**Urlingford and Graine CFR**

**Meeting Minutes**

**February 28, 2024**

**Attending:** Joe Black, Thomas Grace, Ciarán Bergin, Mervyn Queally, Matt Stranger, Susan Broderick, Cathy Dermody

**Apologies:** James Stapleton

Cathy began by quickly reviewing the role of a CFR and how the two teams, Johnstown and Urlingford, will join together once Urlingford is close to being available to take calls.

**Elections:**

Cathy then expressed the need for a committee to be in place in order to assist with moving the team forward. The following roles have now been filled:

*Secretary:* Matt Stranger

*Joint Chair:* Joe Black and Thomas Grace

Cathy to check with James regarding the bank account previously used by the defibrillator group and ask if he would be willing to act as Treasurer. (Update: There is a bank draft in the amount of €1638.20 made payable to the old group, which is now defunct. This means that the draft can only be lodged to the name on it and is unavailable to this group. As such, James will investigate if the name on it can be changed and a new bank draft created, which can then be used by the team. There is, however, an outstanding bill (for €694.80), which will need to be paid, leaving €694.80.   
  
Given the above, there is no point in setting up a new, separate bank account for the Urlingford team so all future proceeds will be deposited to the Johnstown account. The name on this account will be changed, in due course, once a name has been created for the umbrella organization.)

**Training:**

There was then a brief discussion about training. There are three elements to the training the team will receive. 1) The initial CFR course , approximately 4-4.5 hours. 2) The online courses required by NAS (National Ambulance Service); ranging from 20 minutes to 1.5 hours. 3) 5 Induction training sessions, approximately 2 hours each. It is strongly recommended that the entire team attend the initial CFR course and the Induction Training together. As such, a committed team must be in place before training can commence.

**Coverage area:**

The group reviewed the Ordinance Survey Ireland maps and created a coverage area encompassing parts of Woodsgift, Urlingford, Graine, Gortnahoe and near the Commons. Thomas/Joe will map it out and send in out on the group WhatsApp so everyone can have a look. They will also investigate if there are any defibrillator groups in place in any location in order to meet with them and discuss the CFR plans underway. They will revert back to the group if such teams exist in order to decide upon the appropriate move.

It was also decided that more information had to get out to the public about the team. Thomas/Joe will create both a Facebook and Instagram page within the next day or two and inform the team when ready. A request will be made to the primary school to use Aladin to communicate to the parents about the team and let them know our next meeting date. Posters will also be put up in the various villages; notes put into the church newsletter and the Kilkenny People and Observer and each member of the team is asked to mention the group/share the social media sites with as many as possible.

**Meeting our NAS Community Engagement Officer:**

Cathy to contact Jonathan Lynch to set a meeting date with the team, preferably within the next 2-3 weeks. This will give everyone a chance to learn what NAS can do to assist the team and what the expectations are. (Update: it will be closer to the end of March before Jonathan can commit to meeting the group. He will send me a date shortly.)

**On a separate note:**

Now that we have taken steps to create a committee and develop a preliminary coverage area, it will be imperative that we get a committed group of individuals who are prepared to move forward in becoming CFR’s. The next stage in the set up process will be to begin training, which cannot start unless people are both prepared to do the role (and fully understand the commitment they are making) and are ready to commit to dates for training.

There have been a number of people express an interest in the concept, however we need to know if they are prepared to move forward into the role and attend the sessions. There will be no point in bringing NAS in to meet the team if the team is not really ready to begin training and make decisions on operational ideas. Although members of the Johnstown team are happy to assist with setting up the Urlingford group, there are decisions that must be made which cannot be decided by anyone other than the Urlingford members, so an established team is essential.

As such, I’d like to have one more meeting, prior to our discussion with NAS, during which we a) talk about the role again and answer any questions/concerns that people may have and b) set a training date for the initial CFR course for those that are ready to move forward. If, at that time, there are people who are interested in joining but cannot commit to the team at the moment, we can set a second training schedule for later in the year, once the team is better established.

A WhatsApp message will be sent shortly with the date for the meeting. Please share this on your personal social media pages and with anyone you believe may be interested in the group, whether as a CFR or as a background helper. Finally, please make **every effort possible to attend** this meeting in order to ensure you are part of the team.

Thank you everyone,

Cathy