

Agenda - committee meeting 13th January -2021

Members	Guests
PetrinaCon Cannon	Tony Barry
Donal O'Murchu	Aine O'Reilly
Barry Denton	
Dr John Duignan	
Noel Caffrey	
Ian Lawler	
John Mansfield	
Brendan Scullion	

Apologies

Se O'Hanlon

Meeting location

Due to COVID 19 restrictions we met online in a Zoom session

Agenda

1. Minutes of November meeting JM 2 Minutes
 - a. Proposed Brendan
 - b. Seconded Ian
2. Correspondence
 - a. Resignation of Treasurer –28/11/2020
 - i. Carrying on in caretaker role. As is Gerard.
 - b. PTSB account usage and way forward – Treasurer control or still trustees ?
 - i. Follow up with Se etc Noel to do so.
 - ii. May be two issues related to this Noel.
 - c. Noel discussion with MI re hut to see if we could get some cash.
 - i. Subvention
 - ii. MI look at it as public service issue.
 - iii. Will chase up.
 - iv. Ian talked to Damien re cash per head but this could mod for us.
 - d. DPC – briefed committee as follows.
 - i. Email to President
 - ii. Secretary as point of contact
 - iii. Receipt Full complaint from MC
 - iv. Content of First MI advised response
 - v. Continued attempts to work with MC
 - vi. Second email to DPC re status of discussion
 - vii. Request from DPC due to issues not being resolved locally
 - viii. Advice from MI
 1. Murrough and Ruth – try to work privately to resolve.

Tony B – Suggested as full committee signatory would be onerous - Chair and secretary could issue apology and see if that is sufficient.

Noel – introduced Dr John and Barry. See pptx in Appendix for details

- e. DR John/Barry re Grievance
 - i. Conclusion after careful consideration is that this is a serious issue
 - ii. Using GDPR 2018 – our guide is same as Petra's in May 2018
 - iii. The emails forwarded from Treasurer to Membership are valid and Petra's use is valid – based on business need.
 - iv. However the forwarding of the personal emails was not – this is an explicit consequence of MC's asserting that the emails were personal to the three people involved.
 - v. The main consequence is that we should not have processed the incorrectly received email. Action available to us are;
 - vi. Apologise to MC/SoH (not other – not pertinent to the discussion) admit we are wrong and close issue.
 - vii. Ensure deletion of any copies of the contested emails and associated discussions.
 - viii. Noel – what correspondence should be deleted is it all emails etc that as their genesis the email, the complaint and any references.
 - ix. Petrina noted that has come up in I.N.T.O. territory – We can't ignore this, *must* be addressed.
 - x. Delete correspondence and follow GDPR
 - xi. Brendan asked is this not similar to Derek. Tony Barry noted it was different as it had been dealt with and concerned a one to one interaction not emails being forwarded.

Peter Joined at 20:53

- xii. Petrina asked – why not GG – DR John said we should not make it worse.
- xiii. Tony Barry repeated the auditor's previous advice- close off and dealt with in our best efforts. Done and dusted
- xiv. Noe summarised emails shared and used beyond what is legally acceptable, corrective action, delete any and all correspondence that refers to the email between the three people. (all formats) and find a way to speak to SoH and MCre same issue. Dr J Petrina to discuss with MC, forms of words for Petra and Matthew.
- xv. Discussion to clarify ensued.
- xvi. Petrina asked by what date does this needs to have been done. Deleted by 20th emails and or paper files etc.
- xvii. Brendan, is deleting it destroying evidence?
- xviii. Sec hangs onto master copy of Secretary mailbox with copies of related email and Noel to retain his document collection until resolved. AP JM & NC
- xix. Committee deletes and emails John – AP ALL
- xx. Previous members too Letters to be drafted Dr J and BD
- xxi. Who to liaise with M and S.
- xxii. Noel GDPR regulation MI handbook for clubs – has three volunteers Bren, Barry, Dr J and me – look what we are doing properly. In < timeframe after first meeting .

- xxiii. Training within same timeframe.
- xxiv. Noted that it may need to be annual.
- xxv. Suggestion from Donal; 1 Transfer all documents onto a memory stick that will be stored securely 2. Delete all from Club server 3 Delete all individual committee members etc copies & verify.

Aine left 21:20

- f. Peter O'Neill re issue raised last meeting groupspaces and link.
 - i. Both closed off.
- 3. Action planning meeting next week.
 - a. Petrina talked about content
 - b. Asked for committee members to Look at Mindmap pre meeting
 - c. Redo meeting Doodle from Tuesday to Friday.
- 4. Talks later in the month – “Carnivorous plants” 21st Ian Lawler and “A Fresh look at the Irish coastline” David Walsh 28th.
- 5. Petrina asked that talks to be supported.
- 6. There was discussion re the Sports grant – tax number needed – letter from MI in glowing terms email for grants. Ian to talk to Ed.

Peter left 21:30 ish.

After general discussion the meeting ended.

Appendix A – Supplementary information.



Microsoft PowerPoint
97-2003 Presentation

Committee GDPR/Data Protection presentation January meeting