

# DLR PPN SECRETARIAT MEETING

**13 March 2023, 5.00 - 6.30 pm, online.**

In attendance: Tony McCarthy, Kay Gleeson, Gavin Harte, Bill O'Dea, Sharon Perry, Siby Sebastian, Colette Downing, Miriam Callanan. Apologies: Viola di Bucchianico, Aileen Eglinton.

1. Call to order
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2. Declaration of conflict of interest:
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No conflict to declare
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3. Review and approve minutes of last meeting.
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a. Matters arising
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Discussion
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No matters arising.
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Actions/Agreed
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Tony McCarthy proposed.
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Kay Gleeson seconded.
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4. Review of Membership Applications
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Down Syndrome Centre approved.
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Shankill ICA approved.
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Kilmacud Men's Shed put forward to July meeting.
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LCR Women's Shed – approved.
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Mill Theatre - approved
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Actions/Agreed
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Colette will contact groups.
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5. DLR PPN website – Member Directory
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Discussion
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Colette raised the possibility of having a Members Register on the new website. This was discussed in general, data to be displayed should be GDPR compliant, name of organisation, social media and website details, all addresses will be switched off initially.
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Actions/Agreed
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This was agreed.
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6. Spring Plenary – Speaker Suggestions
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Discussion.
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Actions/Agreed
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<p>After general discussion around the theme of the Plenary and the fact that the theme of the last Plenary was Environment and Heritage it was suggested that we do not repeat these topics for the 2023 Spring Plenary.</p> <p>Suggested topic: the DLR Age Friendly Strategy Suggested speaker: Siobhan Nic Gaoithin. Date of Spring Plenary</p>	<p>Colette will contact Siobhan</p> <p>Thursday 27<sup>th</sup> April 2023 or 4<sup>th</sup> May dependant on speaker availability.</p>
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7. Income & Expenditure Report 2022	
<p>Discussion</p> <p>Colette has completed the Income &amp; Expenditure Report 2022.</p> <p>Any unspent funds for the year must be approved to be carried forward.</p>	<p>Actions/Agreed</p> <p>The report will be sent to the Secretariat and to the Council.</p>

8. Budget 2023	
<p>Discussion</p> <p>Budget 2023 is in progress and must be approved before the end of this month. There was a discussion around keeping track of spending and a suggestion to have comparisons at the end of each quarter. Also suggested was asking SSP about salary transfers from the PPN account to be disbursed as evenly as possible through the year.</p> <p>The Strategic Plan is the main plan for this year and must be put out to tender. Approximately €4,000 will be left for networking events.</p> <p>The second focus for 2023 is to increase the networking capacity of the PPN in relation to Representative engagement between themselves, the Secretariat and reporting. We also need the wider membership to network in person again.</p>	<p>Actions/Agreed</p> <p>Tony will write to Sharon Commins re the salary deductions.</p> <p>Colette is to circulate the revised draft Budget to the Secretariat Members for approval.</p> <p>Gavin and Bill to restart the Environment Pillar linkage group and to meet the Environment Reps.</p>

Gavin and Bill sought approval to reignite their Environment Pillar linkage group and to start engaging with environment pillar reps, they would need some of the budget to be allocated for this purpose. It is intended that this will be a case study in strengthening the PPN and that the other two pillars will follow suit later in the year. Colette will revise the budget to reflect this.	
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9. Annual Report 2022	
<p>Discussion</p> <p>Colette has completed the Annual Report 2022.</p> <p>Any feedback or clarification is welcome.</p>	<p>Actions/Agreed</p> <p>It was agreed to merge the greeting at the start of the Report with the Secretariat input.</p>

10. AOB	
<p>Discussion</p> <p>The Ageing Well Expo 2023 was discussed.</p> <p>The new branding for PPNs has been finalised and there are 6 logos to choose from.</p> <p>PPN reps being invited to Council events was discussed.</p>	<p>Actions/Agreed</p> <p>Tony and Siby will work on a stand for the DLR PPN at the Expo.</p> <p>Tony will be meeting with a Council representative to discuss this.</p>

11. Date of next meeting	
<p>Discussion</p> <p>Next Secretariat meeting</p>	<p>Actions/Agreed</p> <p>April 3<sup>rd</sup> 2023.</p>