

# Minutes of FEASTA Trustee Meeting

**Held:** via Skype **Date:** 11<sup>th</sup> February 2019  
**Present:** Willi Kiefel (Chair), Graham Barnes, Mark Garavan, Michele Brady (minute taker)

**Apologies:** Mike Sandler, John Sharry **Attending:** Morag Friel , Caroline Whyte

1. **Minutes** of previous meeting are to be circulated tomorrow and approved at the next meeting
2. **Matters arising.** Matters arising are on the agenda.
3. **Feasta Annual Report**
  - thanks to Caroline for production of the Annual report and to all the contributors.
  - A finance section is to be added for the IEN application. It was agreed that we would state the sources of income and link to the accounts on the website. (CW to action)
4. **Financial Report & 2019 Budget**
  - a. Following a detailed discussion by the Trustees the budget for 2019 was approved:  
**Proposed:** M Garavan **Seconded:** G Barnes
  - b. Increase of credit card limit to €200  
**Proposed:** M Brady **Seconded:** G BarnesNote: letter to be signed by MB & MG
  - c. Finance report submitted by MF was discussed in detail and the following noted:
    - i. Membership – and work on trying to attract members
    - ii. Core funding remains unknown – based on previous years
    - iii. Reserves policy – a lengthy discussion was held in relation to the reserves required for good governance and to support the sustainability of the organisation. It was agreed that 9 months reserves (€12,000 prox.) was adequate. The reserves policy is to be updated to reflect this
    - iv. Activity and expenditure 2019. While the trustees recognised the need for reserves it was agreed that the organisation must incur costs to stay active and it was agreed to support core activities this year. If projects come up they will be considered.
    - v. Absorbing older project funds. It was agreed to approach the project co-ordinators and formal ask them if the funds could be absorbed into general reserves and if not what was the intended use for the funds within accepted parameters. MB to draft a proposal for projects.
5. **Core Funding Application**
  - Anne Ryan is not available to help this year

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- MF will circulate a table with sections in Google doc to be completed
- Note: Strategy piece done (thanks to GB) draft and coordinate
- IEN online application process being piloted and not yet ready for input
- the application will include the following:
  - Strategic Plan (thanks to GB – source material provided by MF))
  - Theory of Change (CW)
- the deadline is not yet known but expected to be mid to end February

## 6. Website

- re-haul almost complete
- statistics on website traffic will be reported to the next meeting. GB recommended looking at 3 months (this year v last year) as a valid comparison

## 7. Recruiting New Trustees

- Following a discussion it was noted that:
  - candidates should be someone we know
  - CW/MF have written an invite to become a Board Member
  - recommended we put on website

## 8. Next Meeting – 11<sup>th</sup> March 2019 1300 hrs

Signed: \_\_\_\_\_ **Willi Kiefel** \_\_\_\_\_ **Michele Brady** \_\_\_\_\_  
Chair Secretary

Date: 11/3/2019