Minutes of the Tenth Annual General Meeting of the Association of Chief Executives of State Agencies

The Tenth Annual General Meeting of the Association of Chief Executives of State Agencies was held from 5 pm on Wednesday 9th March 2021 at Bedford Hall, Dublin Castle, Dublin 2. The meeting was chaired by Pamela Byrne, Chairperson of the Association.

Present

Members: 39 Members were in attendance:

Hilkka Becker, Garrett Blaney, Carole Boate, Laurence Bond, Colin Bray, Pamela Byrne, Patricia Carey, Rosalind Carroll, Fiona Coyne, Celine Craig, Fionnuala Croke, Niall Cussen, Angela Denning, Brian Doherty, John Farrelly, Andrea Feeney, Arlene Forster, Jeremy Godfrey, Anne Graham, Helen Hall, Ginny Hanrahan, Aideen Hartney, Geraldine Larkin, Paddy Lavelle, Aoife MacEvilly, Helen Martin, Una May, John McDaid, John McDonagh, Eucharia Meehan, Hilary Murphy-Fagan, Tomás Ó Siocháin, Marian O'Sullivan, Jim O'Toole, Liz Pope, Kevin Prendergast, Yvonne Shields, Roger Sweeney, Padraig Walsh.

Alumni: A number of alumni were in attendance as observers.

Apologies

Laura Brien, Laura Burke, Ger Casey, Ray Dolan, Phil Fox, Niall Gibbons, Damien Hernon, Brian Higgison, Lorraine Horgan, Susanna Lyons, Aoife MacEvilly, Caron McCaffrey, Sharon McGuinness, Michael D McNaughton, Lorraine Nolan, Mark O'Brien, Orla O'Brien, Rónán Ó Domhnaill, Mairéad O'Driscoll, Frank O'Mara, Anna Shakespeare, Roger Sweeney, Virginia Teehan, William Walsh, Mark Wilson.

In attendance/support

Dermot Ryan (Company Secretary); Shay McGrath of Ronan Leech and Company (Auditors); Conal O'Boyle and Hugh Murphy (Events Team).

1 Opening Remarks

Pamela Byrne, Chair, welcomed all members to the AGM and said she was particularly pleased to be meeting in person for the first time in two years. She remarked on how much the network – the relationships and indeed friendships that had been built before Covid had really stood to her, and to many members of ACESA. The Chair welcomed members and alumni including those joining the AGM via zoom.

The Chair thanked Ginny Hanrahan, Vice Chair, John McDaid, Treasurer, and all board members, including a number who have never met as a board in person.

The Attendance and Apologies were noted. (See table below)

2 Minutes of ACESA AGM 11th March 2020

The minutes of the Eight AGM, held on 11th March 2021, were adopted by consensus.

3 Presentation of Annual Report (Chair)

The Association's Annual Report for 2021 was presented to members. The opening quote of the Annual Report *ACESA has quite simply transformed over the past two years*. The Chair said that this was down to not just the board, but the members participating in subgroups, and indeed the wider membership. She brought attendees through the highlights of 2021 including:

Networking Events: 17 networking events were hosted in 2021. Events were delivered in a number of formats including guest speaker events, peer support action learning events and panel discussions. One of the benefits of having to move online was that ACESA were able to secure a number of very high-profile leaders. The Chair thanked those who chaired events in 2021 including the Vice Chair, Treasurer, Garrett Blaney and Padraig Walsh.

ACESA Conference: The Chair drew members attention to the planned conference in October in Limerick under the theme of 'Ireland's Public Service: Towards 2030 and beyond' and encouraged members to register and secure their accommodation.

Membership: In 2021, ACESA welcomed nine new members, and nine of our members moved to our alumni. We also welcomed members from agencies joining ACESA for the first time, and ACESA now has a membership of over 100. It was particularly encouraging that this was achieved through word of mouth, without any huge membership drive, showing the great potential to grow.

Website & Communications: The Chair drew attention to the greatly enhanced website, with a huge number of resources available for members, and she encouraged members to use, and if not yet registered to do so. She also spoke about 'ACESA News' of which three issues were published in 2021 and the ACESA LinkedIn page. The Chair thanked Dermot Ryan who provides Executive Services to ACESA for his service to the association, and in particular in 2021 ACESA were benefiting from his background in communications.

Membership Survey: The Chair highlighted the survey, which was completed by almost 70 members. The data is extremely useful, and provides an evidence base for ACESA when speaking with central government.

