

NOTES OF MEETING HELD AT CONWAY HOUSE ON 9TH FEBRUARY 1988

As only four members attended for the scheduled meeting of the Administrative Committee a meeting could not be held because of lack of a quorum which is seven members.

PRESENT:

Rev T Scully OMI, Mr F Swan, Mr P Keegan, Mr J Myers, Mr G O'Flynn.

APOLOGIES:

Miss M Kenny, Mr T Mangan, Mrs M Allen, Mr T Dunne.

The members present informally discussed some items on the agenda.

WELFARE REPORT

Paul Murphy presented his written report for the month of January and advised that he is revising the form of report to include additional information. This will include a 'casual caller' list and details on callers on a percentage basis.

First time callers	158 male	44 female
Total interviews	423	

He is still not happy about the condition of the building e.g fire door exit, lack of pinboards, decoration etc. If these points were attended to more callers could be dealt with more promptly and more efficiently.

The salaries scale of staff are due for review on 1st January. This will be done in the near future. He is reasonably satisfied with the performance of duties by the new members.

Accommodation for callers is getting more difficult to arrange although some new B & B accommodation has become available. Hotels are not now accepting casuals. Enquiries about the Nationality Act meant a lot of extra work.

FINANCE

P Keegan presented draft accounts for the year ended 31st December 1987.

Catering and Bar sales showed a reduction of £15,000 compared to 1986. Wages increased by £15,000 due mainly to extra staff in the Welfare Department.

In future separate accounts will be shown for the following departments:

- 1) Bar

- 2) Catering
- 3) Welfare
- 4) Club

The use of Covenants should be encouraged to transfer profits to the Welfare Department. Cost of wages should be split between full-time and part-time.

Suggestions for improvements were as follows:-

- 1) Buy own linen and change laundry
- 2) Engage contract cleaners
- 3) Franchises should be investigated.
- 4) Catering charges should be increased.

Complaints were made about the following:-

- a) Air-conditioning in the McNamara Hall
- b) Noise controller in the McNamara Hall.

REFURBISHING

The small bar, the Douglas Hyde Lounge and the back stairs should be completed in 3 weeks.

FUND-RAISING

An active go-ahead fund-raising committee is badly needed. Fund raising events projected are:-

- 1) Laois Association Dance at Brent Town Hall on 10th June.
- 2) Concert at Wembley on 22nd October.
- 3) Irish Dence Bands organisation concert at Wembley.

DAY CARE CENTRE

Carpet has still to be fitted.
 There is no finance available to fund running expenses.
 Open Day 8th March with official opening in April.
 Development of the upper floors will be difficult. It should command £45,000 per annum on a lease basis. Alternatively it could be used as a B & B Centre for better class tenants.

MANAGEMENT

Complaints were voiced that enquiries for bookings were not being dealt with properly. Some prospective clients claimed that they had to call at least half a dozen times before getting an answer.

*Approved at
 meeting held
 10.5.88
 J. Shumme
 10/5/1988
 Chairman*