



# DLR PPN SECRETARIAT MEETING

**12th September 2022 - 5.00 - 6.24 pm - Draft Minutes**

In attendance: Tony McCarthy, Aileen Eglington, Dara O'Carroll, Viola di Bucchianico, Bill O'Dea, Colette Downing

Apologies: Gavin Harte; Sharon Perry; Kay Gleeson

1. Call to order
Apologies: Gavin Harte; Sharon Perry; Kay Gleeson

2. Declaration of conflict of interest:	
Dara O'Carroll-project with the DLR County Council Consultation - Dara is resigning from the secretariat and representative due to this work project. Regret at his departure was expressed. The Secretariat thanked Dara and his commitment and his contributions to DLR PPN were acknowledged. Seeking new reps and secretariat members from the Environment pillar is difficult due to its size.  Aileen Eglington- County Business Awards	Dara will seek advice from the Irish Environmental Network regarding new representatives.

3. Review and approve minutes of last meeting a. Matters arising	
Discussion No matters arising.	Actions/Agreed Tony McCarthy proposed. Seconded by Dara O'Carroll

4. IT migration	
IT services: Colette Downing informed the secretariat that she has been in touch with Southside Partnership and that the migration would take place on 28th September (provisional).  The cost of IT Definitive Migration was notified to the council and DRCD as an	



<p>extraordinary expense. €3,276.60. An additional invoice for €382.90 has been received for the audit to assess the amount of work involved in the migration. SSP (Lisa) confirmed that the go-ahead for this was given by the network manager. The total cost of the migration will amount to €3659.50.</p>	
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5. Nominations for LCDC and Transportation & Marine SPC	
<p>Transportation &amp; Marine SPC - One nomination was received for this position. The nominee, James Long, is a former marine engineer. As there were no other nominees, there will be no election. The Secretariat ratified the decision to put James forward.</p> <p>LCDC - No nominations for this position despite multiple efforts. The secretariat offered to speak to the Irish Environmental Network about getting them to be more proactive in seeking nominees.</p>	<p>Colette to notify the council that James Long is being put forward as the new DLR PPN Rep.</p> <p>Dara is meeting with the Irish Environmental Network regarding representatives.</p>

6. Website Upgrade	
<p>Colette presented quotes from 3 different service providers. The secretariat arrived at a decision on the preferred service provider, Graphedia, for the website project, hosting and maintenance.</p> <p>Training in WordPress is included in the quote. Language requirement- Colette suggested a copy of the 'About Us' page in Irish so that visitors who conduct web searches in Irish can find the PPN in search results. Secretariat agreed and suggested adding Irish keywords to the metadata. Photography is not included in any of the quotes</p>	<p>Colette to start the website project with the selected service provider.</p> <p>Colette to discuss strategy for the 'About Us' page with Bill.</p> <p>Colette will contact the council as they may be willing to share images with the PPN.</p>

7. Training	
<p>Colette proposed that a Beginner's Digital Skills training session be organised this autumn since it has been budgeted for. Some suggestions for training were Mailchimp or Kleviyo, also Microsoft 365. The secretariat agreed it would be</p>	<p>Colette to consult with the council on potential training topics.</p> <p>Aileen to forward the contact of the resource person at ETB to Colette.</p>



<p>good to do the training before the end of the year. It was suggested that we could also investigate partnering with the ETB.</p> <p>There was a discussion regarding in-person or online delivery of training. The consensus was that there would be better value if training is delivered online. Also, we are not sure of the situation regarding confidence in attending in-person training as winter approaches and there may be an increase in Covid cases.</p>	<p>Colette to look into options for instructors.</p>
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8. PPN National Conference 2022	
<p>The agenda is to be announced at the National PPN workers meeting on 14th Sept 2022. Colette contacted the organiser in advance of the Secretariat meeting and discussed the agenda and event in general. This information was relayed to the secretariat. Members of the secretariat are welcome to inform Colette about their intentions to attend.</p>	<p>Actions/Agreed</p> <p>Colette to confirm numbers with the hotel.</p>

9. Climate Action Week	
<p>Andrew from DLR County Council was in touch to run a campaign about DCAW22. DLR PPN ran a social media campaign and a competition for the biodiversity cruise.</p> <p>Mention of the postponement of the biodiversity cruise due to poor weather.</p>	<p>Actions/Agreed</p>

10. Review of membership applications	
<p>5 applications were received ahead of the September Secretariat meeting.</p> <p>Loughlinstown Climate Action - No Action.</p> <p>Ballybrack Climate Action - No Action.</p> <p>Iveagh Trust- Documents sent and application approved by the secretariat.</p> <p>Real Reads Picture Books - Colette is to follow up with the Samuel Beckett Community Facility.</p> <p>Tara Toastmasters application- incomplete, awaiting documentation.</p> <p>Aileen Eglington Left the meeting.</p>	<p>Actions/Agreed</p> <p>Real Reads Picture Books- Colette is to follow up with the Samuel Beckett Community Facility.</p>



11. Launch Vision for Community Wellbeing Statement	
<p>Secretariat agreed that there should be a good professional approach to the launch. The launch should include digital design tied in with social media and PR marketing elements. It was felt that Aileen has the professional skills needed and is best placed to use the budget to achieve what was required.</p> <p>Aileen Eglington returned to the meeting and was recruited to spearhead the launch and liaise with Colette. It would be good timing for the launch to coincide with the new website and rebranding.</p>	Actions/Agreed
12. Funding	
<p>Dates have been announced. DLR Grants 2023 will open from 22nd September to 25th October 2022.</p> <p>We will have an increase in membership applications. It was proposed that the Secretariat meeting be held a week later, on the 3rd Monday to facilitate new applicants.</p>	Actions/Agreed Move the date of the next secretariat meeting to the 3rd Monday of October
13. Ukraine Community Support	
<p>Colette briefed the Secretariat on the discussions at the recent Community Response Forum meeting. Accommodation is a real challenge as refugees have to move from Student accommodation. There are 700 new Ukrainian refugees arriving each week. 51586 PPSNs have been issued as of the 4th of September.</p> <p>The PPN will continue to support all agencies in the Forum and will relay information and requests to our membership.</p>	Actions/Agreed
14. AOB	
<p>Discussion</p> <p>Aileen Eglington mentioned the County Business Awards. She mentioned that members of DLRPPN are welcome to put in</p>	Actions/Agreed Tony will liaise with Aileen on this.



<p>entries. DLR PPN should be put forward for 'Innovative Use of Digital' following the training it has conducted during the Covid crisis.</p> <p>Secretariat to send a congratulatory message to Simone Sav.</p> <p>A discussion took place on harassment of staff. Recognising the fact that SSP is the legal employer, discussions are ongoing with SSP.</p>	
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12. Date of Next Meeting	
Monday 17th October 2022 Time: TBC	Actions/Agreed