

Minutes of Administration Committee Meeting 9th. October 1990.

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Present: Jim Myers V/Chairman, Monseignor G. Stack, Fr. F. Ryan, J. Walsh, P. O'Dwyer, M. Kenny, C. O'Connell, T. Mangan, M. Fitzsimons, M. Allen, & P. Murphy.

Apologies Fr. T. Scully, T. Dunne, U. Cooper, E. McCormack, Mrs M McCormack.

Jim Myers - Acting Chairman.

2 Minutes of September meeting having been circulated were taken as read, adopted on the proposal of John Walsh, seconded by Mary Allen.

3 Matters arising: Fr Ryan expressed thanks for his presentation and happy social evening.

5 Welfare Report: Presented by Paul Murphy.

Monthly Report including statistics circulated. Workload greater than previous 6 months. Staff busy with increase in services rendered. Paul stated that computerisation would be a great asset for quick access. Current method of collecting statistics costs £50/£60 staff time per month, a laborious process producing minimal results. Fr Ryan had done a feasibility study- expensive £15,000 plus, but it would provide for the future. He hoped it could be in operation by December/January. Realising that card and computer system would have to work hand in hand until proficiency achieved. He is meeting Mr Hunt (Markhunt) who will make appropriate proposals. Peter O'Dwyer commented that if ready January it is an optimistic outlook and maintenance should be built in. Jim Myers stated that appreciating Fr Ryan's brief term of office and his expertise in this field, he would discuss proposals with Management and report back.

Refurbishment: Paul noted the inadequacy of toilet facilities whether Management would consider installing a second toilet on the top floor. Ventilation lacking and attention to deteriorating decor badly needed. Chairman promised referral to Director. Paul presenting an addendum expressed concern Re Mr John Coote's attitude and would clarify his role as adviser. Jim Myers offered apologies to Paul on behalf of Administrative Committee and would discuss his grievance with Fr Scully.

Mary Allen agreeing with Paul stated that Mr Coote was co-opted on to the Committee as an adviser- Management Consultatant. He had not yet attended a meeting concluded the Chairman, but assured Paul he would deal with this matter urgently in an effort to avoid unnecessary pressure.

4 Finance Report: Paddy Keegan unable to attend this meeting.  
Bar Report- 1st January 1990 - 30th September 1990  
Catering " " " " "  
Circulated. Overall takings down 1.3%  
Catering Sales Increase 7.1%  
Budget Shortfall Bar 23%. Catering 20%.

Fr Ryan noted increase 1st October due to alcohol price increase.



6 Hostel Report. Fr Pat Carolan had replaced Fr Ryan. Fewer callers to both Hostels. 7 vacancies in mens hostel. Womens hostel full. Fr Ryan stated that decrease in numbers was related to present recession. Fr Carolan is seeking funding from D.I.O.N. to work with career guidance. Fr Ryan had received a congratulatory letter from West Hampstead Police. He expressed regret that the older folk were deteriorating.

7 Directors Report:

Fr Ryan reported that the Welfare Department was a priority. He had now had adequate time to look into the Bar Computerisation, as it is complicated. John Coote is a deciding factor in this field. Decisions and budget available not known. Chairman stated that Fr Scully would be leaving the Centre at Christmas. Paddy Keegan has expressed a wish to retire. "Sooner rather than later." Members agreed that his role is underestimated. He does tremendous work in keeping the legal aspects to the fore. He will be sadly missed. A major problem arises, - who can replace him in his wide experience over many years. He covers all aspects of everyday problems, taking day to day decisions an administrator and overall controller.

Monsignor Stack stated that in view of his important major role Paddy could be requested to draw up a job description.

Mary Allen asked whether he is being replaced.

An understudy needed to become Au fait with his extended responsibility.

John Walsh requested that "Wheels be put in Motion" as a matter of urgency.

Peter O'Dwyer - Whereas we are not aware of remuneration Paddy's Role is - Administrative and Secretarial.

Mons Stack - Management structure is important and should be on paper for referral.

Computerisation would be an asset towards accounts .

Data fed in an experienced analyser needed.

Jim Myers - Refer concern to Chairman and Director for priority attention.

8 Social Club Report.

Presented by Mary Kenny- Douglas Hyde reasonably well attended. Catering Manager had been assaulted by Club Committee member who resented being requested to evacuate hall at closing time. Letter written to said member , awaiting reply.

9 Residents Meeting:

Hearing Music and Dance Licence postponed to 30th Oct.

Main objections noise following functions late at night. Previous Irish Centre Representation poor.

John Walsh suggested including Police support.

Jim Myers assured members that Fr Scully and T. Dunne are aware of problems and will be prepared in this instance. It was suggested, due to such a serious situation a special meeting should be called prior to



9 cont.

to 30th . October.

### Catering Managers Report.

Pat O'Dwyer reported that communication with the Bar Manager is difficult.

Bar trade down.

He had been on Annual Leave.- September functions 4 cancelled. Kilkenny Association, 21st Birthday Party, Wedding, and Jacob's Evening. Reasons not known.

He would like to introduce Christmas Office Parties, Recruit- but would need funds for promotion. This idea was considered good, but in the present climate, with residents objections may be a problem, with late night people celebrating.

21st Birthday Parties had been successful but Pat had been informed not to them.

Committee members noted they were unaware of such a policy. It is a major problem, needing a resolution.

Catering Manager uses his discretion, he expressed concern re an event booked by him in the McNamara Hall - 300 clients.

He had offered the Hall, which was accepted for £150. hire charge. During his A/L this fee was increased to £600. causing loss of goodwill, and cause for a grievance by a group who would use the facility on a regular basis.

~~competence as Chairman~~  
A recommendation agreed by T Mangan that Bar Manager is responsible to Banqueting Manager.- eventual responsibility to Administrative Committee.

Monseignor Stack asked whether,

- 1) Management Structure has gone wrong.
- 2) Is the Bar Manager incompetent.
- 3) Do we need a Bar Manager.

Jim Myers agreed to take back to Chairman and Director for clarification.

Pat O'Dwyer stated that for efficient performance Bar Manager report to Catering Manager.

Monseignor Stack noted the need for organisation of Management structure, but we are not aware of contract content, situation needs to be clarified, and suggests review of relevant documents at next meeting. Members expressed satisfaction with Pat's report, Chairman thanked him for same.

Any other Business.

Tom Mangan wished to congratulate Jim Myers on his competence as Chairman.

12. Date of next meeting.

13th November.

