

MINUTES OF THE MEETING OF THE ADMINISTRATIVE COMMITTEE

HELD AT THE IRISH CENTRE ON 14th JANUARY, 1986

PRESENT: T. Dunne, Fr. C. Malone, O.M.I., Fr. J. Fyllam, Miss M. Kenny, A. Coyle, J. Davis, T. Mangan, J. Myers, M. Sills, G. O'Flynn, S. Troy.

APOLOGIES: Fr. J. Gordon, F. Swan, Fr. F. Ryan, O.M.I.

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MINUTES

The minutes of the previous meeting were adopted on a proposal by Miss M. Kenny, seconded by J. Davis subject to the addition to section (f1) 'Accounts of the following "was paid in March".'

MATTERS ARISING

It was pointed out that electrical work which had been promised was not yet carried out. Fr. Malone said the electrician was coming in next day (Wednesday). Items in question, the side lights in the Douglas Hyde Lounge, lights in the passage way to the J. F. Kennedy Hall, and a radiator in the entrance hall.

HOSTELS

Fr. Ryan was unable to be present because Bro. Gallagher is on holiday.

St. Louise's is full with a waiting list. Conway House has a few vacancies. The majority of new applicants are from Northern Ireland. Members of the Anti-Terrorist Squad had paid a visit in furtherance of enquiries. They inspected records and were satisfied with what they saw.

WELFARE

The Annual Report is being prepared at the moment.

The complaint was renewed that Conway House is not getting sufficient help from the Welfare Department. A service will be provided from next week.

The number of callers is again on the increase (23 today). A big increase in callers is expected in the coming year.

Discussions are being held with the staff of the Welfare Department regarding working conditions and rates of pay. At present there are four welfare workers plus a Secretary and a receptionist.

DIRECTORS REPORT

The Archbishop of Southwark has replied to our request for a replacement for Fr. Smith but it appears that he was not aware that the vacancy now exists.

The Chairman has tried to contact the GAA but so far without success. A meeting arranged for today did not materialise because their representative did not turn up. The Chairman will continue in his efforts.

## Continuation Sheet 2. - Directors Report

The new telephone system will be in operation as from next Monday.

Staffing is now causing serious problems. There are no full-time Chef or full-time Cleaner.

Noel D'Arcy has been given a month's notice of termination of employment, effective 31st January, 1986. An advertisement has been placed for an Assistant <sup>to the</sup> Manager.

A long discussion ensued regarding the duties and responsibilities of:-

1. The Administrative Committee;
2. The Management Committee;
3. The Manager

and their relationship with each other.

T. Mangan said:-

1. The Administrative Committee should have been notified and allowed to discuss the dismissal proposal before action was taken;
2. The Manager has the right to hire and fire;
3. The Manager should have been consulted about the dismissal;
4. The Administrative Committee should be kept informed;
5. the Chairman and Director should not act on their own;
6. He proposed that the dismissal notice be withdrawn. This was not seconded.

The general feeling of the meeting was that Mrs. D'Arcy should have been consulted about the dismissal.

S. Troy stressed the importance of clarification of the role of the Administrative Committee vis-a-vis the Management Committee.

G. O'Flynn proposed that a special meeting of the Administrative Committee be held to discuss these problems. A vote resulted as follows:-

For 10                      Against 1

The meeting was accordingly arranged for Monday, 27th January, 1986 at 8.30 p.m.

Fr. Fullam proposed "next business". This was agreed.

Loan repayments to the Bank and the Breweries were made on time. Conditions for alternative financing are being discussed. The proposal about raising a mortgage is not now so attractive.

The scheme of refurbishing the old building is also presenting difficulties. ANCO in conjunction with the Manpower Services Commission are prepared to do the work but we must provide the materials and pay the foreman. The materials could cost between £100,000 and £150,000. We have not yet got that kind of money.

Continuation Sheet 3.

A meeting of the Finance Sub-Committee will be held on 4th February, 1986 and a fund raising meeting on 16th February, 1986 at 3.00 p.m.

A computer equipment grant promised by GLC has not yet been paid.

Club takings have dropped considerably. It was suggested that the Club opens for lunch during the week, with bars opening Saturday morning and afternoon. It was also suggested that pool and darts be introduced. Bands for Douglas Hyde Lounge are costing too much. An Irish Shop to sell Irish records etc should be introduced.

Mrs. D'Arcy joined the meeting. She said business is very quiet for the time of year. The lack of a Chef and full-time Cleaner make her position very difficult, and she is left in a very vulnerable position. She did not object to Noel being dismissed but she felt she should have been consulted. Staff morale is very low. She, herself, finds it difficult to motivate herself. She is taking a week off and hopes it will help to rejuvenate her. She requested that she be a member of the body to interview the new assistant to the Manager. She would like clarification in writing of her duties and responsibilities and also those of others involved. She agreed to opening for longer hours and suggested that food prices be increased or portions reduced.

The toilets in the Douglas Hyde Lounge need maintenance and re-newing. The Lounge Bar needs refurbishing and the lay out needs changing.

The Chairman informed her that she is still Manager and has the support of the Committee. He informed her of the special meeting to be held and she will be advised of their decisions.

Mrs. D'Arcy said she is grateful to know that she has the support of the Committee.

T. Mangan said she should have a copy of the minutes.

DATE OF NEXT MEETING

11th February, 1986

*J. D'Arcy* 11. 2. 86