

DLR PPN SECRETARIAT MEETING

22nd June 2024, 5.00 - 6.30 pm, in person

In attendance: Tony McCarthy, Kay Gleeson, Gavin Harte, Aileen Eglington, Simone Sav

Absent: Sharon Perry, Viola di Bucchianico, Bill O’Dea, Colette Downing

1. Call to order.

The meeting was facilitated by Simone Sav

2. Declaration of conflict of interest:

No Conflict was declared.

3. Review of previous meeting minutes and matters arising

Discussion
No matters arising.

Actions/Agreed
Proposed: Tony McCarthy
Seconded: Aileen Eglington

4. Review of Membership Applications

Discussion
Approved applications
The Gleann Residents Association
SALAAM – Associate Membership

Actions/Agreed
Membership registration to be put through. The outstanding membership applications to be looked at in July – if all documents in place.

5. Financial Report: Year to Date

Simone provided estimate figures as there are no exact reports provided by SSP. We are in a good place in terms of expenditure.

A few issues discussed in relation to how the bank account is managed, including the set up of a Direct Debit without our knowledge and approval.

Actions/Agreed
After receipt of the Quarter 2 Report from SSP, Simone to draft a letter from the Secretariat to SSP outlining our requests in terms of financial services.

6. Bi-annual meeting with the dlr County Council

Initial date proposed – 16 th of July does not suit.	<p>Actions/Agreed</p> <p>Simone to ask whether a meeting is possible on the 10th of 11th of July. Aileen and Kay to attend.</p>
---	---

7. Autumn Plenary Dates	
<p>Agreement to ask the Council to host the Autumn Plenary meeting in November 2024 – venue is suitable for the 10 year Celebration.</p>	<p>Actions/Agreed</p> <p>Staff to ask Council the following:</p> <ul style="list-style-type: none"> - When the SPC reps are needed – to organise the plenary before the deadline in order to recruit more reps. - If Council venue is available on the 7th or 14th of November or another date in line with the above.

8. Date for Strategic Planning Workshop in September	
<p>Agreement that it is important to have this workshop.</p>	<p>Actions/Agreed</p> <p>Simone to ask the Secretariat members what date is suitable for all.</p>

9. Representatives Training with DCU	
<p>Simone and Kay Gleeson reported on the meeting with DCU Office of Civic Engagement. Agreement that this is an important collaboration to pursue.</p> <p>Discussion about what the win-win points are for both organisation and whether we can involve the other PPNs and the Council.</p> <p>Discussion on how to best recruit representatives.</p>	<p>Actions/Agreed</p> <p>Secretariat to send on what the needs they identified as important for the reps to PPN staff within 10 days so we can complete the list of needs asked for DCU.</p> <p>The Council to be asked about the training needs of reps once we have sent on our initial list of needs.</p> <p>Staff to put together a list of most active groups in terms of their engagement with the DLR PPN – To be further discussed at the meeting in July.</p>

10. Secretariat Elections	
<p>Recruitment of Secretariat members to start for the three vacancies – a longer period of a month for nominations as we are in the summer period, with several nominations to be sent to the full members.</p>	<p>Actions/Agreed</p> <p>Staff to open the call for nominations for 4 weeks at least to all full member groups.</p>

11. AOB

<p>a. DLR Adult Education Board got in touch about a collaboration with PPN. The previous collaboration was very successful. The Secretariat agrees that pursuing the collaboration for next year is important.</p> <p>b. Focus of the PPN Team must be the recruitment and training of reps. This means that new projects cannot be undertaken until the end of year.</p>	<p>Staff to confirm interest in collaborating with the DLR AETB for 2025.</p> <p>Focus to be on the representatives and engagement with the Council for the reps.</p>
--	---

12. Date of next meeting – no meeting in August

<p>No date agreed for July and September.</p>	<p>Staff to send a request for availability of Secretariat members for July and September.</p>
---	--