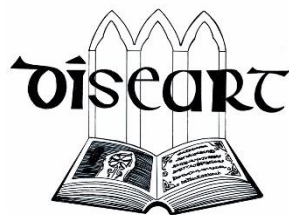
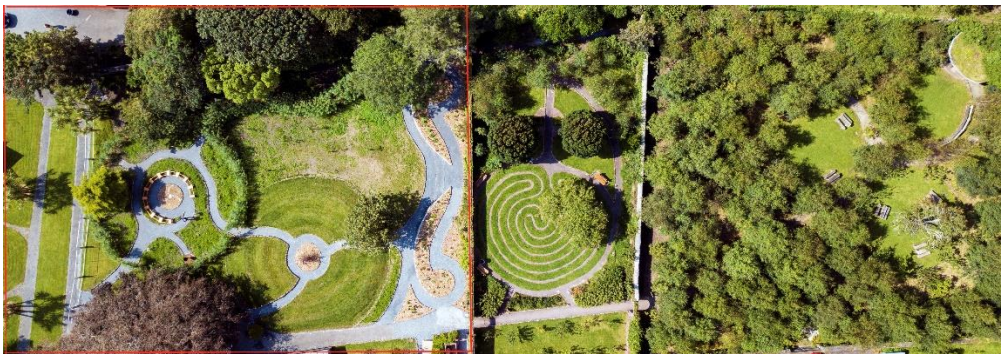




## **An Díseart Strategic Management Plan for the period 2021-23**

**(3 years medium-term plan, including action plan for year 1)**



## **Executive Summary**

This plan is based on our mission, and the vision and values of an Díseart. Our core goals are stated, Scholarship and Community engagement. This plan was prepared by Isabel Bennett, with frequent consultation with the Board, and particularly with the Chairperson, Joan Maguire. This is a 3-year plan, and includes an Action Plan for 2022; this will be reviewed at each Board Meeting and the Full Plan will be reviewed at the penultimate Board meeting each year. We appreciate all of the work carried out by those involved in producing this plan.

## **Vision Statement**

The vision of an Díseart is to be the centre for a lively community giving expression to and promoting Celtic Culture and Spirituality as an integral part of our local heritage.

## **Mission Statement**

The Díseart acts as the centre for a lively community giving expression to and promoting Celtic Culture and Spirituality as an integral part of our local heritage. Housed in the former Presentation Convent premises in Dingle. Founded in 1996, An Díseart developed as a centre for the research into all areas of Irish Spirituality and Celtic Culture including theology, language, literature, art, laws, folklore, values, spirituality, history, music, archaeology and customs led by the late Mons. Pádraig Ó Fiannachta and associated with his valuable collection of manuscripts and books now housed in the Dingle Library.

With the support of the Presentation Sisters, An Díseart is in the hands of the community managed by a voluntary board who make provision for the care and maintenance of the building and grounds. The building is available to the community for the development of spiritual, artistic and cultural activities. The organisation develops volunteerism in the community. The gardens are a location for family picnics and cultural gatherings.

An Díseart organises and promotes cultural, spiritual and Heritage events throughout the year.

Feidhmíonn An Díseart mar ionad do phobal bríomhar a chuireann an Cultúr agus an Spioradáltacht Cheilteach chun cinn mar dhlúthchuid d'ár n-oidhreacht áitiúil. Tá sé lonnaithe sa Daingean i seanChlochar na Toirbhearta. Ó cuireadh An Díseart ar bun i 1996, d'fhorbair sé mar ionad taighde ar gach gné den Spioradáltacht Éireannach agus den Chultúr Ceilteach, ina measc an diagacht, teanga, litríocht, ealaín, dlíthe, béaloideas, luachanna, spioradáltacht, stair, ceol, seandálaíocht agus nósanna. B'é Msgr. Pádraig Ó Fiannachta, trócaire air, a bhí ina cheann air agus tá ceangal ag An nDíseart lena chnuasach luachmhar

lámhscríbhinní agus leabhar atá i dtaisce i Leabharlann an Daingin. Le tacaíocht Shiúracha na Toirbhearta tá An Díseart á stiúradh ag bord deonach a thugann aire don fhoirgneamh agus dá thailte is a dheánann iad a chothabháil. Tá an t-ionad ar fáil don phobal le haghaidh gníomhachtaí spioradálta, ealaíonta, cultúrtha agus Gaelacha agus is áit é gur feidir le daoine a mbuanna a thabhairt i lár an aonaigh agus iad a roinnt. Eagraíonn An Díseart féin imeachtaí cultúrtha, spioradálta agus oidhreacht i rith na bliana agus tá na gairdíní ar fáil le haghaidh picnicí, teacht le chéile cultúrtha nó paidreoireacht phríobháideach agus machnamh.

## **Our Values**

The Board of An Díseart is committed to operational excellence in that we are of an attitude to learn from situations as they arise. We will work towards improving the organisation continuously by learning from problems as we encounter them and use of problem-solving and leadership skills to improve the organization continuously.

## **Scholarship**

The Board of An Díseart is committed to scholarship in research into Early Irish Christianity and Celtic Spirituality so as to contribute to our understanding of ourselves and our world, and whose discoveries enhance the wellbeing of the community and visitors.

## **Community Engagement**

The Board of An Díseart is committed to working to deepen and expand our Community Engagement. To encourage the use of the community of the facilities for spiritual, artistic and cultural activities, working with Cáirde an Dísirt, the engagement will be holistic, collaborative and sustainable, resulting ultimately in the empowerment of the community.

The Board of An Díseart is committed to the values of equality of treatment and inclusivity in the ethos of the organisation. At an Díseart all people will be treated equally; we welcome all abilities, cultures, religions, races and sexual orientation.

The Board of An Díseart is committed to behaving with integrity and to fostering integrity within the workplace and in dealings with the community.

The Board of An Díseart is committed to developing authentic relationships within the board and in the workplace and within its dealings with the community. Authenticity is the basis for establishing trust and trustworthiness and is a central goal of the An Díseart.

The Board of An Díseart is committed to Honesty in their dealings with other members of the board, the staff and the community, this means being straightforward about reasons for choosing certain strategies and goals over others, being honest about successes and failures and in doing so we hope to earn the respect of one another, the staff and the community.

The Board of An Díseart is committed to transparency in its decisions and actions

The Board of An Díseart understands that success can only be achieved through teamwork.

The Board of An Díseart is accountable to the governing agencies and to the stakeholders.

### Overview

An Díseart is managed by a voluntary board, which has drawn up, and will be implementing the aims of this Strategic Plan. The impetus for drawing up the plan has come from general discussion, also spurred on by advice from the Charity Regulator. The plan comes into practice in an uncertain period, with the Covid pandemic still rife throughout many parts of the world. This pandemic caused huge upheaval to the normal running of An Díseart, and the various activities which take place here and has greatly limited, in recent times, visitors being able to come to the Institute.



*Figure 1A concert as part of Feile na Bealtaine in the Díseart garden*

## SWOT Analysis

<b>Strengths Bhuntáiste an Dísirt</b>	<b>Weaknesses Mhíbhuntáiste</b>
Daoine cumasacha, ionraic ina mbaill don mBord agus saineolas acu ar réimse leathan ábhar.	Táimid ag braith ró-mhór ar oibrithe deonacha nó ar oibrithe páirtaimsireacha scéimeanna SOLAS Nó SST.
Tá foirgneamh breá againn, le ardaithóir, chomh maith le córas teasa, leictreachais agus Slándála uasghrádaithe ann.	Ceist mhór i dtaobh todhchaí An Dísirt, baill an Bhoird ag dul isteach sna blianta, cé a thógfaidh freagracht na háite inár ndiaidh? Deacrachtaí le daoine óga a mhealladh chun a bheith ar an mBord Stiúrtha Próifíl aoise bhaill an Bhoird
Na Gairdíní atá thar a bheith go hálainn	Deviating from core mission
Suíomh idirlín nua	Ag braith ar SHU le haghaidh teacht isteach, gan iad, cad a tharlódh? Níl sruth airgeadais leanúnach/teacht isteach leanúnach againn. Gá le hinfheistiú chun an foirgneamh a chur in oiriúnt don mhisean go hiomlán agus, chuige sin, gá le cliant mar ancaire a chinnteoidh teacht isteach rialta.
Tá oibrithe iontacha ar scéimeanna SOLAS agus SST againn.	Tá an foirgneamh sean agus a lán costais cothabhála ó bhliain go bliain.
Tá Ollscoil SHU ag teacht chughainn le blianta agus iad againn go fóill.	Gá le cumarsáid chun ról an Dísirt a chraobhscaoileadh go forleathan.
Tá tacaíocht againn ó Shiúracha no Toirbhirte, comhoibriú agus cairdeas agus léas fada ag an mBord uathu	Cúram breise ag baint le cosaint na ngairdíní
Tá an séipéal ann le fuinneoga iomráiteacha Harry Clarke agus ón Comhlacht Meyer, agus an t-adhmadóireacht.	Níl próifíl ag An nDíseart ar na meáin shóisialta.
Tá sé suite i lár an bhaile, fuirist teacht air do thurasóirí	Níl carr chlós againn.
Níl aon institiúid Diagachta & Chultúrtha eile i gCo. Chiarraí	Níl cuid do lucht gnó an Daingin ró thacúil.
Ealaíontóir agus file cónaitheach aige ag cur na n-ealaíon chun cinn.	Ní ghabhann mórán des na turasóirí a thagann ar bhusanna chughainn, níl sé fuirist do bhus páirceáil in aice an Dísirt .
Tá an Díseart seanbhunaithe anois, ta sé ann ó 1996.	Gá le ceangal tríú leibhéal chun na cúrsaí, modúil acadúla a fhorbairt.
Tá an Díseart in aice le Leabharlann an Daingin.	Gá le ealaíontóir comhnaitheach.
Tá roinnt seomraí codlata againn sa bhfoirgneamh.	Established practices

