

MINUTES

Date of Meeting	15/02/2016	Ref	16/01/MO'D
Meeting	IBTS Board		
Present	Prof Anthony Staines, Chairperson; Dr Liz Kenny; Deirdre Cullivan; Yvonne Traynor; Linda Hickey; Dr Jorgen Georgsen; Simon Mills; Julie Heslin; John Malone		
Apologies	Kate Williams; Dr Ronan Desmond; Brian O'Mahony		
In Attendance	Andy Kelly, Chief Executive; Dr Willy Murphy, Medical & Scientific Director; Mirinda O'Donovan, Secretary to the Board		
By Audio-link			
#	Item	Notes/Action	
1.0	Minutes of the Board meeting of 14th December 2015		
1.1	The minutes of the Board meeting of 14 th December 2015 were agreed, subject to amendment.		
2.0	Matters arising		
2.1	There were no matters arising not dealt with on the agenda.		
30	Chief Executive's Report		
3.1	<i>Shareholder/Government</i> – HPRA inspection at the NBC commenced to day. MUH has paid the monies owed. SJH have still not paid what is owed, but have committed to doing so. OLCHC have still monies outstanding. An external expert to test the Business Continuity Plan has been sourced. The H&S accident statistics for 2015 were discussed.		
3.2	<i>Customer</i> – at a meeting with DoH, ABC costing was raised again. The impact of the pension costs on the organisation's deficit was highlighted. Sales in January and for the first two weeks of February were low. The CE has established a task force led by the Medical and Scientific Director to look at how we are going to have a sustainable blood supply for the future. A marketing campaign targeting lapsed donors that don't have a history of deferral for low Hb is due to commence shortly. The appointment system has been trialled successfully and the satisfaction rating from donors for appointments in Limerick was high.		
3.3	<i>Excellent donor services</i> – the purchase of the Tuam Centre has stalled. The IBTS will seek confirmation of a closing date shortly. The Board approved the application to the Silicon Valley Foundation. A meeting is scheduled in Cork next week regarding the development of the new IBTS Centre.		
3.4	<i>Safe & Sustainable supply</i> – 5 cases of HEV have been detected in the donor population since testing commenced in January. The CE and the M&SD met the Secretary General of the DoH last week to discuss various issues regarding future strategy. eProgesa – maintenance patch update went fine. CE advised the Board of correspondence from the DoH regarding recruitment of staff. This was discussed at a meeting last week and the CE today received a note on what was agreed at that meeting on which he is seeking clarification.		
3.5	<i>Bank mandate</i> – the Board approved the updating of bank mandate documentation.		

4.0	Presentation by Dr Joan O’Riordan on Blood Safety	
4.1	Dr J O’Riordan joined the meeting and made a presentation to the Board on blood safety, viruses and risk. The Board thanked Dr O’Riordan for her detailed and informative presentation.	
4.2	The CE introduced the new Operations Director to the Board members. The Chairperson welcomed him to the organisation.	
5.0	Review of 2015 by Chief Executive	
5.1	The summary version and full version of the Business Plan was discussed. The CE confirmed that the people capability strategy group is having its first meeting next week. The M&SD confirmed that 214 donors had availed of the offer to have their GP costs reimbursed following the communication that went to them regarding the Haemospect. The M&SD briefed the Board on the management of the 90,000 donors who donated when the Haemospect was in operation. It was noted that a marketing strategy to attract new donors is being developed. The Chair of the Finance Committee confirmed that the Committee would be keeping the Hb issue under active review regarding cost and budget. The M&SD briefed the Board on the preparations for the MSM Conference in April. Good Place To Work survey results will be presented to management in March. The low participation rate was noted. The CE advised that there had been a lot of technical problems with accessing the questionnaire on line.	
5.2	<i>2016 Business Plan</i> – KPIs for 2016 yet to be finalised. It was agreed that the Risk Register would be added to the Business Plan.	Risk Register to be added.
6.0	Minutes of the MAC of 16/11/2015 and 14/12/2015	
6.1	The minutes were taken as read. The Chair of the MAC raised a number of issues that were currently on the MAC agenda. HEV testing, Zika Virus and the MSM Conference. The Board requested clarification from the MAC on a matter raised under the MAC minutes of 16/11/2015.	
7.0	Strategy Day	
7.1	The Board Strategy Day was confirmed for 10/03/2016. S Mills advised the Chairperson that he may be unable to attend. The day will commence at 9am and finish at 4pm. It was noted that a number of Board Members have signed up for IOD courses over the next few months. It was agreed that preparatory work for 10/03/2016 would be circulated in advance.	
8.0	Cork Centre	
8.1	A Steering Group meeting is scheduled in CUH on Monday next. The Board agreed that if there is no progress regarding the size of the building and the space allocation available to CUH on Monday.	
9.0	Minutes of the Audit & Compliance Committee meeting 07/12/2015	
9.1	The minutes of the A&C Committee were taken as read. The Chair of the A&C added that a number of audits from ASM, BDO and the C&AG were reviewed at the meeting. The Risk Register was also reviewed by the Committee. A tendering process has been concluded for new IA services.	R&RM to report back to A&C Committee on risk assessment of the DR site test.

	The new Auditors will start on 01/03/2016. The Committee had agreed to combine issues outstanding from audits into one issue log to give greater visibility of progress on issues raised. Two specific issues were discussed regarding Data Protection and testing of the IT DR site.	
10.0	Statement of Internal Financial Controls	
10.1	The CE briefed the Board on the SIFC. He advised the Board that the C&AG were currently on site and it was expected they would be here for the next two weeks. The SIFC had also been reviewed by the A&C Committee at its meeting last week. The SIFC was approved by the Board.	
11.0	Charities Regulatory Authority	
11.1	The establishment of the CRA means that the IBTS has to complete an on line registration process to be in compliance with the requirements of the Charities Regulator. The Board agreed to fill in the appropriate form for the CRA.	
12.0	Correspondence	
12.1	The CE went through the various items of correspondence. The payment agreed as part of the LRC solution to the pension scheme issues was made on Friday last. The President of Ireland has confirmed his attendance at the Donor Awards Ceremony in Dublin in June. Correspondence from the DoH regarding recruitment was also discussed. The CE advised the Board that a decision from the DoH regarding implementation of ABC is still delayed. This has a negative impact on IBTS income.	
13.0	Date of next meeting	
13.1	The date of the next meeting of the Board is Monday 11 th April at 12 noon.	

Signed: _____

Date: _____