

**Caranua Board minutes 25th June 2020**

**Present:** David O’Callaghan, Damian Casey, Patricia Carey, Francis Treanor, Katherine Finn, Frances Harrington

**Apologies:** Phyllis Morgan Fann, Richard Heeney, Tom Daly

**In attendance:** Rachel Downes, Michael Fitzpatrick (Secretary), Sinead Dwyer

Item	Discussion	Decision Action	Update from last meeting
1. Quorum, Apologies and Conflicts of Interest Declarations	<p>The Chair noted that there was a quorum present and that apologies had been received from three Board members who were unable to attend.</p> <p>No member had declared a conflict of interest in the Agenda.</p>		
2. Minutes of the last meeting	<p>Minutes of the last Board meeting from 21<sup>st</sup> May 2020 were agreed. No issues arising from the minutes.</p> <p><b>Minutes from 21<sup>st</sup> May:</b> Proposed by: Patricia Carey Seconded by: Damian Casey</p>	DOF will pass Board minutes from the last ordinary Board meeting to the Head of Communications to publish on the website.	
3. Report from Executive	<p>An Executive Report was presented by the CEO covering the following</p> <ul style="list-style-type: none"> <li>• <b>Staffing Update:</b> <ul style="list-style-type: none"> <li>- All staff have received letters in relation to their contracts.</li> </ul> </li> </ul>		

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	<ul style="list-style-type: none"> <li>• <b>Services Update:</b> <ul style="list-style-type: none"> <li>- Week commencing 15<sup>th</sup> June 2020, an internal review was undertaken on all open applications.</li> </ul> </li> <li>• <b>Department of Education and Skills Update:</b> <ul style="list-style-type: none"> <li>- The CEO met with a DES representative on 18<sup>th</sup> June to discuss a number of areas of work.</li> </ul> </li> <li>• <b>Communications Update:</b> <ul style="list-style-type: none"> <li>- No Oireachtas representations on behalf of Survivors since the last Board meeting</li> <li>- No Media queries since the last Board meeting</li> <li>- The Researcher has completed the fieldwork section of the Evaluation Report and is conducting analysis of the information received to complete a first draft of the report by mid-July 2020</li> <li>- CEO and HOC reviewed a draft of the Conference Report with partner organisations and a final report will be completed by end of June 2020</li> <li>- No further Outreach or One to One meetings can be planned due to Covid-19</li> </ul> </li> </ul>	<p>CEO to confirm in writing to DES points agreed at recent meeting</p> <p>Board Chair, Sub-Committee Chair and CEO will review first draft report</p>	
4. Wind-Down Subcommittee Update	<p>The Wind-Down Subcommittee met prior to the Board meeting and key points were;</p> <ul style="list-style-type: none"> <li>• <b>Department of Education and Skills update:</b></li> <li>• <b>Office Accommodation:</b></li> <li>• <b>Evaluation Report:</b></li> </ul>		

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	<ul style="list-style-type: none"> <li>• <b>Data Protection Office:</b></li> </ul>		
5. Finance and Risk Matters	<p>The DOF gave a Finance update as of 31st May 2020 based on projections to 31st October 2020, including:</p> <ul style="list-style-type: none"> <li>- Cash balance</li> <li>- Provision for 325 open applications</li> <li>- Provision for current appeals</li> <li>- Projected administration costs to wind-down</li> </ul> <p>The main categories of spend by service area (Housing, Health, Education, Socially Active &amp; Connected) and number of payments were reviewed as of 19th June 2020.</p> <p>The Risk Register was updated with following changes since previous Board meeting; [INFORMATION REDACTED]</p> <p>[INFORMATION REDACTED]</p>	CEO will provide a more detailed breakdown of Health support payments at next Board meeting	
6. Annual Report	A draft 2019/2020 Annual Report will be provided to the Board in the next few weeks.		
7. Correspondence	DES correspondence from 29th May 2020 approved implementation of revised quotation thresholds approved by the Board on 21st May 2020 to assist Survivors in providing quotes for goods and services during the pandemic.		
8. AOB	It was agreed to continue with monthly Board meetings until the wind-down. Following dates were agreed; 20th August, 17th September and 29th October.		

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	The Wind-Down Subcommittee will meet prior to each Board meeting. ARC will meet monthly in the week prior to the Board meetings.		
9. Next meeting	The next Board meeting is scheduled for 23rd July. The next Audit and Risk Committee meeting is scheduled for 13th July.		