

# DLR PPN SECRETARIAT MEETING

**9<sup>th</sup> June 2025, 5.00 – 6.00pm, online**

In attendance: Kay Gleeson, Ronan Browne, Gavin Harte, Aileen Eglington, Sharon Perry, Simone Sav

Apologies: Hilda Arenas, Viola di Bucchianico, Bill O'Dea

<b>1. Call to order.</b> The meeting was facilitated by Simone Sav.	
<b>2. Declaration of conflict of interest:</b>	
No Conflict Declared	
<b>3. Review of previous meeting minutes and matters arising</b>	Discussion No matters arising.

<b>4. New Membership Applications</b>	
The following groups were approved for full membership: Woodbrook Residents Association	Actions/Agreed Simone will process application

<b>5. Financial Report Quarter 1</b>	
Simone presented the financial report. The first tranche of funding from DRCD was sent by the dlrCC and received by the PPN. A recoup of €570 was applied, in relation to an underspend for the support worker in 2023. This will have to be reflected in the budget, as we were not aware at the time about this underspend.  The Secretariat queried whether the Revenue taxes were paid for the PPN staff, whether the pension was in place and whether the final hosting fee had been paid to the dlr Chamber.	Simone to follow up with dlr Chamber on the queries and cc the Secretariat members in the email.

<b>6. Outreach</b>	
A. Dlr Age Well Expo – 11 <sup>th</sup> June. Simone will attend the day event, after a late invite received. The PPN will share a stand with the DLR Volunteer Centre.	Actions/Agreed

<p>B. Eurofound Open Day – 13<sup>th</sup> June. Simone will attend the event in Loughlinstown, as the dlrCC encouraged Eurofound to invite the PPN as well.</p> <p>C. National PPN event – 17<sup>th</sup> July, Portlaoise. Kay Gleeson will attend the event.</p> <p>D. Climate Action Event – Simone will meet with dlrCC Climate officer and the community officers to discuss a networking event.</p> <p>E. Meeting of the Dublin Region Secretariats – a discussion about the Dublin Secretariats meeting, with a facilitator, as it would be beneficial for the newly re-established PPNs to connect with the DLR and Dublin City PPN.</p>	<p>Simone will register Kay Gleeson for the event in Portlaoise.</p> <p>Simone to report back to the Secretariat about the outcome of the meeting.</p> <p>Simone to write to the PPN workers and begin arranging a meeting, if the other Secretariats are in agreement. A facilitator to be secured for the event.</p>
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7. Autumn Meetings	
<p>All the dates are proposed and subject to change.</p> <p>A. PPN Reps Networking meeting – 23/25<sup>th</sup> September. Invite to be sent to DCU to facilitate the meeting.</p> <p>B. National Conference – 16, 17 October. Names of people attending needed.</p> <p>C. Networking meeting – 5/6<sup>th</sup> November 2025, 7pm</p> <p>D. Meeting with Councillors' – 5/6th November, 6pm</p> <p>E. Coffee mornings with new members/ new contacts:</p> <p>i. Friday 25<sup>th</sup> of July, at 1pm, online</p> <p>ii. Friday 26<sup>th</sup> of September, afternoon, in person – venue in Dundrum</p> <p>iii. Thursday, 27<sup>th</sup> of November, evening, online</p>	<p>Actions</p> <p>Secretariat agrees in principle with the dates, with the caveat that they can change, following meetings with the dlrCC staff.</p>

<b>8. Correspondence and other</b>	
<p>A. Hosting Updates (office, cabinet, funds). Staff still does not have a key to have access to the building or access to printing.</p> <p>B. National Workers' Meeting -update</p> <p>The meeting would take place the following day. A discussion about the terms of office is on the agenda, as some PPNs highlighted the issue of Secretariat members continuing past the maximum total term of 10 years, as defined in the PPN Handbook.</p> <p>The PPN Secretariat decided that the terms of office of the DLR PPN Secretariat should be changed from a maximum of 2 terms, each of 3 years, to a maximum of 2 terms, each of 5 years.</p> <p>Secretariat highlighted that it is important to find suitable new members who can take on the responsibility, before the long-standing members can step down, due to the risk of organizational knowledge being lost.</p> <p>The Secretariat also agreed that longstanding members, when they step down, will be part of Secretariat Advisory group, which will meet with the PPN Secretariat on a regular basis.</p> <p>Simone will seek nominations for the vacancy on the Community Pillar – last year, out of 500 groups, no nomination was received.</p> <p>C. National Secretariat meeting update</p> <p>Kay Gleeson gave a brief update from the previous National Secretariat meeting.</p>	<p><b>Actions</b></p> <p>Simone to order printer.</p> <p>The change in the DLR PPN Constitution to be ratified during the following Plenary.</p> <p>Simone will send out a call for nominations for a Secretariat member.</p>

<b>9. AOB</b>	
<p>It was requested that the Secretariat meeting in July be online, as a few members are not available. Instead, the meeting in September</p>	<p><b>Actions</b></p>

will be in person. There will be no meeting in August.	
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<b>10. Dates of next meetings</b>	
Next meetings: Monday 21 <sup>st</sup> July 2025 – online No meeting in August Monday, 15 <sup>th</sup> of September – in person	