Táimid gar don gcarr chlós nua laistíos do Shéipéal Naomh Muire.	Underuse of resources (lots of unused space)
Tá Cairde an Díseart sa chúlra ullamh chun tacú.	Shortage of academic input relevant to Early Irish Christianity
Tá Stadas Charthanachta ag an Díseart.	Gá le Bainisteoir/Stiúrthóir lánaimseartha chun deiseanna forbartha a dhéanamh.
Oidhreacht Phádraig Uí Fhiannachta agus Siúracha na Toirbhirte	While there is accommodation, the rooms available, say for a retreat group, which was visualised by Monsignor Pádraig O Fiannachta, has been reduced considerably due to the building of a classroom and there is very little space for en suite bathrooms or cooking facilities. To improve or extend those facilities would take a lot of money and extra staff as well.
Tá troscáin agus achmhainní teagaisc , léachta agus seimineáir réasúnta maith ag an Díseart.	Easpa cumarsáide ó am go chéile idir na páirtithe leasmhara – An Fhoireann, An Bord, Cairde an Díseart, Solas, Údarás na Gaeltachta agus pobal Chorca Dhuibhne
Tá an Díseart, idir fhoirgneamh agus gháirdín, ina thearmann agus ina sheoid tharraingteach ealaíne i lár an Daingin.	Dependent on being open to engage with community
Fáiltíonn an Díseart roimh ghrúpaí ó chian is ó chongar ar mhaith leo leas a bhaint as áiseanna an Dísirt.	Lack of online presence/virtual engagement (e.g. Twitter, Instagram)
Mar ionad cuairteoirí, mar institiúid oideachais agus mar thearmann éiceolaíochta, feidhmíonn an Díseart mar ‘shlí na háilleachta’ ( <i>via pulchritudinis</i> ).	
Academic reputation	
A reputation for facilitating and co-operating with local festivals and class organisers	
Located in area with so many artefacts of early Christianity	
Community engagement (during normal times)	
<b>Opportunities Dheis</b>	<b>Threats Bhagairt</b>
Ollscoileanna a mhealladh – mar atá déanta le blianta fada le SHU	Galair nó Paindéim cosúil le COVID19.
Possibility of employing a manager/administrator	Scéimeanna SSTagus SOLAS ag críochnú toisc gan pearsain a bheith ar fáil nó incháilithe.
New board committee set-up	Dainséar go mbeadh iompar mí shóisialta sna Gairdíní.



Tacaíocht airgid a fháil ón rialtas, ón gCo. Chontae, Comhairle Oidhreacht. Sparántaíochtaí Ealaíona éagsúla a fháil ó leithéidí Ealaíon na Gaeltachta	Iomad spleáchais ar SHU. Foirgneamh an CBS a bheith ceannaithe agus á athchóiriú ag SHU. D'fhéadfaidís imeacht uainn go hiomlán amach anseo agus Coláistí eile 3ú leibhéal eile a mhealladh chuga.
Cursaí spioradálta a reachtáil nuair is féidir é arís.	Easpa airgid, agus sa ghearrthéarma – an easpa airgeadais toisc Covid 10
Imeachtaí ealaíona nuair is féidir, go háirithe leis an bhfile & ealaíontóir cónaitheach. Spás rialta a sholáthar do thaispeántais físealaíne, cleachtadh cór, ióga, ranganna Gaeilge &rl	Níl aon fhoireann/bainisteoir proifisiúnta i bhfeighil na háite.
Tuiscint a thabhairt do na cuairteoirí ar shaol na mban rialta, m.sh. tráthanna paidreoireachta &rl. D'fhéadfaí taifead a dhéanamh mar atá ag manaigh Ghleann Stail & é bheith le clos i Seomra Nano Nagle, áit arbh fhéidir breis eolais a thabhairt ar a saol & a saothar.	Níl go leor tacaíochta ó mhuintir an Daingin & beidh sé seo an-thromchúiseach amach anseo.
Eolas a thabhairt ar shaol an Mhons. Pádraig Ó Fiannachta.	An iomarca páipéarachais agus rialachais má táimid ag braith ar oibrithe deonacha.
Breis fógraíochta a thabhairt des na Gairdíní le breis ócáidí a mhealladh le ócáidí cheiliúrtha a chur ar bun.	Pleannana ann sean oispidéal an Daingin a fhorbairt ina mhór láthair ealaíona do Chorca Dhuibhne. Forbairtí eile atá á bpleanáil do bhaile an Daingin – go mbeidh ról ag An Díseart ins na forbairtí seo?
Ionad taighde a fhorbairt leis an spás atá againn agus an leabharlann atá againn agus leabharlann Uí Fhiannachta i leabharlann an Daingin.	Based in an old building, with high costs.
Breis cuairteoirí a mhealladh do fuinneoga Harry Clarke, Scéal na Siúracha, Ealaíon Yates, na Gairdíní agus rl.	Conflicting interests and views of how the Díseart can develop
Daoine aonarach nó grúpaí beaga a mhealladh chun úsáid a bhaint as achmhainní an Díseart agus ar ndóigh na háiseanna thar oíche atá againn.	Failure to keep its vision alive. it is only the vision when it is maintained that will inspire and unite all who are involved to work together and help to overcome the obstacles along the path. “Without a vision the people die” Proverbs 18 Bheith dílis don gcúis go mbunaíodh é
Develop facilities for Irish language writers	Necessity for clear aims and progression plan
Education on nature and biodiversity Incorporating natural heritage education	Loss of momentum due to stalled activity due to Covid
Developing a partnership with SHU in terms of shared Academic courses especially in the area Celtic Spirituality and Culture but	

also, pastorally in outreach to the local community. I feel if those areas were nurtured and developed the Diseart would take a major step in realising the dream or vision of its founder which is enshrined in its Mission Statement.	
Building up better relations with the local community if we could develop a sense of ownership among them many of whom were educated by the Presentation Sisters.	
Ionaid a sholáthar do fhéilte áitiúla – m.sh. Féile na Bealtaine, Féile Bheag Filíochta, Féile Bia an Daingin &rl	
More public talks	
Space for artists and residency Áiseanna á sholáthar d’ealaíontóirí ar thréimhsí cónaitheach	
Ionaid á chur ar fáil ó am go chéile go chriúanna scannánaíochta – Imram	
Changed world after Covid	







## General description

With the support of the Presentation Sisters and guided by a voluntary Board of Directors, who make provision for the care and maintenance of the building and grounds as well as all other managerial aspects of the Institute, An Díseart was set up as a non-profit making organisation and a registered charity in 1998, following a couple of years of pre-planning. The Díseart is situated in Daingean Uí Chúis, the largest Gaeltacht town in Ireland and is housed in the former Presentation Convent. It aims to act as the centre for a lively community giving expression to and promoting Celtic Culture and Spirituality as an integral part of our local heritage.

An Díseart, inspired and led by the late Mgr. Padraig Ó Fiannachta, initially was developed as a centre for research into all areas of Irish Spirituality and Celtic Culture including theology, language, literature, art, laws, folklore, values, spirituality, history, music, archaeology and customs, facilitated by his academic presence and associated with his valuable collection of manuscripts and books now housed in the Dingle Library.

The centre is available to the community for the development of spiritual, artistic, cultural and Irish language activities and is a place for everyone to bring and share their gifts. An Díseart aspires to organise cultural, spiritual and heritage events throughout the year and the magnificent gardens are a location for family picnics, cultural gatherings and private prayer and meditation.

Located in this peaceful haven on Green Street, Dingle, Díseart occupies a neo-gothic building designed by JJ McCarthy. Described as “breath-taking”, “magnificent” and “a national treasure”, by some of its visitors, the building is home to a beautifully-proportioned chapel in which can be found six two-light lancet windows created in 1924 by one of the foremost stained glass artists of all time, Harry Clarke. The windows, along with the tranquil walled gardens, first laid out in 1849, have become a popular attraction for locals and some of the many visitors to Dingle.





The gardens are in three parts developed according to plans made by Mary Reynolds.



The **Upper Garden (Family Tree Garden)** was made with the intention of strengthening the sense of community in Corca Dhuibhne. It was also made to heighten our sense of place and deepen our connection with the earth while creating a gentle habitat in this woodland garden.

