

PPN Secretariat Meeting

Minutes 27.07.2017 7pm

Attendance:

Pat English, Proinsias McMahon (PM), Nollaig Coleman (NC), Ailbe Burke (AB), Pat Cummins (PC), Trish Forde-Brennan (TFB), Leonie Kerins (LK) (arrived at approx. 8 pm), James O'Donoghue (JOD) & Vidette Molyneux (VM)

Vicky Ward (Coordinator)

1. Minutes of Secretarial Meeting June 14th 2017:

Minutes were previously agreed via email

Proposer: PM

Seconded: AB

No matters arising

2. Facilitator:

P&P state that the facilitator will change on a three-monthly basis. PM proposed that due to the upcoming plenary the facilitator for this next period should be somebody who has been in the Secretariat for a long period of time and has that additional knowledge and experience. All agreed. JOD proposed PC, all in agreement. PC accepted.

3. Work-plan

VW did not print a copy for all as it was circulated via email well in advance of the meeting. VW suggested that unless absolutely necessary printing should be kept to a minimum for environmental reasons.

Travel budget of 6k is not enough and all agreed to present to plenary to increase to 10k, as was in the original budget. NC asked re the budget of other PPN's. VW will present this evidence to plenary. JOD stated that travel to meetings should not impact on volunteers financially.

All agreed to send the new format work-plan to Geraldine Dollard.

4. Training

VW had identified the following training needs;

- Public Speaking / confidence Building workshop
- Employment Legislation
- Good Governance

Relevant quotations sought and provided.

Employment legislation and good governance are both provided by the Carmichael Centre. All agreed for VW to liaise with Sec members to establish who can attend each session and look for alternatives for those that are unable.

TFB provided further information on online courses available from the Carmichael Centre and these may be an option for those unable to attend.

VW to contact Social Justice Ireland and await the provision of one additional contact from PM in relation to the Public Speaking / Confidence building workshop, before arranging the course. Currently the best value is from Sixth World.

5. Company Setup

There was a small delay as the form VW left for the last meeting was not completed correctly. This has been rectified and the registration is progressing well.

6. Sub-Groups

Finance sub-group is TFB, LK and PE

HR sub-group is PC, AB and NC.

It was noted that the coordinator felt it important to be included in the finance sub-group.

AB felt that there needs to be a demarcation between the Finance sub-group and the coordinator in relation to budget spending decision making. AB stated that the secretariat need to be aware of the department guidelines.

JOD and VM believe that attendance of coordinator is essential unless there is a particular reason for excluding.

Discussion about wording in terms of reference in relation to coordinator attendance;

- (a) The coordinator will attend all Finance sub-group meetings unless there is a reason to be excluded
- (b) The coordinator may be invited to attend Finance sub-group meetings by the committee.

Vote taken and 5 for a, 3 for b. ToR to include Coordinator attendance as normal practice. ToR to be resent to members as required.

Discussion then followed as to the title of the coordinator. The guidelines reference Resource Worker. JOD explained these was amended in order to ensure the coordinators role was taken seriously enough within the LA and that the guidelines are just that and may need to be amended at times.

TFB feels this conversation is not appropriate in from of VW – VW stated that it is not about her per se and she is very comfortable with the conversation.

7. Consultations

VW feels that excellent progress is being made within some sections of LCCC. We have recently assisted with Lifebouys and Age Friendly transport review. VW will also be assisting Healthy Limerick in contacting groups. TFB explained that Healthy Limerick is a sub-group of the LCDC and there may be a request for the PPN to take on some of the work load.

JOD asked for an update on the accessibility project. VW has made numerous attempts to contact the new access office and the emails have remained unanswered. Decision made to write to Conn Murray, Chief Executive and seek assistance and a meeting.

Elisa O'Donovan, Rep is leaving her position and she will be a loss to the PPN in terms of being a rep and also the accessibility project.

8. New SPC

VW – LCCC agreed to set up a new SPC for Culture and she has been working with Dr Pippa Little for a couple of months in relation to this. Actively seeking membership from Culture ad Arts groups in the city and county through facebook, the newsletter, twitter and the website.

9. Plenary

Decision on date will be made by Secretariat during the final section of the meeting

10. AOB

Signatures required on the contract extension request to ensure timely payment. LK will put under PPN office door for VW.

VW asked the Secretariat to agree a €2000 increase to cover the prizes for C&V awards. Budget was checked and Secretariat agreed to seek ratification from plenary

The remainder of the meeting dealt with the Recruitment Process and will be minuted separately. VW not in attendance at this final section.