



LEAVE NO TRACE IRELAND ANNUAL GENERAL MEETING
Knockranny House Hotel, Westport, Co. Mayo via Zoom
Thursday 9th September 2021

Present

Board – Paddy Doherty (Chairperson), Pearl Clarke (Treasurer), Emma Fortune (Secretary), Maura Kiely (CEO), Pat Neville, Fiona Hannon, Michelle Carey, Cormac McCarthy, Daragh Anglim, Aoibheann Ní Shúilleabháin, Colette Henry

Delegates – Rachel Shawe, Noel Doyle, Eithne Larkin, Clare Bromley, Suzanne Campion, Shane Dineen, Maeve Walsh, Ciara Munnely, Paul McDonnell, Manus Tiernan, Ronan Casey, Arek Gdulinski, Padraic Creedon, William McElhinney, Jarlaith O'Dwyer, Heather Niland, Richard Thorn, Celine Bowyer, Martin Grimley, Emma Little, Pauline Martin, Kevin McGlynn.

Apologies

Board – Pearce O'Malley (Auditor), Sean Nolan (Solicitor), Gavin Beetlestone, Ben Wood

Delegates – Lorraine O'Donnell, Anna Grant, Sharon Lavin, Denise McCool, Mark Feeney, Fiona Dunne, Stuart Garland, Martina Kilian, David Horkan, Pauline McSorley, Máire Shanahan, Michael Gunn, Anthony O'Reardon, Thomas Canavan, Eleanor Turner, Robert Grandon, Kate Hotten, Michael Carty, Michelle Gormley-McLaughlin, Phil Grieve, Brendan Kenny, Fiona Walsh.

Agenda

1. Chairperson's Address
2. Notice of AGM
3. Overview of the 2020 Annual Report
4. Resolution 1: Treasurer's Report including presentation and approval of Audited Accounts
5. Resolution 2: Reappointment of Auditors and Solicitors for 2021
6. Resolution 3: Re-election of Directors
7. Resolution 4: Review of company affairs
8. AOB
9. Strategic Plan 2021-2024 Presentation

Chairperson's Welcome

Paddy Doherty welcomed all attendees at the meeting including core members, members, trainers, volunteers, and supporters of Leave No Trace Ireland. He thanked the Board of Directors and staff of for their continued commitment throughout 2020 and 2021.

Introduction to the Top Table

Paddy Doherty introduced the members of the top table; Emma Fortune (Company Secretary), Pearl Clarke (Treasurer), and Maura Kiely (CEO).

Role of the Chairperson

Paddy Doherty outlined his function as Chair was to preside over and chair the Leave No Trace Ireland Annual General Meeting, with any questions or business to be addressed to him using the chat box facility of zoom in the participant panel. He outlined the importance of keeping the AGM to the specific business referred to in the Notice of AGM and that non-business items could be addressed after the close of the meeting.

Business of the Meeting

Paddy Doherty outlined that the business of the meeting was as stated in his letter dated 28th July 2021 and as per the Notice of AGM. He noted there were 10 Board members present and over 3 ordinary members which fulfilled the requirement of a quorum of 3.

Notice of AGM

Emma Fortune, Company Secretary, read out of the Notice of the AGM.

Approval of the 2019 AGM Minutes

Paddy Doherty sought approval of the 2020 AGM minutes.

The 2020 AGM minutes were proposed by Ben Wood, Director of Leave No Trace Ireland and seconded by Padraic Creedon, Advanced Trainer.

Overview of the 2020 Annual Directors Report and Financial Statements

Maura Kiely, CEO, gave a presentation to the group of the activities and achievements of 2020.

Treasurer's Report and Presentation - Resolution 4

The Financial statements were presented by the Treasurer, Pearl Clarke which are contained within the 2020 Annual Report. Pearl informed the meeting that a full set of accounts were available on the Leave No Trace Ireland website for examination and had been circulated via email in advance of the meeting.

Pearl reported that 2020 was a good year for Leave No Trace Ireland from a financial perspective. Despite the challenges of the year, Leave No Trace Ireland reported a €28,000 surplus. All accounting statements were prepared in line with applicable legislation and regulation to Leave No Trace Ireland.

- She outlined suitable and consistent accounting policies were applied.
- The accounts are prepared on a going concern basis.
- Leave No Trace Ireland is fully compliant with SORP.
- Leave No Trace Ireland have utilised applicable government grants throughout 2020. Income for the year was €346,000, which was a small increase on 2019.
- Over €180,000 was restricted funding and emphasis will be made to secure more unrestricted funds in the future.

