



**Minutes of CISM Network Ireland Annual General Meeting  
Thursday 3<sup>rd</sup> November 2011, 4.30pm  
John Hume Lecture Theatre 7, North Campus, NUI Maynooth**

**Present:**

Ciaran Allen, Defence Forces  
Ollie Barbour, Defence Forces  
Mairéad Bracken, NUIM  
Anna Connolly, VHI  
Joe Doddy, VHI  
Cara Driscoll, VHI  
Lynne Forrest, Self Employed  
Martin Gallagher, DFB  
Sharon Gallagher, NUIM  
Brian Glanville, NASCISMC  
Kevin Hanley, VHI  
Debbie Harvey-Smith, SARDA  
Neil Hunter, PSNI  
David Maher, HSE NAS  
John McGuckin, IPS  
Gerard O'Flynn, IRCG  
John O'Neill, Civil Defence Board  
Mary O'Neill-Houlihan, HSE NAS  
Michael O'Reilly, DFB  
Gerry O'Sullivan, Irish Red Cross  
Tracey Reid, PSNI  
Joe Ryan, IRCG

**Apologies:**

Stephen Brady, DFB  
Patricia FitzPatrick, RCSI  
Tommy Keaveney, Order of Malta  
Geoff King, PHECC  
Sinéad McGilloway, NUIM  
Pat O'Riordan, HSE Emerg. Mgmt

**1. Treasurer's Report**

Accounts for the period 1/10/2010 – 31/10/2011 were distributed (please see attached). Total income and expenditure for this period were €36,916.57 and €39,614.82 respectively, leaving an excess of income/expenditure of (€2,698.25). The Treasurer outlined that older accounts were not being presented as the Network was inactive for a number of years with the account dormant. Accounts were presented for a 13-month period so that they are as up-to-date as possible; next year, accounts may be presented in calendar year format. It was highlighted that there is a weakness in ease of accessing the invoice system for the Network, but that the figures presented are reasonably sound estimates. The Treasurer also stated that it has been difficult to keep track of debtors whilst some membership

fees may also still be outstanding. Thus, the figure for income may be greater than that presented. There was some discussion in relation to Network accounts.

**Resolution:** That the accounts for the period 1/10/2010 – 31/10/2011, as presented by the Treasurer, be proposed.

**Proposed:** Ollie Barbour  
*Carried without dissent*

**Seconded:** Michael O'Reilly

## 2. Chair's Report

The Chair welcomed all attendees to the AGM and outlined that the Network brings together the various statutory, voluntary and commercial organisations who practice CISM, to share our insights, practices and pitfalls. This is leading the Network to the creation of a shared database of resources which may be drawn from in times of emergencies. The important link between the Network and NUI Maynooth was noted by the Chair who outlined that it is hoped that, in the near future, NUI Maynooth will be in a position to provide CISM training. The Chair acknowledged the hard work completed to date by Dr Sinéad McGilloway, Sharon Gallagher, and Mairéad Bracken. In particular, the Chair acknowledged the support and guidance provided by Sharon Gallagher, Principal Researcher on the National Ambulance CISM Project, who acts as Education and Research Officer and Coordinator for the group. She also thanked Mairead Bracken for the development of the CISM website and her work as secretariat for the NSC.

It was outlined that the National Steering Committee (NSC) have met on a very regular basis over the previous two years with 9 full meetings of the NSC and 10 meetings of various sub-committees in 2010; and 7 full meetings of the NSC and five various sub-committee meetings in 2011. The NSC meets, on average, every six weeks which shows considerable dedication on behalf of its members. The hard work of the following individuals/organisations in the development of the Network was acknowledged (alphabetical order): Air Accident Investigation Unit; National Ambulance Service CISM Committee; Civil Defence; Defence Forces; Dublin Fire Brigade; HSE including the Mental Health and Emergency Planning offices; Irish Coast Guard; Irish Aviation Authority; National Ambulance Service; Northern Ireland Fire and Rescue Service; NUI Maynooth; Order of Malta; Pre-Hospital Emergency Care Council; Police Service of Northern Ireland; Irish Red Cross; and Search and Rescue Dogs Association of Ireland.

The various achievements of the Network to date were outlined including: the launch of the Network website which acts as an important resource and source of information for members; and the CISM booklet which has proven very popular with, and beneficial to, members of Network organisations. The Chair stated that completion of the Network Strategic Plan 2011-2013 was also an important achievement; this outlines our key aims and objectives whilst also providing a clear and defined path to follow in Network activities.

The importance of the Networks linkages with international colleagues was also highlighted, particularly in relation to the involvement of eminent speakers such as Professor Jeffrey Mitchell and Dr Amy Adler at conferences and seminars hosted

by the Network over the previous two years. The Network is also working with colleagues on a national level to pursue its key goal of interagency collaboration in the delivery of CISM in Ireland. To this end, there have been recent meetings between members of the NSC and the Minister of State at the Department of Health and Justice, Equality and Defence with responsibility for Disability, Older People, Equality and Mental Health, Minister Kathleen Lynch, TD. The Chair outlined that the Minister was very interested in the work of the Network and undertook, as a result of that meeting, to write to her colleague the Minister for Defence, Minister Alan Shatter, TD, to bring the matter of CISM and the work of the Network to the attention of the Office of Emergency Planning. This was then brought to the attention of the Minister for Environment, Minister Phil Hogan, TD, who has responsibility for the Framework on Emergency Management. It is hoped that this will help to ensure that CISM is included in emergency planning guidance and procedures and that the responsible bodies/relevant authorities know that the Network is available for consultation in this regard.