‘Sé a bhí i gceist leis an gairdín ná spiorad an phobail a neartú i gCorca Dhuibhne, cur lenár n-ómós áite agus lenár gceangal leis an gcruinne chomh maith le timpeallacht shéimh a chruthú sa ghairdín crannmhar seo.

**Garden II (Prayer Garden)** is a rectangular garden enclosed by high walls and is reached through a pointed arch doorway; the garden contains a prayer labyrinth with the stations of the cross as stones laid out on the western side of the labyrinth. This garden also hosts two magnificent Irish Yew trees (*Taxus baccata* ‘Fastgiata’) and includes a number of fruiting bushes.

### The Sensory/Biodiversity Garden

The sensory/biodiversity garden is the latest development; the garden aims to enhance the senses through the use of colour, smell and shade. The garden has a seated area planted with wildflowers, a willow tunnel, and raised beds which will be planted with local medicinal herbs.

A separate feature of this section of the garden is the Nuns’ Graveyard, guarded by two angel statues at the gate and enclosed by white iron railings. The graveyard itself is dominated by an impressive mature, pollarded copper beech tree which may be part of the original garden vegetation and thereby predates the establishment and use of the garden.

### The Building Facilities

The Díseart contains a number of well-equipped rooms, of various sizes, currently used mainly by students from universities who attend courses in the building, but also available for other uses (concerts, readings, exhibitions, etc.) The chapel is also available for prayer and contemplation and for suitable events.



Figure 2 Figure 2 workshop on lantern making

A library of books on spirituality and Irish language, based on the collections of Fr. Jim Sheehy and Mons Pádraig Ó Fiannachta, is housed in the building and available to researchers and a comprehensive library donated by our former academic director, Mons. Ó Fiannachta, who was Dean of Celtic Studies at the National University of Ireland Maynooth, is housed in Dingle library close to An Disart.

As well as the classrooms and chapel in our three-story building, there is a reception area, some other office spaces as well as several single bedrooms, on the top floor of the building. There are also a couple of larger bedrooms, one currently used by the artist in residence, available to scholars and grantees. There are two well-fitted kitchens, one on the ground and one on the top floor. All floors are served by a staircase as well as a lift.

### Collections

As part of the fabric of the building, we have the Harry Clarke Windows as well as Meyer windows in the chapel, there are murals and a fresco by Ella Yates, as well as some other artworks. There is the library and other items (Mons Ó Fiannachta collection, Presentation Sisters collection). These have not yet been formally catalogued, but are the basis for some interesting potential exhibitions.

### Staff

There are currently no employees. We benefit from having several FÁS trainees as well as SOLAS workers and other workers on government-sponsored training schemes. Some have



been with us for many years and are very faithful to the Institute, and extremely hard-working. However, the lack of a salaried manager puts a lot of pressure on the voluntary board, and more particularly on the chairperson.



*Figure 3 Seipéal/Chapel*



*Figure 4: Diseart gardens*



## **Form of governance**

**The Díseart is a registered charity, a Company Limited by Guarantee.** It is managed by a Board of Directors, the current members of which are:

### **Board of Directors**

- Joan Maguire, Chairperson, IT Consultant
- Máire Uí Shíthigh –Vice Chairperson retired Director of Oidhreacht Chorca Dhuibhne
- Pádraig Ó Foghlú – Company Secretary, Solicitor
- Pádraig Féirtéir – Minutes Secretary, Retired school principle
- Isabel Bennett – Treasurer, Archaeologist
- Eileen Clear – Member of the Presentation Order
- Tadhg Ó Dushláine – Retired Academic Author and University Professor
- Breda Enright – Landscape Gardner
- Máire De Bhál, Member of the Presentation Order
- Micheál Ó Conchúir, Retired Primary School Teacher
- Edel Ní Loibhéid, Radio Journalist
- Marina Ní Dhubháin, Dramatist
- Cait Ó Beaglaíoch, Librarian (retired)

### **Sources of operational funding**

Our current main source of income is from rental of classroom and office space to Sacred Heart University, Dingle Campus. We also have significant income from visitors to the building, which has been reduced due to Covid-19 restrictions, and other income from room rental book sales etc. There are also irregular donations, for classes, meetings, exhibitions etc.

## **Capital Works**

The main area of recent expenditure has been the dry rot work in the building and the development of the sensory, biodiversity garden, for which we benefited from grant aid. The building, due to its age, however, is constantly in need of maintenance. Currently the ceiling of the chapel is in need of attention, and the roof area above the main stairs.

## **Description of stakeholders**

Our stakeholders consist of the Board, the trainees/scheme workers, Cáirde an Díseart, the townspeople of Dingle, particularly those who are our immediate neighbours, users of the building, particularly the students, and those who run classes and other events there, and those who rent space, and visitors, both local and from outside of the immediate area (including Irish and foreign tourists) to our garden and building.

## **Annual visitor numbers**

The average number of paying visitors/tourists annually to the Centre is 5500. The garden, however, is visited by many more. The users of the building consist of those attending classes (mainly SHU students, but also attendees of other classes and events) and those who rent office space in the region of 600.

## **Situation Review**

Achievements to date:

- We have survived and developed to our current point, with a good relationship with Sacred Heart University.
- The building is now in a much better state than when originally acquired, with adequate equipment for classes etc.
- The gardens have been developed to a very well-maintained and inspirational state.
- We have a good reputation in the local community.

## **Obstacles to achievement:**

- Limited funds, and no long-term guaranteed income stream.
- Aging board members, need for younger members to continue the work.
- Lack of a full-time, paid, manager.
- Recent Covid pandemic.

(In future plans, it might be useful to review progress against Strategic Aims, however informally stated. )

## **Environmental Scan**

When first established, Msgr Ó Fiannachta was still with us, and was a well-established academic of very high standing, who drew students of all academic levels to study here, as well as having contacts in various universities. Unfortunately this is no longer the case.

Our gardens, which have been developed to a very high standard, are becoming more and more a gathering place for visitors, and came into their own during Covid, for concerts and other cultural events, when indoor gatherings were forbidden; it is hoped to be able to build on this usage.

Dingle has been a vibrant tourist town for several years, and (apart from recent Covid difficulties) continues to grow in this regard. Our centre should be further promoted to benefit from these visitors.

The former workhouse in Dingle, empty for several years, is now well on the way to being developed as a hub for artistic and other activity. It is possible that this will draw users (between visitors and artists/class providers) from An Díseart, this however has received a setback in acquiring funding.

To the benefit of An Díseart, a nearby carpark has been extended, however, there is very limited on-street parking near the building, and no direct access to it (making it less obvious to passers-by, and even more so to passing motorists). Our gate, while protecting the building and gardens to less-welcome visitors, especially at night, might also have the same effect to those more welcome paying tourists.

#### **Key issues that will affect the future of the organisation**

- A guaranteed source of income.
- Having the wherewith to employ a manager, at the very least.
- The continued growth of Dingle as a lively tourist town.
- The continued management of the Covid pandemic (and any others that might come our way).
- The makeup of the Board, with new members joining as appropriate
- Continuing relations with Sacred Heart University
- The ability to develop and maintain relationships with universities to provide and fill courses true to the mission of An Díseart.
- Challenges posed by similar tourist 'attractions' in the town (i.e. the old hospital).
- Take account of estimated income and expenditure during the lifetime of the Strategic Plan and should include financial projections as an Appendix.

## Accounts to end of 2020 and Financial Projections

### An Diseart

#### SUPPLEMENTARY INFORMATION RELATING TO THE FINANCIAL STATEMENTS

##### DETAILED INCOME AND EXPENDITURE ACCOUNT

for the financial year ended 31 December 2020

	2020	2019
	€	€
<b>Income</b>		
Donations	1,229	4,839
Shop Sales	94	1,340
Facility Fees	2,770	15,600
SHU Facility Fee	35,130	44,280
Harry Clarke Window tours	312	16,687
Washington Lee	-	77,689
Presentation Sisters Building Contribution	15,489	-
Government grants received	34,000	6,094
	<u>89,024</u>	<u>166,529</u>
<b>Expenditure</b>		
Staff defined contribution pension costs	(6,835)	-
Rent	100	100
Shop Purchases	-	2,090
Washington Lee Course Expenses	3,000	67,651
Insurance	7,409	6,571
Light and heat	4,380	7,414
Cleaning	845	1,295
Repairs and maintenance	38,145	87,811
Garden Maintenance	42,002	-
Printing, postage and stationery	1,276	2,035
Advertising	150	912
Telephone	2,611	2,927
Consultancy fees	738	-
Bank charges	149	295
Canteen expenses	1,337	1,372
Staff welfare	278	-
General expenses	322	449
Auditor's remuneration	2,460	2,420
	<u>98,367</u>	<u>183,342</u>
<b>Miscellaneous income</b>		
Bank interest	7	7
	<u>7</u>	<u>7</u>
<b>Net deficit</b>	<u>(9,336)</u>	<u>(16,806)</u>

# AN DISEART

## Scéim Forbartha Bainistíochta d'Oifigh Turasóireachta

Teimpléad Ioncaim agus Caiteachais 3 Bliana

Líon isteach go cruinn sonraí a bhaineann leis an togra turasóireachta ar leith a bhfuiltear ag déanamh iarratas ina leith