4 Presentation of Accounts (Treasurer)

John McDaid (Treasurer) presented the Association's accounts for 2021.

The Treasurer pointed out to the meeting that, as a company, we are required to produce accounts in the format required under the Companies Act and then outlined the main aspects of the Financial Report.

The financial statements have been made available to members on the website. The accounts presented this evening come with the recommendation to endorse by the Board (at the February Board meeting.)

The Board receives a financial report for adoption at every Board meeting throughout the year. All expenditure is approved before payment by the Treasurer and one other board member.

The accounts are also recommended for adoption by our Auditors Ronan Leech &Co, and Shay McGrath has joined the zoom evening if anyone has any queries.

The organisation came into 2022 with a significant reserve. The board reflected carefully on membership subscriptions and decided to increase to 1,100euros per member, to pay for increased services including the 2022 Conference. The Treasurer thanked Dermot Ryan for the day-to-day management of the accounts.

5 Adoption of Annual Report & Annual Accounts

The Chair moved that the Annual Report including Annual Accounts be adopted, and this was agreed. It was proposed by Ginny Hanrahan and seconded by Jim O'Toole and adopted by consensus.

6 Appointment of Auditors

A proposal to reappoint the auditors for a further term was put to the meeting, and as there were no objections this was agreed. John McDaid proposed, and Ginny Hanrahan seconded. Adopted by consensus.

7 Election of Board Members

The Chair reminded the meeting that the term of five Board members – Hilkka Becker, Pamela Byrne, John Farrelly, Ginny Hanrahan and Jim O'Toole ends at this AGM. The terms of Patricia Carey, Rosalind Carroll and Brian Doherty ends at the 2023 AGM. Pamela thanked and paid tribute to John McDaid who is standing down from the Board and thanked him for all he has done for ACESA. She also acknowledged the contribution of Susan Steele, who stood down from the Board in September 2021.

Five ACESA members were nominated to serve on the Board for a two-year term until the 2024 AGM:

- **Hilkka Becker** - Proposer: Pamela Byrne; Seconder: John Farrelly
- **John Farrelly** - Proposer: Hilkka Becker; Seconder: Patricia Carey
- **Helen Hall** - Proposer: Laurence Bond; Seconder: Pamela Byrne
- **John McDonagh** - Proposer: Paul Kelly; Seconder: Gina McIntyre
- **Jim O'Toole** - Proposer: Pamela Byrne; Seconder: Ita Kinahan

The number of nominees did not exceed the number of vacancies. In accordance with 3.1.9 of the ACESA Articles of Association, if the number of nominees does not exceed the number of vacancies, all the nominees are deemed to have been elected by ballot.

The Chair explained that the new Board can coopt two members to serve out the remaining one year of the terms of John McDaid and Susan Steele. Rosalind Carroll informed the meeting in the interests of transparency that she intended to propose that Pamela Byrne and Ginny Hanrahan to serve out these terms. Given the momentous change in particular the conference she believed this would serve ACESA best.

Five Board members – Patricia Carey, Rosalind Carroll and Brian Doherty remain as Board members. Their term will expire at the 2023 AGM.

8 Any Other Business

As there was no other business, the Chair thanked members for their attendance and moved to the EGM business (separate minutes for EGM)/

After the EGM, the event was addressed by Professor Linda Doyle, Provost and President of Trinity College Dublin, followed by a celebratory dinner at the Hyatt Centric Hotel, The Coombe, Dublin 8.

ENDS

The following ACESA members were in attendance:

Hilkka Becker, Garrett Blaney, Carole Boate, Laurence Bond, Colin Bray, Pamela Byrne, Patricia Carey, Rosalind Carroll, Celine Craig, Fionnuala Croke, Niall Cussen, Angela Denning, Brian Doherty, John Farrelly, Andrea Feeney, Arlene Forster, Jeremy Godfrey, Anne Graham, Helen Hall, Ginny Hanrahan, Aideen Hartney, Geraldine Larkin, Paddy Lavelle, Aoife MacEvilly, Helen Martin, Una May, John McDaid, John McDonagh, Eucharia Meehan, Hilary Murphy-Fagan, Tomás Ó Siocháin, Marian O'Sullivan, Jim O'Toole, Liz Pope, Kevin Prendergast, Máirín Ryan, Yvonne Shields, Roger Sweeney, Padraig Walsh.