

Dun Laoghaire Rathdown PPN Secretariat Meeting

Monday, 13th September, 6.00 - 7.45pm

Venue: Boylan Centre, Dun Laoghaire

In attendance: Tony McCarthy, Aileen Eglington, Sharon Perry, Kay Gleeson, Gavin Harte, Viola Di Bucchianico, Dara O'Carroll, Bill O'Dea, Simone Sav

MINUTES

1. Call to order

All Secretariat members present.

2. Declaration of conflict of interest

No conflict of interest identified.

3. Review and approve minutes of last meeting

a. Matters arising

Discussion

No matters arising

Actions/Agreed

Kay Gleeson proposed. Dara Carroll seconded. Minutes passed.

4. Network Manager Report

Discussion

Simone Sav presented the Network Manager's Report sent previously to the Secretariat.

a. New DLR PPN Representatives Induction sessions held. Waiting for ratification from the Council Elected representatives.

b. Training
Suggestions for training for Groups with Digital Skills were brought up by Secretariat members:

Actions/Agreed

Simone Sav to verify if representatives were ratified.

PPN Staff to obtain quotes for training for Secretariat decision at October meeting, with training scheduled for November and early December.

<ul style="list-style-type: none"> - Managing databases & GDPR; - Conducting surveys - Committee skills - How to conduct meetings - Creating a website - How to use Mailchimp and Canva <p>c. Other</p> <p>Simone Sav presented a report on communication, expenditure and projects the DLR PPN has been asked to be involved in and support: e.g. UCD's Series called REFOHCUS.</p>	
--	--

5. Vision for Community Wellbeing	
<p>a. Several facilitators were approached and we selected Lyn Hagin Meade to deliver the workshops.</p> <p>b. Dates: All workshops will take place in October. While the majority of them are in the evening, Aileen Eglinton suggested to consider day time and also meeting in person</p> <p>c. The Vision in general was discussed with a view to making it as interactive as possible. with a use of a video, participant interaction tool, animation based on radio ad.</p> <p>A suggestion was also made by Sharon Perry to advertise in the various online forums.</p>	<p>Actions/Agreed</p> <p>The staff will suggest a schedule which incorporates both evening and day times.</p> <p>The staff will relay all of the decisions of the Secretariat to the facilitators and ensure that participative tools are used during the workshop, in order to engage with the participants.</p> <p>The staff will look into creating a video with the facilitator to promote the Vision for Community Wellbeing.</p>

6. Updating policies	
<p>The staff have drafted a number of policies in line with the PPN Handbook published in 2020:</p> <ul style="list-style-type: none"> - Constitution - Data Protection - Financial Policy - Complaints Policy - Representative Charter and Report Form - Re-registration protocol - Service Level Agreement <p>Sharon Perry also suggested to include a Health and Safety Policy for the staff.</p>	<p>Actions/Agreed</p> <p>The subcommittee will assess the drafts and make changes as needed in order to reach a final draft which will be sent to the membership for ratification.</p>

7. Ballybrack Climate Action membership	
The application for membership for Ballybrack Climate Action as was discussed.	Actions/Agreed The Secretariat will correspond with the group going forward to ease the pressure off the staff.

8. AOB	
a. A question of how the DLR PPN can support the Network Managers. A suggestion was to offer the possibility of free training on one of the training preferences expressed through the survey Simone sent to all PPN staff nationally.	Actions/Agreed Simone will look after this.

5. Date of Next Meeting	
Discussion Second Monday of every month.	Actions/Agreed Next meeting 11th October 2021