a focus for their work. This coming weekend NYAG will hold its residential in Dublin. They will also appoint a new chair and discuss representative to be elected to the board.
	e.	Safeguarding Report The safeguarding report was worked on the previous day and the checklist completed. The board formally approved the report.
	g.	Chair and CEO Meetings with regional Boards. Time was devoted to considering the implications from this report, the previous day. Some of the key actions are now included in the board key action plan and on the agendas of our subgroups. The report was the formally approved.
<b>7</b>	<b>National Office Governance</b>	

	a.	Establishing the new governance structure	The meeting was informed that the NYAG and the Governance subgroups have been active since the beginning of the year. The Advocacy subgroup and the membership support group will be convened in the coming weeks.
	b.	AGM and Convention evaluation	There was full agreement that the showcase event and the AGM were very successful. However, it was noted that board members did not have a enough time to visit the showcase. We will address this issue as we organise the 2023 AGM and showcase event. We will look at doing a similar event on youth work and disability next year.
	c.	Compliance Plan	The ACEO brought the board through the 2023 compliance plan the previous day. At today's board meeting the plan was formally approved.
	d.	Charity Regulator Report	The CEO brought the board through the 2023 Charity Regulator Report the previous day. Board members had the opportunity to input into the report. At today's board meeting the plan was formally approved subject to the recommended changes being made.
	e.	Data protection policy approvals	The board reviewed and approved the Date Protection policy documents.
	f.	Risk Register	The CEO brought the board through the 2023 Risk Register the previous day. Board members had the opportunity to input into the register. At today's board meeting the plan was formally approved subject to the recommended changes being made.
	g.	2023 Board Membership	The board discussed board membership and will continue the discussion at the next meeting.
	h.	Acting Treasurer	One board member kindly agreed to take on the position of acting Treasurer until a new Treasure is found.
	i.	Board's Priorities Plan	The board went through a process of agreed its key priorities for 2023 the previous day. The plan was then formally approved.
8	<b>Any Other Business</b>		
	a.	<i>Next Meetings: 30<sup>th</sup> September Board Staff 2023 – face to face in Dominick Street.</i>	<b>Face to face</b>  <b>The chair thanked all for their participation in the residential and the meeting was then formally closed.</b>