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**Limerick**

**PPN Secretariat Meeting**

**Minutes 08.09.2017 7pm, The Woodlands House Hotel, Adare**

**Attendance:**

PC, VM, TFB, NC, JOD, AB, PM, LK

PE sent apologies

VW – coordinator

LCCC attendees at end of meeting – Geraldine Dollard and Ciara Farrell.

**1.Previous minutes:**

27/07/2017 minutes. Removed ‘exceptional’ from coordinators attendance at finance sub group meetings.

Additional points requested to be added, not added as all agreed minutes were an accurate reflection of the meeting and additional points can’t be added at a later stage.

Minutes proposed by VM, seconded by PM.

31/08/2017 minutes. Reworded concerns re draft budget.

Proposed by TFB, seconded by AB.

**2. Forum and Facebook Groups:**

New forums up and running. Main PPN Facebook page is a business page and is to remain. All agreed that the closed groups set up for each linkage group are to be closed as agreed. This is due to the tighter controls available on the forum, via the rules people agree to before being granted membership. All Secretariat members in agreement with decision.

**3. Training**

VW was to provide dates for Secretariat members who have signed up for training – will do so via email next week.

**4. Email Decisions**

Coordinator to hold as much info for a bulk email to secretariat members two weeks before each secretariat meeting.

If decisions required between meetings the coordinator will give a date and time (allowing 5 working days) and no reply will indicate agreement. All secretariat members agreed.

**5. Printing**

Coordinator is proposing that she will only print agendas for each secretariat meeting and will not provide hard copies of previous minutes or supporting documentation unless specifically asked to. This will reduce the financial and environmental burden of unnecessary printing. All secretariat members agreed.

**6. Correspondence**

Concerns discussed re individual secretariat members corresponding with LCCC and not channelling communications through the coordinator. This leads to some members not being in possession of all information.

Lack of information sharing with coordinator led to an error in the supporting documentation given to members prior to plenary and led to confusion as to decisions ratified within the secretariat.

All agreed that communication is to go through the coordinator unless it is specifically related to the recruitment process.

The coordinator again requested that when replying to coordinator not to reply to all unless absolutely necessary as this is resulting in a large number of emails being received. All agreed.

**7. Meetings**

Deferred until next meeting as LCCC waiting outside meeting.

**8. Recruitment**

Coordinator left and this section is minuted separately