

November Dun Laoghaire Rathdown PPN Secretariat Meeting

Tuesday 17th November 2020, 4pm-5.30pm

Venue: Zoom

In attendance: Kay Gleeson, Tony McCarthy, Dara Carroll, Aileen Eglington, Sharon Perry, Gavin Harte, Simone Sav, Colette Downing

DRAFT MINUTES

1. Call to order

All in attendance

2. Review and approve minutes of last meeting

a. Matters arising

Discussion

Amendment needed to include that a decision was made to implement a system of surveying the reps before and after each meeting.

Actions/Agreed

Minutes of October Meeting Proposed Tony McCarthy, Seconded Dara Carroll.
Minutes agreed.

3. Network Manager Report

- a. Zoom Training Report
- b. Community Wellbeing Survey interim report
 - i. Special edition of Community Connection
 - ii. Editorial feature in Southside People
- c. PPN Representatives interim report
- d. Resource Workers meeting report

Discussion

A. Zoom Training
This proved very popular with over 90 members registered and an average attendance during the training of 68.
Thanks to M.Co for facilitating the training which was built on their own experiences.

Actions/Agreed

<p>There is a lot of interest in the community if further training in this area, in particular, the how to. It was suggested that training could also be provided on governance and how to work within community groups.</p> <p>B. Community Wellbeing Survey There has been a good response so far, the need for further training in Zoom and communication technology is being voiced strongly. Concern that not every group will be comfortable completing the online version was discussed. It will take some time for the results to collate before the finalised report can be published and circulated.</p> <p>C. PPN Representatives Interim Report. Form link was sent by email but initial response was poor so all recipients were contacted individually by phone, the response rate immediately increased. General sense that there is not enough time to participate fully. It is good to collect feedback and data from reps as their experience is now tangible. We should continue with this process. Training for representatives was discussed as they need to have the skills and resources to participate.</p> <p>D. Resource Workers meeting report. There is a need for training to be provided to PPN reps nationwide. A pilot training scheme has been set up and 6 ppns were chosen to participate. In 2021, there will be a full review of the PPN organisation nationwide. There will be another meeting in December to discuss, Representatives Effectiveness on Committees, specifically.</p>	<p>Simone is to research and arrange further training.</p> <p>Groups will be contacted and a hardcopy will be posted with an SAE to those that request it.</p> <p>Simone Sav will circulate the form to the remaining committee reps.</p> <p>Gavin and Sharon will provide insight and other questions to be included in future forms. Simone Sav will collate these.</p> <p>Simone and Colette to attend.</p>
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4. Training for Membership	
<p>Discussion Based on the information and discussions on 3 a,b & c it is recognised that training in</p>	<p>Actions/Agreed Simone will arrange a training programme, which will be circulated to Secretariat for</p>

communications using Zoom, Mailchimp and social media is needed and being requested by the community. This is a priority. Training needs to be targeted at different levels of ability and there is a need for basic training in all things IT. Training on governance is also needed as too is training for DLR PPN Reps.	approval.
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5. Plenary Meeting November 2020	
<ul style="list-style-type: none"> a. Items for agenda b. Ratifying the new Secretariat members c. Linkage groups 	
Discussion Some members may become confused if we use breakout rooms therefore the meeting will take place in group format. Annual Report 2019 and National PPN Report 2019 are to be included in the agenda. New Secretariat members to be ratified.	Actions/Agreed Simone will host the meeting. Simone will circulate the agenda and set up registration. Time frame for the expected duration of the meeting will be included.

6. Financial Report	
Discussion The DRCD have advised that any surplus in funds will not be returned to the dept in 2020 but will be held until end of 2021 at that stage it will be offset against future funding tranches. The DLR CoCo indicated that they have not received any confirmation regarding available PPN funding for 2021.	Actions/Agreed

7. AOB	
Discussion Tony asked what progress had	Actions/Agreed

<p>been made with the council to arrange a meeting to discuss issues such as the time frame for issuing agendas and minutes to reps in advance of meetings. Simone advised that this meeting will take place in early December and that she had been told that 4 members of the council wished to be in attendance</p>	<p>Simone will follow up on confirming the date. Aileen and Tony will attend the meeting.</p>
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8. Date of Next Meeting	
Discussion	Actions/Agreed TBC after the Plenary