

Téarmaí do Chruinnithe *Terms for Meetings*

Tús a chur le cruinniú*Beginning a meeting*

Fáilte romhaibh / Dia dhaoibh, a dhaoine uaisle. Ós rud é go bhfuilimid go léir i láthair, féadfaimid tús a chur leis an gcruinniú.*Welcome, ladies and gentlemen. As we are all here, we can begin the meeting.*

Fáiltiú agus cur in aithne*Welcoming and introducing*

Tá áthas orm/orainn fáilte a chur roimh chuig cruinniú an lae inniu. Ba mhaith liom/linn a chur in aithne daoibh.*It is a pleasure to welcome (name) to the meeting today. I would like to introduce (name) to you.*

Cuspóirí a chur in iúl*Stating objectives*

Táimid anseo inniu/anocht chun*We are here today/tonight to....*

Ba mhaith liom a chinntiú*I would like to ensure that*

Is é an príomhrud atá le déanamh ná*Our main aim is to*

Thionóil mé an cruinniú seo chun*I have called this meeting in order to*

Leithscéal ó dhaoine nach mbeidh i láthair....*Apologies for absence*

Is oth liom nach mbeidh i láthair ag an gcruinniú.*Unfortunately, will not be attending the meeting.*

Is oth liom nach féidir le a bheith anseo.*I'm afraid cannot be here.*

Miontuairiscí a léamh*Reading the minutes*

Ba mhaith liom dul siar ar mhiontuairiscí an chruinnithe deiridh.*I would like to go over the minutes of the last meeting.*

Seo iad na miontuairiscí ón gcruinniú deiridh a bhí againn.*Here are the minutes of the last meeting we had.*

Forbairtí reatha*Current developments*

Cén dul chun cinn atá déanta maidir leis an bplean?*What progress has been made in relation to the plan?*

An bhfuil an tuarascáil sin curtha i gcrích?*Has that report been completed?*

Dul ar aghaidh leis an gcruinniú....*Moving on with the meeting*

Féadfaimid dul ar aghaidh le clár an lae inniu.*We can continue on with today's agenda.*

Mura bhfuil aon ghnó eile ann, ba mhaith liom dul ar aghaidh go dtí an clár.*If there is no other business I would like to press on with the agenda.*

An bhfuil cóip den chlár ag gach duine?*Does everyone have a copy of the agenda?*

Ba mhaith liom plé leis an ábhar san ord ina bhfuil sé ar an gclár.*I would like to deal with matters as they are listed on the agenda.*

Mura miste libh, fágfaimid mír 2 agus rachaimid ar aghaidh go dtí mír 3.*If you don't mind, we'll skip item 2 and go ahead with item 3.*

A Sheáin, an bhféadfása na miontuairiscí a ghlacadh, le do thoil?*Seán, could you take the minutes, please?*

Cuirfidh an tuarascáil i láthair.*will present the report.*

Beidh cúig nóiméad againn chun gach mír faoi seach a phlé.*We will have 5 minutes for discussion of each item.*

Tá go maith, tosóimid le mír 1.*Alright, we'll get started with item 1.*

Sílim go bhfuilimid críochnaithe leis an ábhar sin.*I think we are finished with that matter.*

Beidh vótáil againn ar an ábhar / ar an gceist....*We will have a vote on the matter / question.*

Deireadh a chur leis an gcruinniú....*Finishing the meeting*

Sula gcuirfidh mé deireadh leis an gcruinniú, seo iad na príomhphointí a phléamar.*Before we finish, here is a summary of the main points we discussed.*

Mura bhfuil aon ghnó eile ag aon duine, féadfaimid deireadh a chur leis an gcruinniú.*If there is no other business, we can finish the meeting.*

An bhféadfaimis dáta a réiteach don chéad chruinniú eile?*Can we set a date for the next meeting?*

Ba mhaith liom mo bhuíochas a ghabháil libh as a bheith i láthair.*I would like to thank you for attending.*

Go mbeirimid beo ar an am seo arís!*May we be alive at this time next year.*

Ábhar....*Subject*

Achoimre....*Summary*

Airgead....*Money*

Bliantúil....*Annual*

Brainse....*Branch*

Buiséad....*Budget*

Caiteachas....*Expenditure*

Comhalta....*Member*

Cathaoirleach....*Chairperson*

Ceist....*Question*

Cinneadh....*Decision*

Cisteoir....*Treasurer*

Clár....*Agenda*

Cláraigh....*to Register*

Comhairle....*Advice*

Comhalta....*Member*

Comhoibriú....*Co-operation*

Comhordú....*Co-ordination*

Córam....*Quorum*

Cumarsáid....*Communication*

Cumhacht....*Power*

Cur ar Athló....*to Adjourn*

Cur faoi Bhráid....*to Submit, Present to,*

Cur i Láthair....*to Present*

Cuspóir....*Objective*

Deonach....*Voluntary*

Díospóireacht....*Discussion*

Dlí....*Law*

Diúltaigh....*Refuse*

Eagraigh....*Organise*

Éifeachtach....*Effective*

Éisteacht....*Hearing*

Fodhlí....*Bye-Law*

Fógra....*Notice*

Freagra a Thabhairt....*to Answer*

Freastal ar....*to Attend*

Ginearálta....*General*

Gnáth-....*Ordinary*

Halla....*Hall*

I gCeannas....*in Charge*

I Láthair....*in Attendance*

Imeachtaí....*Proceedings*

Lámhleabhar....*Handbook*

Leas-....*Vice, Deputy*

Miontuairiscí....*Minutes*

Míosúil...*Monthly*
Moladh...*Proposal*
Nós Imeachta...*Procedure*
Oifigeach...*Officer, Official*
Óráid...*Speech*
Poiblí...*Public*
Príobháideach...*Private*
Ráiteas...*Statement*
Rialacha...*Rules*
Rún...*Resolution / Motion*
Rúnaí...*Secretary*
Seomra...*Room*
Speisialta...*Special*
Treoirlínte...*Guidelines*
Údarás...*Authority*
Vóta...*Vote*
Searmanas...*Ceremony*
Teachtaireacht...*Message*
Tosaíocht...*Priority*
Treoirlínte...*Guidelines*
Tús a Chur le...*to Start / Begin*
Vótáil... *Voting*