

Dun Laoghaire Rathdown PPN Secretariat Meeting

Monday 18th February 2019, 5.30-7.30pm

Venue: **Meeting Room 1**, Lexicon library, Dun Laoghaire

DRAFT MINUTES

In attendance: Laura Howe, Aileen Eglington, Kay Gleeson, Tony McCarthy (Convenor), Dara Carroll, Jen Kane-Mason, David Girvan.

Also present: Ian Smalley, DLRCC (present for item 1 only)

Apologies: Goff Lalor

1. Update from Ian Smalley.

Discussion	Actions/Agreed
<p>Ian Smalley introduced himself as the new Administrative Officer, Community & Cultural Development.</p> <p>Laura Howe made a presentation on DLR PPN. A discussion followed which included an outline of some areas where DLR PPN needs support from DLRCC. These were noted by Ian Smalley.</p> <p>Ian Smalley distributed a list of upcoming DLRCC events.</p>	

2. Review and approve minutes of last meeting

a. Matters arising

Discussion	Actions/Agreed
<p>As some items in the minutes of the previous meeting were still on the agenda the following items were discussed:</p> <p>Secretariat nominations from the Environmental Pillar and Social Inclusion Pillar. A copy of the completed nominations was distributed.</p> <p>A discussion followed on the hosting arrangement for the new support worker.</p>	<p>All nominations were approved.</p> <p>It was agreed that since there was only 1 candidate from the Environmental Pillar members of that pillar should be asked if they agreed with the nominee joining the Secretariat. Laura Howe to action this.</p> <p>The online election process was approved.</p>

<p>Tony McCarthy explained that he had spoken to Cormac Shaw in Southside Partnership and the availability of a second desk had been confirmed and the hosting fee would be €4000. The PPN does have a separate bank account.</p>	<p>Laura howe to request statements on a monthly basis.</p> <p>David Girvan proposed, Kay Gleeson seconded.</p>
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3. Update from the PPN National Advisory Group

Discussion	Actions/Agreed
<p>Aileen Eglington explained that a lot of the last NAG meeting was confidential.</p> <p>A national communications strategy is due to be rolled out.</p> <p>The PPN national conference will be in early October in the midlands.</p>	

4. Dates for Plenary meetings 2019

- a. Proposed: Wed 3rd April & Wed 6th November

Discussion	Actions/Agreed
	<p>Agreed dates are Wed 3rd April and Wed 6th November.</p> <p>Laura Howe will contact Taney Parish centre to check availability in April</p>

5. Secretariat elections

- a. verification of candidates
b. management of voting process

Discussion	Actions/Agreed
<p>Discussed under item 2</p>	

6. Recruitment of Support Worker

Discussion	Actions/Agreed
<p>Laura Howe updated members on how the recruitment process is going</p>	<p>Laura howe to share job advert on social media again using the #jobfairy hashtag</p>

7. Vision for Community Wellbeing

a. discussion re. training dates

Discussion	Actions/Agreed
<p>A discussion followed on the upcoming training being run by Social Justice Ireland on the Vision for Community Wellbeing. The agenda for the training was distributed.</p> <p>Secretariat members expressed concern that a full day training was not necessary.</p>	<p>Laura Howe, Kay Gleeson and Jen Kane Mason will attend the training in Mullingar on Sat 9th March.</p> <p>Laura Howe will ask Helen Howes of Wicklow PPN to talk to the Secretariat about Wicklow PPN's experience.</p>

8. Salesforce re-registration

a. agree appropriate time to carry this out

Discussion	Actions/Agreed
<p>A discussion followed on potential issues with running the re-registration process.</p>	<p>Laura Howe to run a report on engagement in 2018.</p> <p>Laura Howe to contact members and check data permissions.</p> <p>Future registration processes to ask permission to add attendees to database.</p>

9. Preparation for Local Elections

- Discussion re. PPN activities complimenting the Local Election
- Strategy for maintaining an apolitical PPN
- Email to outgoing SPC reps

Discussion	Actions/Agreed
	<p>a. DLR PPN should encourage people to vote through ezine, social media and at Plenary.</p> <p>b. A statement to be made at start of meetings explaining that in line with DRCD guidelines political promotion or campaigning is not allowed in PPN meetings.</p> <p>Laura Howe to check what approach other PPNs are taking.</p> <p>c. Laura Howe will contact outgoing DLR PPN SPC reps to thank them for their work on the SPCs.</p>

10. AOB

- a. Contact from Benefacts.ie
- b. Southside newspapers Community Awards
- c. National Community Weekend May 4th-6th & Street Feast May 5th
- d. Secretariat Network Nominations
- e. Network Manager's appraisal

Discussion	Actions/Agreed
<p>a. Laura Howe explained that she has not received further information from Benefacts regarding what information they wanted from DLR PPN and for what purpose.</p> <p>b. A discussion on the Southside People Community and Sports Awards followed</p> <p>c. Aileen Eglington explained that Dublin South FM were planning an outside broadcast during the national Community Weekend.</p> <p>e. Aileen Eglington explained that she and Kay Gleeson had carried out an appraisal with Laura Howe and their recommendation was that Laura Howe's salary should be raised in line with the Local Authority Grade 5 salary as most other PPN Resource Workers are employed at Grade 5 level or equivalent.</p> <p>Dara Carroll expressed thanks to Laura Howe for coming to the DLR Environmental Network's litter pick on Saturday 9th of February to tell participants about DLR PPN.</p>	<p>It was agreed that DLR PPN should support both these awards and DLRCC's Community and Volunteer awards.</p> <p>It was agreed that Laura Howe should attend the launch of the Southside People Community and Sports Awards on the 20th of February.</p> <p>d. David Girvan and Aileen Eglington wish to put their names forward. Laura Howe to check with Goff Lalor.</p>

11. Date and convenor for next meeting

Tues March 12th. Convenor not chosen.