

County Wicklow PPN
Minutes of Secretariat meeting held
19th October 2021 @ 7.30pm via Zoom Call

Facilitator:	Diana Gallagher
Present	Eleanor Phillips, Gertie Salley, Mai Quaid, Niamh Wogan, Phyllis Farrell, Sarah MacArtain, and Stephen Kearon
Quorum:	Yes
Apologies:	Aoibhinn McCloy
Absent:	
In Attendance (Others):	Helen Howes and Grainne Quinn

Approval of the minutes of the meeting of (14th 2021): Sent in advance of meeting and approved by the meeting.
Matters arising: Ensure that minute's record people leaving the meeting.
Declarations of conflicts of interest: Helen & Grainne declared a conflict of interest in Agenda: Staffing Matters.
Financial Report: Report sent to members prior to meeting and approved by meeting.
Budget: Helen shared the 2021 Budget document and explained that the carry over figures. €2,000 for the Accounting & Audit Fees and €3,000 for the National PPN Conference.
Monthly Work Report: Report for September 2021 sent to members prior to meeting and approved by the meeting.

Agenda Item	Notes	Outcome /Decision	Action required.
Correspondence	None		
Work Report/Advice & Direction for Upcoming Work	<p>Items Discussed:</p> <p>Converting Funding Handbook to searchable database on website. Quote from current Website provider presented and discussed</p> <p>Policies & Election of PPN Reps Planned Timeframe</p>	<p>Secretariat approved quote from website developer. Discussion around organisation and cost of converting the handbook information to the database format and uploading</p> <p>The planned timeframe for:</p> <ul style="list-style-type: none"> • Policies circulation & 	<p>Secretariat to discuss the organisation etc. of converting and uploading existing handbook information to database.</p> <p>H & G to implement the plan</p>

County Wicklow PPN

		<p>ratification</p> <ul style="list-style-type: none"> • Representative roles nomination and election process. <p>was presented to and approved by the meeting.</p>	
	JPC Proposed Reform	<p>The proposed reform of the JPC membership and its impact on the PPN Rep seats was discussed. Decision made to:</p> <ul style="list-style-type: none"> • Discuss with existing JPC reps and • Seek advice re what to do in relation to seeking Rep nominations 	H to follow up with existing PPN JPC Reps and the Department.
	PPN National Conference	<p>Report from National Conference Sub-group meeting presented. Alternatives to field trips were discussed as were speakers and speech writers. The inclusion of other exhibitors at the conference was discussed and caution was advised.</p>	<p>H & G & Mai to continue to work as part of sub-group to organise conference.</p> <p>Other Secretariat members to consider ideas for alternatives to field trips and possible sessions to include as part of conference.</p>
	Social Inclusion Week Event	<p>In line with decision taken at Sept '21 Secretariat meeting an 'in person' event will be held on Sat 23rd Oct. Event being organised in collaboration with CWP and Signal Arts Centre. Award. Plaque</p>	<p>H & G to organise event.</p> <p>Committee members to spread the word and encourage attendance.</p>

County Wicklow PPN

	<p>Disability Access & Inclusion Committee Update</p> <p>Wicklow MD Meet your Local Elected Representatives Online Event.</p> <p>Co. Wicklow Volunteer Awards</p>	<p>considered for presentation</p> <p>Council have agreed to fund consultant for Resource/Manual for Community sector.</p> <p>The Secretariat was informed of the apologies received from Councillors for this event. It was decided to cancel as only 2 Councillors were confirmed for the event.</p> <p>Event postponed to 2nd Nov. It was decided that Mai should present the PPN sponsored award.</p>	<p>Helen to continue to represent the PPN on this committee.</p> <p>H & G to notify all involved on decision.</p> <p>H to notify Co. Wicklow Volunteer Centre.</p>
National Secretariat Network	Next meeting to be held during week of 25 th Oct	Mai will attend.	Mai to attend & report back at Nov Secretariat Meeting.
Secretariat Participation & Networking		Decision not to give time to this agenda item at this meeting.	Include on Agenda for next meeting.
New Members	Report on new membership applications circulated in advance of the meeting.	Rathdown Park Residents Association Ratified as Associate Members. Wicklow Aquanauts ratified as Full Members	G to send welcome emails.
Helen & Grainne left the meeting.			
Staffing Matters	Private Secretariat session held on this Agenda item		
Date of Next Meeting	9 th November 2021		