Pearl mentioned the loss of income from training programs as a result of Covid-19. This loss was offset by Government funding from the Covid stability grant and the EWSS scheme.

Pearl discussed a number of notes in the Annual report

- Note 5: is a comprehensive analysis of the funding.
- Note 13: details deferred income due to the Erasmus+ project that Leave No Trace is coordinating. The SEE project is run over 3 years and so the income will straddle year on year.

Expenditure was €319,139. While travel expenses were lessened due to Covid-19, new costs were introduced in response to the pandemic.

The financial auditors were Pearce O' Malley, all accounts were in order and two recommendations were provided.

- Recommendation 1: Build the financial reserves of Leave No Trace. The recommended reserves for an organisation of the size of Leave No Trace Ireland should be €140,000, representing six- months operating expenditure. Currently the reserves are €80,000.
- Recommendation 2: Develop an in-house finance and accounting resource. The finances are currently outsourced and while perfectly adequate, a person closely related to the running of the organisation would be more suitable in the future.

Pearl reflected on a positive year and discussed that there will be continued adherence to all relevant regulations to Leave No Trace Ireland. She outlined the areas of focus in 2021 and beyond will be the growth of the Leave No Trace Ireland staff and the increase of unrestricted income.

Position of the Board and Report on Proxies

Paddy Doherty outlined the position of the Board and the Chairperson. Emma Fortune, Company Secretary informed the meeting that no votes were returned by proxy.

Resolution 1: Treasurer's Report Including Presentation and Approval of 2020 Audited Accounts

Paddy Doherty outlined that the Treasurer's Report had been received and that Resolution 1 sought to formally adopt the 2020 audited accounts and Directors Annual Report.

The first resolution was proposed by Ben Wood, Director of Leave No Trace Ireland and seconded by Padraic Creedon, Advanced Trainer.

The proposal was carried by a unanimous vote. Paddy confirmed that Resolution 1 was passed.

Resolution 2: Reappointment of Auditors and Company Solicitors for 2021 to 2022

Paddy Doherty requested that Resolution 2, the reappointment of Pearce O'Malley as Auditor and Sean Nolan as Company Solicitor be formally approved for the period 2021 to 2022.

Pearce O'Malley and Co. as Auditor and Sean Nolan as Solicitor were re-appointed on the proposal of Padraic Creedon, Advanced Trainer and seconded by Shane Dineen, Failte Ireland.

The proposal was carried by a unanimous vote. Paddy confirmed that Resolution 2 was passed.

Resolution 3: Election to the Board of Leave No Trace Ireland

Paddy Doherty updated the group that Fiona Hannon and Gavin Beetlestone were eligible for re-appointment at this AGM and were willing to be re-appointed subject to approval.

The Board had co-opted several Board members during the year, Pearl Clarke, Daragh Anglim, Aoibheann Ní Shúilleabháin and Colette Henry. Under Article 57 they held office until this AGM but were eligible to be appointed subject to approval.

The proposal to re-elect Fiona Hannon as a Director was proposed by Padraic Creedon, Accredited Trainer and seconded by Paul McDonnell of the OPW.

The proposal to re-elect Gavin Beetlestone as a Director was proposed by Padraic Creedon, Accredited Trainer and seconded by Paul McDonnell of the OPW.

The proposal to elect Pearl Clarke as Treasurer was proposed by Padraic Creedon, Accredited Trainer and seconded by Paul McDonnell of the OPW.

The proposal to elect Daragh Anglim as a Director was proposed by Padraic Creedon, Accredited Trainer and seconded by Paul McDonnell of the OPW.

The proposal to elect Aoibheann Ní Shúilleabháin as a Director was proposed by Padraic Creedon, Accredited Trainer and seconded by Paul McDonnell of the OPW.

The proposal to elect Colette Henry as a Director was proposed by Padraic Creedon, Accredited Trainer and seconded by Paul McDonnell of the OPW.

The Chairperson, Paddy Doherty declared the result of the vote of each resolution as passed and welcomed each Director to the Board.

AOB

Chairperson, Paddy Doherty invited questions concerning non-business items. There were no questions raised.

Close of the Meeting

Paddy Doherty officially closed the 2021 Annual General Meeting and thanked all for attending.

Presentation of the Strategic Plan 2021-2024

Emma Fortune gave a presentation on Leave No Trace Ireland's new Strategic Plan 2021-2024.