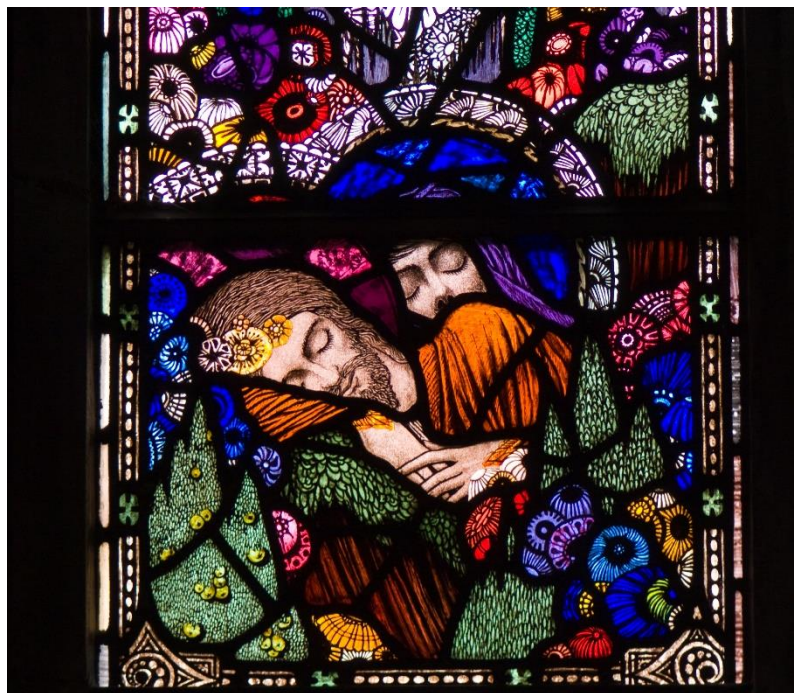
Sonraí a bhaineann leis an togra ar leith		Bliain 1	Bliain 2	Bliain 3
Teacht Isteach Measta		€	€	€
Táillí Iontrála - Harry Clarke Turas		12,000	15,000	19,000
Ioncam Eile (Táillí Saoráide)		34,000	40,000	48,000
Ioncam Eile (Clár Turasóireachta)		4,000	7,500	12,000
Ioncam Eile (Taithí Turasóireachta)		7,000	8,500	12,000
Ioncam Eile (Gairdini, Siopa & Síntiús)		3,000	6,000	12,000
Scéim Turasóireachta**		30,000	30,000	
Teach Isteach in iomlán measta don bhliain		90,000	107,000	103,000
Caiteachas				
Tuarastal		27,600	27,600	27,600
Costaisí Tuarastail (ASPC Fostóra)		3,050	3,050	3,050
Pinsean		0	0	0
Árachas		7,500	8,000	8,500
Solas / Teas /Fón		7,500	8,000	9,000
Costaisí Taistil & Cruinnithe		1,500	1,750	2,000
Ús agus Táillí Bainc		250	500	750
Margaíocht & Poiblíocht		2,000	2,500	2,750
Páipéarachas & Postas		1,200	1,500	1,750
Ballraíocht		0	0	0
Cuntasaíocht		2,000	2,250	2,500
Comhairleoireacht		2,000	2,250	2,500
Ilnithe		0	0	0
Eile - Sonraigh le do thoil	Forbairt Clár Turasóireachta	6,000	7,000	8,000
Eile - Sonraigh le do thoil	Costais Taithi Turasóireachta	5,000	6,000	7,000
Eile - Sonraigh le do thoil	Deisiúcháin	23,000	25,000	27,000
Caiteachas iomlán measta don bhliain		88,600	95,400	102,400
Farasbarr (Easnamh)		1,400	11,600	600



## Strategic Aims or Goals

1. **Promote Celtic Culture and Spirituality** through the facilitating and organising of events, courses, concerts, publications, seminars, conferences etc. etc. and .....
2. **Fulfil our responsibilities as a Charity** through developing various policies and other recommendations to comply with the Charities Regulator
3. **Ensure the building and gardens are available to all** through ensuring their maintenance and accessibility ....
4. **Source support to enable proper carrying out of aims** through application of grants, and further encouragement of our Friends group....
5. **Increase visitor numbers**
6. **Produce an Annual Action Plan**
7. **Make adjustments to make operating the building more sustainable**

**Review Mechanism:** This is a 3-year Strategic Management Plan which will be reviewed annually. During the year, key objectives that require interim review will be the subject of a six-month review. All reviews will take place during board meetings. Progress and problems will be discussed against each objective, using the SMP as a guide. Within the time span of the SMP, we will be working to Annual Action Plans that will break down the objectives for the year into a series of tasks and date targets and other significant factors. This Annual Action Plan contains its own internal review mechanisms.



## **Consultation process for the SMP**

The lead in the development of this plan was Board Member Isabel Bennett, who presented a draft at the January 2021 meeting, having obtained SWOT and Strategic Aim suggestions from all board members. It has been discussed at some other Board meetings, with the draft Annual Action Plan being brought for discussion at the final meeting of 2021. The plan was passed at a board meeting on February 3 2022.

### **List of committees**

Spioradáltacht agus Eiceolaíocht : ? agus Bríd Enright

Cultúr agus Ealaíon : Sr. Eileen Clear, Tadhg Ó Dúshláine, Máire Uí Shíthigh agus Marina Ní Dhubháin

Oidhreacht : Isabel Bennett agus Micheal Ó Chonchúir

Oideachas : Pádraig Firtéar agus Marie de Bhál

Áiseanna agus Airgeadas : Joan Nic Uidhir agus ???

### **Members of the Board unassigned to committees in December 2021**

Helena Ní Churráin, Edel Ní Loibhéad, Cáit Ní Bheaglaíoch

### **List of trainees and staff**

The day-to-day operation of an Díseart is greatly aided by participants in the Solas and Scéim Soisialta Tuathaigh Schemes, and members of Cáirde an Dísirt, and Theresa Rafter Moriarty who recently retired from the SST scheme and provides services as a Covid officer.

The current (September 2021) team are

### **Scéim Sóisiliata Tuathaigh**

Elaine Hilliard

### **Solas**

Joe Garvey

Paidí Budhlaeir

Breda Enright

Kevin Martin

### **Contact Details**

#### **Díseart Institute of Irish Spirituality and Culture**

Sráid an Doirín,

Daingean Uí Chúis,  
Co. Chiarraí,  
Éire.  
V92 VW74

T: 353 66 9152476

**Registered Charity No: 12691**

[www.diseart.ie](http://www.diseart.ie)



## **Appendices**

### **Policies**

Data protection policy

Polasaí Bainistíocht Airgeadais don Díseart

Financial management Policy

Polasaí Oibrithe Deonach

Volunteer Policy

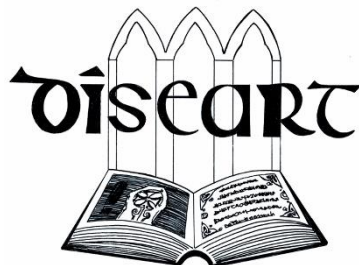
Conflict of Interest Policy

### **An Díseart Action Plan for 2022, to complement our Strategic Plan 2022-2025**

Educational Goals of SHU and An Díseart

Garden Plan for 2022

## Data protection policy



## Data protection policy

We have developed the following Data Protection Policy to deal with issues which may concern you.

This policy may change from time to time so please check it periodically.

**PRIVACY STATEMENT** An Díseart is committed to protecting the privacy of users. We are aware that as a user you care about the security and privacy of your information.

Any personal information that you volunteer to An Díseart, either as a participant, event attendee, website or e-bulletin subscriber will be treated with the highest standards of security and confidentiality, strictly in accordance with the Data Protection Act, 1988, as amended by the Data Protection (Amendment) Act, 2003.

If you provide us with personal information in an email message to one of the addresses on our site or by filling out a form with your personal information, we will only use the information to respond to your message and to help us provide you with the material you requested. An Díseart magazine is sent only to those who have requested it.

Our website contains links to other websites we think may be of interest to our users. We have no control over the privacy policies or content of those websites.

**CORRECTING/UPDATING PERSONAL INFORMATION** If your personal information changes or if you no longer wish to subscribe to our services, we will endeavour to correct, update or remove the personal information provided to us as speedily as possible. This can be done by contacting us at An Díseart, Sraíd an Dóirín, Daingean Uí Chúis, Co. Chiarraí.

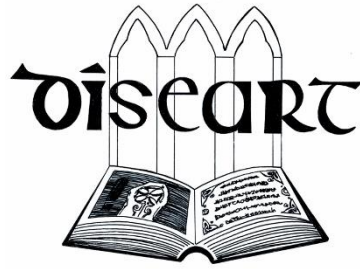
**HOW WE PROTECT INFORMATION** We take every precaution to protect your information. To this end all personal information stored by us is kept in a filing cabinet or on computer which is password protected. Only employees and approved volunteers or contractors/developers we may appoint from time to time and who need the information to perform a specific job are granted access to personally identifiable information. Regular security reviews are held by us to ensure that the site remains safe and secure for your protection.

