

Dun Laoghaire Rathdown PPN Secretariat Meeting

Monday 9th December 2019, 6.00pm-7.30pm

Venue: Southside Partnership, Blackrock

In attendance: Kay Gleeson, Tony McCarthy, Jen Kane-Mason

Present: Simone Sav, DLR PPN Support Worker

Apologies: Aileen Eglington, Sharon Perry, Dara Carroll, Gavin Harte, Goff Lalor

MINUTES

1. Review and approve minutes of meeting - 16th of September 2019 a. Matters arising	
Discussion There were no comments on the minutes.	Actions/Agreed The minutes can be uploaded on the website.

2. Review minutes of meeting a. Matters arising	
Discussion There were no comments on the minutes.	Actions/Agreed

3. Conflict of interest	
No conflict of interest declared.	

4. Finance update	
Discussion	Actions/Agreed
<p>Simone Sav prepared a report on budget and projected expenditure for 2019.</p> <p>An observation was made about the impact of the Network Manager's departure before the end of the financial year.</p> <p>A discussion ensued about the proposed expenditure.</p>	<p>Simone Sav is to contact the Department to inform them of Laura's departure.</p> <p>Simone Sav is to obtain invoices for upcoming training organised by DLR PPN, as well as for the training relevant for continual professional development, in line with the support worker appraisal. Simone is to contact potential Vision for Community Wellbeing facilitator.</p>

5. Report <ul style="list-style-type: none"> a. SPC election results b. Upcoming training 	
Discussion	Actions/Agreed
<ul style="list-style-type: none"> a. Simone Sav presented a list of the SPC representatives. b. Simone Sav circulated a list of upcoming training for January 2020. It was suggested that the course titles be slightly altered to better reflect the content and generate more interest. 	<p>Simone Sav to consult with trainers on changing the titles.</p>

6. Membership <ul style="list-style-type: none"> a. Re-registration process b. Promotion initiatives 	
Discussion	Actions/Agreed

<ul style="list-style-type: none"> a. Simone presented a quick update on the re-registration process. b. Promotion campaign. The need for a promotion campaign was identified. 	<p>Simone Sav is to look into including a seasonal greeting in Dublin Gazette on behalf of all DLR PPN member group to run over two week-ends. Simone Sav is to set up a social media campaign to run over the holiday period.</p>
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7. AOB	
<p>Discussion</p> <ul style="list-style-type: none"> a. Participating in the launch of the SSP Strategic plan. Simone Sav informed the Secretariat about showcasing the work of the DLR PPN at the SSP launch of Strategic plan on Thursday, 12th of December. b. Recruitment panel for a new Network Manager. c. Creating a video for promotional purposes 	<p>Actions/Agreed</p> <p>Simone Sav to circulate the invitation to all members of the Secretariat.</p> <p>The Secretariat will appoint four people to sit on the recruitment panel for the position of Network Manager with the DLR PPN.</p> <p>Simone Sav to get in touch with the IADT in January for support from students in creating a video about the PPN.</p>

07. Date for next meeting/convenor
Date to be decided.