

	<p>The Board was informed that further groundwork had been done on the visual leaflet to help applicants to the Board with literacy issues.</p> <p>A discussion took place on persons from former resident support groups and outreach services, approved by the Board, who would be accredited certifiers for original documentation.</p> <p>Visual examples of rubber stamps that could be used were shown to the Board.</p> <p>The Board agreed to explore the possibility of holding clinics with support organisations whereby issues surrounding applications could be examined, provided the office could be briefed beforehand in order that they would have the relevant information to hand.</p>	<p>The Board will be kept updated as to progress.</p>
	<p>Finance The quotation for the Board's requirement to review annually the System of Internal Financial Control was approved by the Board. A timetable will be drawn up to ensure the work is completed during the current financial year.</p> <p>NTMA Report: The total Fund value on 30.0.09 was €5,995,524.76. CDVEC requested draw-down from the National Treasury Management Agency. City of Dublin Vocational Education Committee (CDVEC) Financial Statement to September 2009.</p>	<p>Noted Noted and agreed. Noted</p>
	<p>IT and Communication Requirements The quotation for the nightly remote service back-up services was approved.</p> <p>A document outlining the further developments to the database to ensure information storage, remote access to the server by the database designer and applicants to the fund applying online was presented to the Board.</p>	<p>These issues will be discussed further at the next meeting.</p>
	<p>Staffing The issues arising under this heading were noted.</p>	
	<p>Next Meeting The date of the next meeting was agreed as Thursday 19th November at 10.00 hrs. in Frederick Court.</p>	