**SURVEYS AND PROMOTIONS** From time to time we conduct surveys and promotions and may request information from you as part of these. Participation in these is entirely voluntary and you therefore have a choice whether or not to disclose any information which might be required. We



may also ask you whether you would like to receive promotional emails and mailings from us about our other products or services.

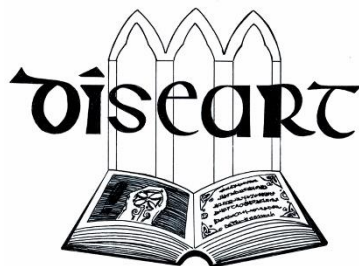
**COOKIES** The type of non-personal user information and data referred to above can be collected through the standard operation of our internet serves and logs as well as “cookies”. A cookie is a small text file containing a unique identification number that is transferred from a website to the hard drive of your computer so that the website you are using may identify you and track your activities on that particular website. If you interact with certain parts of the website the site will send a cookie to your hard drive. The cookie only recognises your computer and does not know or store any personal information about you. You may choose not to enable your cookies in your browser if your browser permits, although you may need to enable the cookies to use the site properly. Cookies enable usage behaviour to be tracked and collect data to be compiled that would facilitate more focused and improved content. It helps us know which parts of the website are most popular, and generally to understand how people are using the site



## **CONFLICT OF INTEREST AND CONFLICT OF LOYALTY POLICY September 2021**

The board of directors maintains a Conflicts of Interest agenda item for all meetings.

- To ensure there is no conflict of interest, directors wishing to apply for An Díséart support must first inform the Chairperson and must absent themselves during the decision making process.
- Directors must not use or give the appearance of using their position on the board to further their private interests.
- On appointment a director should declare any interests that may be material or relevant to the business of An Díséart, including a conflict of loyalty.
- To ensure transparency, declarations of interest (if any) are contained within the directors' profile on the website, which is updated from time to time.
- A conflict of loyalty may arise where a director may be involved in board decisions and may be (or perceived to be) potentially influenced by considerations other than the best interests of An Díséart.
- Conflicts of loyalty may be sufficiently serious to amount to conflicts of interest.
- A director who has a conflict of interest or a conflict of loyalty must neither influence nor seek to influence a decision.
- If a conflict arises at a meeting the director should declare their interest and leave the room. If in doubt the Chairperson will adjudicate as required.



## Polasaí Oibrithe Dheonacha

Deineann an Díseart, Institúid do Chultúr agus Spioradáltacht Gaelach , taighde , cúrsaí agus imeachtaí cultúrtha i ngach gné don Spioradáltacht Gaelach agus don gCultúr Ceilteach ar a bhfuil diagacht, teanga , litríocht, ealaíon, dlíthe, béaloideas, luacha , spioradáltacht, stair, ceol , seandálaíocht agus custaim a chur chun cinn

Is iad ár noibrithe deonacha an achmainn is luachmhaire atá againn , spreagaimid agus tacaímid le rannpháirtíocht ag gach leibhéal dár neagraíocht agus laistigh do gach gníomaíocht cuí .

Tús

Tá an polasaí seo againn chun téarmaí tagartha a leagadh amach do oibrithe dheonacha , do bhaill an Bhoird agus dóibh siúd atá faoi oilúint i slí atá comh mholtach agus thacúil. Is duine an oibrí deonach a thugann a chuid ama agus seirbhís chun cuidiú leis an Díseart ,taobh amuigh do theorainn fostaíochta íochta agus gnáth fhreagracht , chun a mhisean a chur i gcrích . Tá sé i gceist go gcuideoidh an polasaí seo leis an Díseart chun cúram a dhéanamh leis na hoibrithe dheonacha agus san am chéanna fanacht dílis do Rialachas Ginearálta Cosaint Sonraí (GDPR),

Is oibrithe dheonacha , baill an Bhoird ina measc, furmhór na ndaoine atá bainteach leis an Díseart .

I dtreo is gur féidir linn an chuid is mó a dhéanamh inár nam teoranta , tá sé curtha romhainn againn oibriú le chéile mar seo :

- Má gheallaimid go ndéanfaimid rud éigin , déanfaimid é.
- Muna féidir linn rud éigin a dhéanamh nó é a dhéanamh lastigh don am a socraíodh , tabharfaimid go leor fógra , i dtreo is gur féidir socraithe eile a dhéanamh .
- I gcónaí déanfaimid cumarsáid cúirtéiseach agus ionraic le chéile agus le ár bpáirtnéirí leasmhara go léir .
- Is iad na príomh shlite cumarsáide a bheidh againn ná ríomh-phost /guthán/ WhatsApp (le cinntiú)
- Coiméadfaimid gnóthaí rúnda faoi rún .
- Ní tharraingóimid mí chlá ar an eagraíocht .
- Taipeáinfaimid meas dá chéile as ucht ár niarrachtaí dheonacha .

Tá =====freagrach as a chinntiú go bhfuil na próiséis sa docuiméad seo leanta.

Beifear ag súil go gcuideoidh gach oibrí deonacha eile ( Baill an Bhoird ina measc) an próiséis seo.

Earcaíocht

- Fáiltimid roimh iarratais chun teacht linn mar oibrí dheonach ó aon duine atá sásta le aidhmeanna agus luacha na heagraíochta .
- Sula ndeimhnítear do áit mar oibrí dheonach , labharfaimid le chéile go neamh fhoirmeálta , i dtreo is gur féidir linn a chinntú go bhfuilimid ceart dá chéile .
  - Nuair atá scil áirithe riachtanach , bhféidir go gcuirfimid sonnraí gairid poist le chéile don oibrí dheonach/oibrithe dheonacha a dfhéadfadh go bheith ar an dream is fearr chun na tascanna seo a chomhlíonadh .
- I gcónaí fáiltimid roimh thagairtí agus coimeádaimid an cheart gang ach iarrathóir ar oibrí dheonach a roghnú ; Beidh ar gach duine a roghnaítear tréimhse trialach do aon mhí amháin a dhéanamh
- Nuair a deimhnítear go bhfuil áit ar fáil, cuirfimid na míle fáilte romhat mar oibrí dheonach nua agus cuirfimid ar fáil an teolas atá uait chun a bheith sáite go smior in ár neagraíocht

### Gníomhaíochtaí agus Freagrachtaí

- I gcónaí cuirfidh an Comhordanóir Oibrí Dheonach, ar son an Bhoird, cur síos cruinn ar fáil dos na tascanna a mbeimis ag súil go gcomhlíonfá mar oibrí dheonach
- Is mór againn do bhronntanas ama atá dá chaitheamh agat lenár eagraíocht mar oibrí dheonach ach an méid sin ráite cuireann asláithreachtaí neamh sceidealaithe le fadhbanna eagrúcháin agus iarraidimid ort go gcuireann tú iad seo in iúl don bhféitheoir a luaithe agus is féidir i dtreo is gur féidir socrúcháin logánta a dhéanamh go pras

### Tacaíocht

- Tá meas againn ar do phríomháideachas agus ar do rúndacht
- Déanfaimid aisíoc ar aon chostais réamh cheadaithe a tharlaíonn ag déanamh obair dheonach dár neagraíocht
- Cuirtear clúdach árachais ar fáil do gach gníomaíocht dheonach atá faomhaithe
- Bíonn Féitheoir ainmnithe i bhfeighil gach foireann oibrithe dheonacha
  - Nuair a thagann deiseanna oiliúna agus forbartha ar fáil , spreagfaimid na hoibrithe deonacha chun na cúrsaí seo a dhéanamh mar is cuí
- Táimid , an Bord agus páirtithe leasmhara an Díseart, thar a bheith buíoch dár noibrithe deonacha as ucht a gcabhair agus a dtacaíocht , agud déanfaimid gach dícheall chun é seo a thaispeáint ag an leibhéal foirmeálta agus ag an leibhéal neamhfhoirmeálta
- Más gá cuirfimid tagairtí ar fáil dár noibrithe dheonacha reatha agus dár niar oibrithe dheonacha
- \_ I gcónaí fáilteofar roimh do aischothú go dtí an mBord (trí an Comhordanóir Oibrithe Dheonacha)
- De ghnáth cuirtear ionad ar an mBord ar fáil do ionadaí oibrithe dheonacha

### **Coiméad Sonraí agus GDPR**

—Coiméadtar taifid bunúsach riaracháin ar gach oibrí dheonach , tá teacht acu ortha seo ag am ar bith; Scriostear iad seo lastigh de ( cuir isteach an tam) nuair nach bhfuil an duine ina oibrí deonach leis an eagraíocht níos mó

\_ Beimid ag súil go gcláifair lenár bpolasaithe agus lenár modhanna oibre ( cuirfear iad seo ar fáil nuair a deimhnítear go bhfuilir ag teacht linn) agus go gcoiméadfaidh tú an rúndacht do aon agus gach eolas pribhléideach a nochtfar duit faid is a bheir mar oibrí dheonach.