The Chair also outlined the work done by the NSC in relation to corporate governance. As set out at last year's Network conference and launch, one of the main goals of the NSC is to put the Network on a sustainable footing in the future. In this regard, the Chair brought to the Network, on behalf of the NSC, a revised Constitution document and Standing Orders. The development of these documents has absorbed a substantial amount of Committee and sub-committee time over the last two years, but it is hoped that this work will be of lasting benefit to the Network in the future. Both documents were circulated to members who have had the opportunity to examine them.

The Chair provided a short summary of both documents. She outlined that the Constitution document has been revised and updated to include the Network's key objectives which are in line with those included in the Strategic Plan 2011-2013. The Standing Orders document sets out the roles of the officers: Chairperson; Vice-Chairperson; Treasurer; Research/Education Officer and Network Coordinator; Public Relations Officer; and Secretary/Administrator. It also outlines the types of membership available (and fees per membership type): organisational membership; voluntary organisation membership; associate corporate membership; individual membership; and student membership. The document also deals with various administrative matters and the voting system to be used for AGMs and EGMs.

The Chair opened the floor to discussion and questions. The hard work completed by the Chair, to date, was acknowledged by all.

**Resolution:** That the Chairperson's report be proposed.

**Proposed:** Mary O'Neill-Houlihan  
*Carried without dissent*

**Seconded:** Brian Glanville

### **3. Proposal of Constitution Document**

Copies of the draft Constitution document were available for attendees.

**Resolution:** That the draft Constitution document be agreed.

**Proposed:** Brigitta O'Doherty                      **Seconded:** Gerry O'Sullivan  
*Carried without dissent/Carried unanimously*

#### 4. **Proposal of Standing Orders Document**

Copies of the draft Standing Orders document were available for attendees.

**Resolution:** That the draft Standing Orders document be agreed.

**Proposed:** Brigitta O'Doherty                      **Seconded:** Gerry O'Sullivan  
*Carried without dissent/Carried unanimously*

#### 5. **Election of Officers**

Election of the following officer positions took place: Chair; Vice-Chair; PRO; and Treasurer. Brigitta O'Doherty received a nomination to continue in her role as Chair.

**Resolution:** That Brigitta O'Doherty is elected as Chair for a period of two years.

**Proposed:** Ollie Barbour                                      **Seconded:** Brian Glanville  
*Carried without dissent*

Stephen Brady stepped down as Vice-Chair and Gerard O'Flynn received a nomination to fill this position.

**Resolution:** That Gerard O'Flynn is elected as Vice-Chair for a period of two years.

**Proposed:** Brigitta O'Doherty                      **Seconded:** Ollie Barbour  
*Carried without dissent*

Ollie Barbour received a nomination to continue in his role as Public Relations Officer.

**Resolution:** That Ollie Barbour is elected as PRO for a period of two years.

**Proposed:** Mary O'Neill-Houlihan                      **Seconded:** Brian Glanville  
*Carried without dissent*

Brian Glanville received a nomination to continue in his role as Treasurer.

**Resolution:** That Brian Glanville is elected as Treasurer for a period of two years.

**Proposed:** Ollie Barbour                                      **Seconded:** Cara Driscoll  
*Carried without dissent*

## 6. Election of Members to NSC

It was outlined that each member organisation should notify the NSC if their representative on the NSC is to change. It was outlined that there is a seat available for a voluntary organisation member on the NSC to represent all voluntary organisation members. Ms Debbie Harvey-Smith, SARDA, was elected to fill this position. Ms Harvey-Smith was the only voluntary member present. It was also outlined that there is a seat available for associate corporate members on the NSC to represent all associate corporate members. Cara Driscoll, VHI Corporate Solutions, was elected to fill this position. Ms Driscoll was the only associate corporate member present. Finally, it was outlined that there is a seat available for an individual member on the NSC to represent all individual members. Lynne Forrest was elected to fill this position. Ms Forrest was the only individual member present who indicated an interest in this position. The above members were elected for a period of two years.

## 7. AOB

Possible meeting dates for the next NSC meeting were discussed. It was agreed to hold the next NSC meeting on 2<sup>nd</sup> December 2011 at 10.30am in the John Hume Conference Room, Third Floor, John Hume Building, North Campus, NUI Maynooth.

Signed:

*Brigitte O'Doherty*

Chair

Date:

1<sup>st</sup> November 2013

## CISM Network Ireland

Accounts for the period 1/10/2010 – 31/10/2011

### Income and Expenditure

#### Income

Sale of Booklets*	9,553.00	
Workshop fees*	3,130.00	
Membership fees*	<u>24,233.57</u>	
<b>Total</b>		<b>36,916.57</b>

#### Expenditure

Administrative/Secretarial	18,873.04	
Booklets	3,843.15	
CISM Network Website	239.06	
Printing & Promotional Materials	2,576.09	
Conferences/Workshops		
Maynooth Campus Conference Acc.	3,895.50	
Parking	800.00	
Outside Catering	811.75	
Guest Speakers Travel & Fees	5,183.96	
Guest Speakers Acc./Hosp.	1,379.70	
IT Conference Support	847.15	
Sundries	<u>272.00</u>	
	13,190.06	
Postage/Shipping	56.00	
Bank Charges	71.50	
Miscellaneous	<u>765.92</u>	
<b>Total</b>		<b>39,614.82</b>
<b>Excess of Income/Expenditure</b>		<b>(2,698.25)</b>

#### Balance at Bank

Opening Balance (1/10/2010)	12,237.00
Closing Balance (31/10/2011)	9,779.00
	<b>(2,548.00)</b>

\*The distribution of income between the different categories is estimated.