

# DLR PPN SECRETARIAT MEETING

**13th January 2025, 5.00 – 6.10 pm, online**

In attendance: Kay Gleeson, Ronan Browne, Gavin Harte, Viola di Bucchianico, Sharon Perry, Hilda Arenas, Simone Sav, Colette Downing

Apologies: Aileen Eglington, Bill O'Dea

<b>1. Call to order.</b> The meeting was facilitated by Simone Sav.
<b>2. Declaration of conflict of interest:</b> Gavin Harte advised that DPL PPN is now a member of SEC (Sustainable Energy Community) network and that he is the county mentor, he wanted to inform the Secretariat of this connection. No conflict of interest declared.

<b>3. Review of previous meeting minutes and matters arising</b>	
Discussion No matters arising.	Actions/Agreed Proposed: Kay Gleeson Seconded: Hilda Arenas

<b>4. Snapshot of 2024 – A Year of Building Connections</b>	
Colette has gathered statistics and produced an infographic for 2024. We had 62 new member groups join in 2024 however as we had a database review and removed groups that were no longer functioning the net increase in membership was 4.83%. The infographic demonstrates the work of a great team, and Simone thanked the Secretariat for their dedication (meeting 15 times in 2024 when this is usually 11 times) and input in 2024.	Actions/Agreed The infographic will be shared with the council for the LCDC report.  The infographic will also be circulated to the membership and beyond, and will help inform the Annual Impact Report 2024.

<b>5. New Membership Applications</b>	
Incomplete applications and ones where groups did not respond have been cleaned up and closed. In 2025 we will set up a smoother process for dealing with applications and close ones that do not respond. The following were approved for full membership. Tidy Dundum Belmont RA Living Streets Environment Pillar Early Onset Parkinsons (Associate)	Actions/Agreed  Simone to follow up on the other open applications and remove those where information is incomplete or missing.

Avondale Blackrock RA (subject to clarification on number of members)	
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## 6. Hosting Updates

<p>Meeting with SSP to discuss disengagement was held on the 9<sup>th</sup> of January. Simone thanked Kay, Sharon, Hilda and Ronan for attending. Minutes have been circulated to SSP but no feedback yet received. It was agreed that the minutes would serve as a record of the disengagement process.</p> <p>Timelines - SSP has actively begun the process of disengaging from the PPN. They agreed they would do payroll till 2<sup>nd</sup> Feb then the PPN can transfer to the dlr Chamber.</p> <p>We have advised the Chamber of same but have not yet received a response. PPN Workers will clear the files and equipment from the SSP office during the same week.</p> <p>PPN will seek to minimise the dependency on the new host in relation to banking, IT, account transactions, HR and other aspects. The contracts will be updated in line with current terms of employment and recommendations from DRCD.</p> <p>The MOU and SLAs need to be signed as soon as possible to ensure funds are transferred for the PPN.</p>	<p>Simone instructed to contact Chamber again. If no response received before Thursday 16<sup>th</sup>, as we need to have the bank account set up as a matter of urgency.</p>
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## 7. Finances 2024 and 2025

The bank balance at the end of 2024 was in excess of €23,000. However, two wage payments were not transferred by SSP so the balance should be significantly lower, around €16,000. DRCD has approved the carryover, given the exceptional circumstances.	Actions/Agreed
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## 8. Spring Networking Meeting Plenary

a. Date of the Plenary has been approved for Tuesday, the 25 <sup>th</sup> of February 2025.	Actions/Agreed Staff to seek and book suitable venue for the Plenary.
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b. Agenda will focus mainly on ratification of updated Constitution, policies, Workplan 2025, Budget 2025, Annual Report 2024, and all relevant documents.	Staff to begin drafting updates policies, to be discussed with the Secretariat at the February and March meetings.
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## 9. Strategic Policy Committee Representatives

<p>a. Vacancies A new nomination was received for the Environment and Transportation SPC from the Social Inclusion Pillar. The Secretariat reviewed the nomination and approved it.</p> <p>b. Training Reps training might have to take place as early as February. As DCU is not available within term time, Simone has contacted Dublin City PPN for recommendations on facilitator to deliver the induction training. DCU can provide two training sessions during the representatives dinners in 2025 – including a practical simulation of how an SPC is run.</p>	<p>Actions/Agreed Simone to inform dlrCC of the new candidate and pass on contact details with permission.</p> <p>Staff to seek facilitator for the induction. If no facilitator found, Simone will deliver the training.</p>
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## 10. Training for PPN Groups

<p>a. Dublin Mountain Archaeologic Workshop DLR PPN was approached by Abarta Archaeology to organise a webinar free for PPN members. This was done last year as well with a good turnout. Staff will promote same to PPN members.</p> <p>b. Collaboration with Adult Education Service Dublin South -East PPN staff has continued the collaboration developed by Colette with the AES. A new short course was developed: Completing Online Grant Applications &amp; Forms (The Technical Stuff). The course will run for 3 weeks from the 30th of January in Dundrum, on Thursday afternoon, from 2.30pm to 4pm. Colette will take the lead on developing a new training course on multicultural aspects, to be delivered later in the year.</p> <p>c. Collaboration with dlrCC on LGBTQ+ training</p>	<p>Actions</p> <p>PPN staff to promote the webinar.</p> <p>PPN staff to promote the training session. Colette to continue developing the multicultural training sessions in collaboration with AES.</p>
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<p>The Dormant Accounts funding application submitted by dlrCC was successful. The PPN will liaise with dlrCC to progress and plan this training session series.</p> <p>d. Training with Fingal and Dublin City PPN</p> <p>A schedule of training open to all PPN members will be developed soon, which means three times more training opportunities for PPN members.</p> <p>The Secretariat was appreciative of all the collaborations developed which ensure training opportunities for PPN members at no or reduced costs.</p> <p>PPN staff will keep the Secretariat updated about all the training sessions.</p>	
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<b>11. AOB</b>	
<p>1. Sustainable Energy Communities DLR PPN has joined SEC and Gavin Harte is the designated SEAI mentor for DLR. Gavin gave a brief presentation about the three level involved in being a SEC. In his view, the PPN is at level one and can be actively promoting and raising awareness about energy efficiency and solutions.</p> <p>2. Communication Policy Colette raised the need to diversify the communications channels. DLR PPN has joined Bluesky and will organically grow its presence on it, at the same time as slowly moving away from X/Twitter. Further discussions were had about the most efficient use of the communication tools, including the ezine, Community Connections, the weekly email, and more. The staff will assess and propose a more efficient schedule of issuing communication. The new communication policy will be drafted and circulate to the Secretariat.</p> <p>3. DLR PPN staff retreat 2025 Retreat is scheduled for the 27<sup>th</sup> and 28<sup>th</sup> of March 2025 in Galway.</p>	<p><b>Actions</b> Gavin Harte will keep the Secretariat informed of opportunities for training under SEC, as this is in line with our Strategic Plan 2024-2028.</p> <p>Secretariat approved the proposed exploration of how to improve communications and how to be more efficient and less time consuming. Secretariat supports the initiative to diversify the channels of communication and the gradual move away from X/Twitter.</p>

<b>12. Date of next meeting</b>	
Next meeting – Monday 10 <sup>th</sup> of February 2025	