#### Sa chás annamh go dtarlóidh fadhbhanna

—Tá sé de aidhm againn gníomhú go tapaigh agus go cothrom má tharlaíonn deacrachtaí

—Ímpimid ort, má bhíonn aon saghas fadhbh agat id líne oibre linne , teagmháil a dhéanamh le dhéitheoir a luaithe agus is féidir

—Más é an féitheoir foinse na faidhbhe nó muna féidir leis an scéal a réiteach, ba chóir don oibrí dheonach teagmháil a dhéanamh le Cathaoirleach an Bhoird

— Coiméadimid an ceart oibrithe dheonacha a dhíbhirt más rud é nach gcláíonn siad le rialacha na heagraíochta nó nach ndéineann siad a dtascanna deonacha go sásúil

#### Agus mar chríoch....

Gaibhimid buíochas ó chroí leat as smaoineamh as teacht linn mar oibrí dheonach agus tá súil againn go mbainfidh tú idir thaithneamh agus thairbhe as a bheith ag obair sa Díseart .

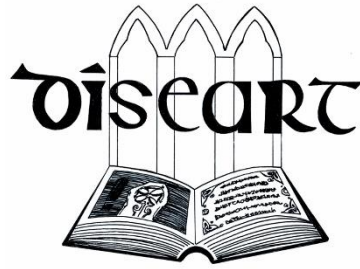
Sínithe: (Féitheoir Oibrithe Dheonacha Ceaptha)

Oibrí Dheonach

Dáta:

Dáta:





## **Volunteer Policy**

Díseart Institute of Irish Spirituality and Culture strives to promote research, courses and cultural activities in all areas of Irish Spirituality and Celtic Culture including theology, language, literature, art, laws, folklore, values, spirituality, history, music, archaeology and customs

Our volunteers are our most valuable resource and we encourage and support involvement at all levels of our organisation and within all appropriate activities.

### Introduction

This policy is to set out a framework for volunteers, board members and trainees, in a mutually supportive and complementary manner. A volunteer is an individual who, beyond the confines of paid employment and normal responsibilities, contributes time and service to assist an Díseart in the accomplishment of its mission. This policy is intended to aid an Díseart in engaging with volunteers while remaining compliant with General Data Protection Regulation (GDPR),

The majority of people involved with this organisation are volunteers, including Board members.

In order that we make the most of our limited time, we have committed to working together like this:

- If we promise to do something, we will do it.
- If we cannot do something or cannot do it by the time we agreed, we will give plenty of notice, so that alternative arrangements can be made.
- We will communicate respectfully and honestly at all times with each other and with all our stakeholders.
- We will use e-mail/ phone/WhatsApp as our primary means of communication. –( to be clarified)
- We will keep confidential matters confidential.
- We will not bring the organisation into disrepute.
- We will show appreciation to each other for our voluntary efforts

(To be named) is responsible for ensuring that the processes described in this document are followed.

All other volunteers (including Board members) are expected to facilitate this process.

### Recruitment

- We welcome anyone who is committed to the aims and values of the organisation to apply to join us as a volunteer
- Prior to confirming your place as a volunteer, we will have an informal chat, so that we can decide if we are right for each other
- Where a particular skill-set is needed, we may draw up a brief specification for the volunteer/s who might be best equipped to undertake these tasks
- We always invite references and reserve the right to not select all potential volunteers; all placements are subject to an initial trial period of one month
- On confirmation of a place being available, we will provide a warm welcome to you as a new volunteer and will make available the information you need in order to become fully involved in our organisation

### Activities and Responsibilities

The Board, in the person of the Volunteer Coordinator, will always provide an accurate description of the tasks that we expect you to undertake as a volunteer

- We gratefully acknowledge your gift of time spent volunteering with our organisation, but stress that unscheduled absences can create organisational problems and request that you inform the supervisor of these as soon as possible, so that alternative arrangements can be swiftly made

### Support

- We respect your right to privacy and confidentiality
- We will reimburse any previously agreed out-of-pocket expenses incurred in the course of undertaking voluntary work for our organization
- Insurance cover is provided for all sanctioned volunteers' activities
- A named supervisor leads the team of volunteers
- When training and development opportunities become available, we will encourage volunteers to undertake these courses, when appropriate
- We, the Board and stakeholders of an Díseart, are very grateful to our volunteers for their help and support, and will endeavour to show this at both a formal and informal level
- We can provide references for current and former volunteers if required
- Your feedback to the Board (via the Volunteer Coordinator) is always welcomed
- A volunteer representative is generally provided a seat on the Board

### **GDPR and Data retention**

- Basic administrative records are maintained on each volunteer to which they may have access at any time; these are destroyed within 1 year of a person no longer volunteering with the organisation

— We expect you to adhere to our policies and procedures (which will be supplied on confirmation of you joining us) and that you will maintain the confidentiality of any and all privileged information to which you might be exposed while volunteering.

In the rare case of any problems arising

- We aim to act quickly and fairly if difficulties arise
- We urge you, if you have any sort of problem in your line of work with us, to contact your supervisor at the earliest opportunity
- If the supervisor is the source of the problem or cannot resolve the issue, the volunteer should contact the chairperson of the Board
- We reserve the right to dismiss any volunteer who does not adhere to the organisation's rules or who fails to perform their volunteer assignments satisfactorily

And finally...

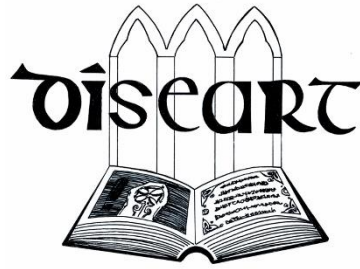
We thank you most sincerely for considering joining us as a volunteer, and hope that you will find working at an Díseart to be enjoyable and rewarding.

Signed: Signed: (Appointed volunteer supervisor)

Volunteer

Date:

Date:



## **Polasaí Bainistíocht Airgeadais don Díseart**

### **Freagrachtaí**

- Aithnímid go bhfuil ollfhreagracht do bhainistíocht airgeadais ar na hlontaobhaithe
- Údraímid ( mar shampla fochoiste airgid) chun tascanna a chomhlíonadh

### **Buiséadú**

- Ullmhaímid buiséad bliantúil mar pháirt dár bplean oibre bliantúil
- Níl an buiséad bailli go dtí go mbíonn sé faomhaithe ag an foras rialaithe

### **Caiteachas**

Bíonn gach íocaíocht nach ó mhion airgead iad údraithe ag beirt stiúrathóirí agus íochta ag an tríú duine.

- Bíonn gach caiteachas údraithe doicumeádaithe i scríbhinn ag an gcisteoir (ríomh phost inghlactha )
- Féachtar go h-eisceartúil ar gach caiteachas nach bhfuil réamh údraithe sa bhuiséad agus ar gach caiteachas os cionn 5000 euro in aon mhí amháin agus caithfaidh san a bheith réamh údraithe ag an foras rialaithe
- Caithfear gach sonrasc a phéireáil lena ndeimhniú údraithe caiteachais
  - Caithfaidh gach sonrasc a bheith nascaithe leis an mhír buiséadach cuí
- Beidh sonraisc údraithe agus íochta lastigh do 31 lá
- Deintear aithbhreithnú ar údraithe caiteachais go ráthúil agus leantar suas aon sonrasc atá ag seasamh amach
- Baineann sé seo freisin le ordaithe seasta agus le dochair díreach
- Deintear gach caiteachas a nótaíl i scar bhileog míosúil
- Deintear gach ioncam a nótaíl i scar bhileog
- Deintear comhdú ar gach páipéarachas a bhaineann leis

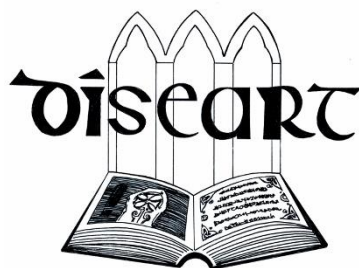
### Mion airgead

- Coimeádtar an sruth mionairgid san oifig nó i dtaisceadán muna bhfuil duine ar bith i láthair
- Ní féidir níos mó ná 100 euro a bheith sa tsruth

Caithfear admhálacha a fháil agus a choimeád do gach caiteachas mion airgid

### **Costaisí as póca oibrithe dheonacha ,len náirítear costaisí iontaobhaithe**

- Seo leanas na costaisí atá ceadaithe :
- Caithfear éilimh costaisí a chur isteach chomh luath agus is féidir taréis a dtarlú
- Bíonn éilimh neabhaillí muna gcuirtear isteach iad lastigh de sé mhí
- Tá admhálacha riachtanach do gach costas
- Is féidir costaisí suas go 50 euro a éileamh ó mhion airgead
- Caithfadh costaisí thar                      euro a bheith réamh údraithe go foirmeálta ag an foras rialaithe



## **Financial Management Policy for An Díséart**

### **Responsibilities**

- We recognise that financial management is a collective responsibility of the trustees
- We authorise (for example, a finance subcommittee) to undertake tasks

### **Budgeting**

- We prepare an annual budget as part of our annual work plan
- The budget is not valid until it has been approved by the governing body

### **Expenditure**

All payments not from petty cash are approved by two directors and paid by a third.

- All expenditure approvals should be documented in writing by the treasurer (email is acceptable)
- Any expenditure that is not pre approved in the budget and any expenditure that is beyond €5,000 in any one month is considered exceptional and must be pre-approved by the governing body
- All invoices must be matched with their expenditure approval confirmation
- All invoices must be linked to the appropriate budget item
- Invoices are approved and paid within 31 days
- Expenditure approvals are reviewed quarterly and any outstanding invoices are followed up
- This also applies to standing orders and direct debits
- All expenditure is recorded in a monthly spreadsheet
- All income is recorded in a spreadsheet
- All associated paperwork is filed

### **Petty cash**

- The petty cash float is held in the office or the safe when the office is closed

- The petty cash float may not exceed € 100
- Expenses up to €50 may be claimed from petty cash

Receipts must be obtained and retained for all petty cash expenditure

**Out-of-pocket volunteer expenses, including trustee expenses**

- Expense claims should be submitted as early as possible after being incurred
- Claims not submitted within six months are considered void
- Receipts are required for all expenses







## An Díseart Action Plan for 2022, to complement our Strategic Plan 2022-2025

*An Annual Action Plan is document which takes the objectives for one year of the SMP and defines associated tasks and budgets for each Objective. The annual production of an Annual Action Plan can be set down within the SMP as an Objective, recurring each year. This would normally be included in a Strategic Aim concerning management.*

*An Annual Action Plan is usually written as a table. Information should be presented under a series of column headings, using short phrases, not sentences. Within the tabulated framework, personnel and financial resources should be assigned against the different objectives.*

**Aim 1: Promote Celtic Culture and Spirituality** through the facilitating and organising of events, courses, concerts, publications, seminars, conferences etc. etc. and supporting artists and poets....

Tasks/ actions	Person responsible	Targets	Other key players	Critical success factors	Resources	Review of Objective	Tasks or actions required to achieve the objective
Hold Heritage Week event/s	Heritage Committee	August	Board members/facilitators	Attendance	In-house and grants	Annually	Plan event from springtime
Hold Culture Night event/s	Culture committee	September	Board members/performers	Attendance	In-house and grants	Annually	Plan from late spring
Review artist/poet in residence scheme	Culture committee	Before end of current incumbent's term	Funding agencies	Success of previous term	In-house and from funding agencies	Annually	Plan from beginning of the year
Provide summer garden concerts/performances	Culture committee	June-September	Performers, garden workers	Attendance numbers	Funding agencies and monies from earlier concerts	annually	Plan from beginning of year

Offer talks on theology/spirituality	Education committee	Autumn term	Course deliverers	Attendance numbers	Funding agencies	Annually	Plan from beginning of year
Facilitate publications	Education committee	End of year	Authors	Publication date	Funding agencies	Annually	Meeting with author/s
Progress the Deep mapping project with SHU	Isabel and Joan	End of Year	SHU partners	Publication of first stage on Holy Wells	In House and SHU	Annually	Meeting with SHU
Work with local festivals promoting culture, literature, heritage	All Board members	End of year	Board members	Number of festivals using the facility	In House	Annually	Meeting with festival organisers

**Key Performance Indicators:** increased visitor numbers through attendance at events.

**Aim 2: Fulfil our responsibilities as a Charity** through developing various policies and other recommendations to comply with the Charities Regulator

Tasks/ actions	Person responsible	Targets	Other key players	Critical success factors	Resources	Review of Objective	Tasks or actions required to achieve the objective
Finalise Volunteer Policy	Isabel, Joan	Spring	Board	Timely finalising	Time	Annually	Finalise draft
Write Risk Management Policy	Joan Contact Tom O'Leary	Summer	Board	Timely finalising	Time	Annually	Research similar policies
Write Complaints policy	Joan	Summer	Board	Timely finalising	Time	Annually	Installation of Comments box
Data Protection Policy	Board members	Summer	Board	Timely finalising	Time	Annually	Finalise draft

Financial Management Policy	Board Members	Spring	Team members, Elaine and accountant John Sheehy	Timely uploading	Time	Annually	Uploaded to website
Conflict of Interest and loyalties Policy	Board members	Summer	Board	Timely uploading	Time	Annually	Uploaded to website
Vulnerable Adult Policy	Board member, to be named	Summer	Board	Timely finalising	Time	Annually	Research similar policies
Child Protection Policy	Board member, to be named	Summer	Board	Timely finalising	Time	Annually	Research similar policies
Health and Safety Statement	Board member, to be named	Spring	Safety Matters Ltd.	Timely uploading	Time	Annually	Updating of health and safety statement, induction course for all relevant people
Develop Charity Compliance documents	Board Members	End of year	Board	Timely finalising	Time	Annually	Re-reading of current policies and filling out of new compliance form
Make annual return to Charities regulator	Joan and John Sheehy	October	Board members	Timely Submitting	Time	Annually	

**Key Performance Indicators:** publication of all finalised documents on our website.

**Aim 3: Ensure the building and gardens are available to all** through ensuring their maintenance and accessibility ....

<b>Tasks/ actions</b>	<b>Person responsible</b>	<b>Targets</b>	<b>Other key players</b>	<b>Critical success factors</b>	<b>Resources</b>	<b>Review of Objective</b>	<b>Tasks or actions required to achieve the objective</b>
Assess current security of garden	Breda	Spring	Neighbours, Cáirde	Time	N/a	End of year	Review current security procedures
Assess current security of building	Joan	Spring	Neighbours, Cáirde	Time	n/a	End of year	Review current security procedures
Continue planting programme	Breda	End of year	Solas trainees	Weather conditions, acquiring suitable plants/bulbs	Own resources	End of year	Adequate workers in garden
Install new shed/greenhouse	Breda	End of year	Joe Bric and team	Adequate funding	Own resources, grant	End of year	Research possibilities, prepare ground
Purchase new tools	Breda	End of year	Joe Bric	Adequate funding	Own resources	End of year	Adequate research
Implement recommendations of Universal Access report recommendations	Joan with assistance from Gary Delaney, Isabel on Heritage application	End of year	??	Adequate funding	Own resources, grant	End of year	Provision of report by Malachy Walsh
Research opening of tunnel	Micheál and Joan	End of year	Engineering consultants, parish priest	Available expertise	Own resources	End of year	Meeting with experts/advisors
Fix leak in roof on Western side of the Building	Joan in contact with Seán Ó Connor	Spring early/ summer	Inch Construction	Availability of builder	Own resources	Spring	Leak repaired

Undertake floor improvements upstairs and chapel	Joan and another board members to be named	Spring	Gary Delaney and Declan Devane from SHU	Adequate funding	Own resources shared cost with SHU	Spring	Floors completed
Acquire certification for electricity	Board members to be named	Spring	Gary Delaney and Malachy Walsh and Partners		Own resources	Spring	Certification acquired
Install/replace hotwater system in kitchen	Board member to be named		Robert Brosnan ??	Adequate funding and available skills	Own resources	Spring	New boiler
Review grey and waste water systems	Joan with assistance from Johnny Guilfoyle	Spring	Presentation Sisters and Kerry Drains	Time	Own resources	Spring	Clean flowing system

**Key Performance Indicators:** No unwelcome visitors; increased visitors to garden. Perceived comfort and safety of building and garden.

**Aim 4: Source support to enable proper carrying out of aims** through developing partnerships, application for funding, and further encouragement of our Friends group....

Tasks/ actions	Person responsible	Targets	Other key players	Critical success factors	Resources	Review of Objective	Tasks or actions required to achieve the objective
Appoint sub-committee for meeting with SHU	Joan, Isabel and Pádraig Feirtéar le cabhair ó an tSúir Marie más gá	Spring	Board	Continued good relations	Time for meetings	End of year	Arrange for regular (quarterly?) meetings

Research grant opportunities	All board members	All year	Funding agencies	Grants being available	Matched funding being available	End of year	Continuous monitoring of media
Re-establish Cáirde an Díseart	Pádraig and Mícheál	Summer	Other board members	Available pool of volunteers	Own resources	End of year	Advertise for and interview applicants
Explore opportunities to work with other 3 <sup>rd</sup> level institutions	Education sub-committee	End of year	Relevant employees of academic institutions	Interest among proposed academic partners	Time	End of year	
Explore opportunities to work with other cultural centres	Culture committee	End of year	Cultural centres in West Kerry and Kerry	Interest among proposed cultural centres	Time	End of year	

**Key Performance Indicators:** Increased funding through grant applications; increased use of building by academic partners; an active Cáirde group.

**Aim 5: Increase visitor numbers, waiting to see outcome from application for manager for tourism development**

Tasks/ actions	Person responsible	Targets	Other key players	Critical success factors	Resources	Review of Objective	Tasks or actions required to achieve the objective
Continue to promote and update website and Facebook	Joan, Isabel	All year	Keith Buchanan	Time	Own funding	End of year	Technical work at the back of the website
Design and print brochure	??	Summer	Designer	Time, good designer	Own funding	End of year	Liaise with designer



Media appearances as appropriate	Relevant board member	All year	Radio, newspaper, tv personnel	Events to promote	Time	End of year	Liaise with reporters
Poster events as appropriate	Is there a PRO?	All year	Office trainees	Good design, events to promote	Own resources	End of year	Good in-house designer?
New external signage?	Máire Uí Shíthigh & Joan	Summer	Domhnal O Bric		Own resources	Summer	Signage improved
Explore opening a Twitter/Instagram account?	Not assigned	Summer					

**Key Performance Indicators: noticeable increase in visitors, hits to website, increase in email/social media queries**

#### **Aim 6: Produce an Annual Action Plan**

<b>Tasks/ actions</b>	<b>Person responsible</b>	<b>Targets</b>	<b>Other key players</b>	<b>Critical success factors</b>	<b>Resources</b>	<b>Review of Objective</b>	<b>Tasks or actions required to achieve the objective</b>
Review plan of previous year	Board members	Spring	Board members	Success of previous year's plan	Time	Summer	Familiarity with Strategic plan and Action plan
Devise proposed actions for 2023	As above	Summer	Board members	Discussion at board meeting	Time	Autumn	Genuine consultation with board members and other stakeholders
Write action plan	As above	Autumn	Board members	Board meeting to ratify	Time	End of year	As above

### Key Performance Indicators: Successful completion of realistic plan

#### Aim 7: Review energy usage with a view to reducing carbon footprint of An Díseart

Tasks/ actions	Person responsible	Targets	Other key players	Critical success factors	Resources	Review of Objective	Tasks or actions required to achieve the objective
Replace 50% of Light bulbs with LEDs	Board of An Díseart	Autumn	Board members	Bulbs replaced	Time	Summer	Inform people replacing bulbs to use LED
Change electricity supplier to Green electricity	Board member to be named	Summer	Board members	Discussion at board meeting	Time	Autumn	Genuine consultation with board members and other stakeholders

## An Diseart Garden Plan 2022

Tá súil agam go mbeidh bliain oibre níos fearr againn sa gairdín an bliain seo chugainn agus go mbeimid in ann tionscadail leanúnacha a chríochnú. (Breda Ní Eanraich)

Ba mhaith linn

- Ceannaigh binsí agus soilsiú leis an maoiniú ceadaithe ag KCC. Ar an drochuair, ní raibh san 800euros ach leath an méid a bhí ag teastáil uainn ach b'féidir go mbeimid in ann urraíocht a lorg do bhinsí ó ghnólachtaí a bhaineann leas as úsáid an ghairdín mar spás itheacháin amuigh faoin aer.
- Leis na céimeanna cloiche bunaidh, déanfaimid suíocháin nua réidh le haghaidh séasúr an tsamhraidh.
- Deisiúchán an cheaptha teasa. Tá na luachana ag teacht isteach anois agus ábhair ar fáil tar éis cur isteach Covid, ionas go mbeimid in ann bogadh ar aghaidh le cúanamh Dé.
- Ar an drochuair rinneadh damáiste don fholcadán éan agus beidh gá le hathsholáthar. Déanfaimid leaba Lavander agus imeall saileach fite timpeall air.
- Beidh gá le babhlaí cloiche don labyrinth a athsholáthar. Déanfaidh mé iarracht rud éigin a aimsiú le cuma nádúrtha.
- Teastaíonn cosán nua trasna an fhéir chúng de réir mar a dhéanann daoine beilín trasna air.
- Tá súil againn athchóiriú a dhéanamh ar an bhfochla mar go bhfuil an clúdach talún an-ghreannmhar agus deacair a bhainistiú.
- Cuirfimid an ceann deireanach de na sclátaí ainm sa ghairdín lár agus léarscáileoidimid an gairdín crann teaghlaigh ar fad ionas gur féidir linn na hainmneacha agus na láithreacha go léir a chros-thagairt.
- Tá an seid uirlisí taobh thiar den fhoirgneamh ag titim as a chéile mar sin beidh gá le rogha eile a aimsiú. Tá spás curtha ar fáil sa pharóiste san am a chuaigh thart ach chaithfí é sin a dhearbhu.
- ba mhaith linn cumhacht a thabhairt go dtí an gairdín barr, b'fhéidir as an tobar, chun ceolchoirmeacha a éascú agus úsáid dolaí cumhachta nuair is gá.

## The Educational Goals of SHU in Dingle and the Díseart Centre for Irish Spirituality and Culture

### General Education in the Catholic Tradition

While Irish third-level institutions require 3-4 years of study within their specific discipline, US liberal arts universities require a diverse general education. Typically, the foundational core consists of a variety of courses: two courses in humanities, two in social sciences, two in mathematics and science, and a writing course.

Both Catholic and Protestant universities and colleges in the US provide some exposure to the Christian tradition. In addition to the core courses described above they usually require religious studies and philosophy, and often a specific study of the institution's historical background, or biblical studies. Sacred Heart University was one of the first Catholic universities in the US to be founded as a diocesan mission; it was established by the Irish-American Bishop Walter Curtis of Bridgeport, CT. He was a participant in Vatican II, and he had a vision for integrating a study of Catholic spirituality in contemporary education. All SHU students have foundational requirements beyond the general education courses listed above, which are offered during the semester programs in Dingle:

1. Religious Studies = 3 credits. The course offered in Dingle examines the Celtic spiritual tradition.
2. Philosophy = 3 credits [a Bio-ethics course is offered in Dingle; others to be considered]
3. The Human Journey: Catholic Intellectual Tradition = 6 credits. [CIT I: Ancient to the Renaissance; CIT II: Renaissance to the present] These courses in Dingle add an examination of the Celtic tradition over time by discussing the 'Great Books in the Catholic intellectual tradition' and are SHU's academic signature core seminars; they are a direct reflection of the university's Mission and Core Values. Students relate these ideas and texts to their own lives and the world in which they live. When offered in Dingle these courses include Celtic and Irish Catholic literature.

SHU in Dingle offers several sessions throughout the year:

- A. semester-length programs in the Spring and Fall, which run 14 weeks
- B. intensive two-week sessions in early January, mid-May, and end of May into early June

## Irish Studies

All courses in Dingle are vetted by the SHU in Dingle Council to ensure a meaningful Irish component to the course. Some courses study Irish culture and history directly (History, Literature, Religious studies, Archeology, Music, etc.) or the Irish environment (Marine Biology, Ecology, Micro-biology, etc.); others are more and comparative in nature (Nursing, Exercise Science, Economics, etc.).

## Irish Language

SHU in Dingle has been developing a plan to ensure that every student has some exposure to the Irish language as part of a Dingle education in the short-term sessions, and an opportunity for more in-depth study and exposure during the semester, with a course on Irish traditional music and Irish language & culture.

## Centres of Excellence in Dingle

A. SHU in Dingle has two academic areas:

1. Undergraduate education for North American students (perhaps some graduate in the future)—with tuition limitations for European students; this is well under way.
2. Development of a research centre for scholars, mainly North America and Europe. In addition to individual research, SHU in Dingle has developed and hosted several conferences.

April 2017: Advanced Practice Nursing Summit. Co-sponsored by SHU and College of Nursing, ITT.

June 2017: Sea, Land, and Spirit: Coastal Environments in the west of Ireland. 75 presentations and 125 participants. Co-sponsored by SHU, UCC, ITT, CIT Ireland.

April 2018: Oceans Past Platform (OPP), Agenda Deep Time workshop. Co-sponsored by Trinity College, Dublin (Poul Holm) and SHU.

--other conferences are currently being planned for 2020 & 2021.

B. SHU in Dingle has identified three concentrations that highlight the importance of Dingle:

1. **Celtic Studies:** as a town in a Gaeltacht region, and in the west of Ireland, Dingle is the home of important Blasket writers, has a rich musical history, has a comprehensive library and archives from Monsignor Pádraig Ó Fiannachta; and seeks to develop a collection of the writings of other Irish scholars; as well as collections from other writers in the west of Ireland. Thus, Dingle offers an important place to study Celtic literature, history, language, and spirituality.

2. **Maritime Studies**: Dingle is the 4<sup>th</sup> largest fishing port with one of only four aquariums in Ireland that is expanding and developing a Maritime Research Centre. Dingle offers a great opportunity to develop the fields of maritime ecology and biology. At the heart of Christian spirituality for centuries has been a regard for creation and its creatures. The US Conference of Catholic Bishops, in “Renewing the earth,” underlined the importance of being stewards of the earth, and as stewards, “we seek to explore the links between concern for the person and for the earth and for natural ecology and social ecology. The web of life is One.”

3. **Science and Nursing**: SHU in Dingle has developed important working relationships with the College of Nursing at ITT, Bon Secours Hospital, and University Hospital Kerry in Tralee. SHU nursing students have unique opportunities to observe health care in Ireland, and all institutions have collaborated on best practices, as well as gain a rich comparative understanding a health care in different countries and global health concerns continually grow. The Catholic tradition of nursing education seeks to provide students with a holistic, compassionate care to all those in need, and in Dingle they are presented with the healing tradition in Ireland.

#### **Community:**

SHU in Dingle is committed to working with the local Dingle community. The goals are volunteerism and cooperation: internships in the Aquarium, tourism, and marketing businesses; marching in parades; beach clean-ups; and working with school children and sports.

Thus, the goals of Díseart and SHU are closely aligned in a unique way.

