**Secretariat minutes 09 January, 2024**

Present: Mick, Frank, Siobhan, Steven, Catherine

Apologies: Gavan, Rachel, Ernie, Alicia

Staff: Resource Worker (note taker)

**Minutes: *“represent, educate, network”***

1. The minutes from the previous meeting on 14 November were proposed by Mick, and seconded by Catherine. As these minutes are now agreed, they can be accessed [here](https://dublincityppn.ie/resources/ppn-secretariat-minutes-november-2023/).

**Resource Worker Update**

1. A letter was sent from the Secretariat to the PPN Host, Dublin City Volunteer Centre on 11 December, to confirm the increase in staff salary for the support worker, and a decrease in official hours, for the support worker. This letter was received and is in full compliance with the procedure set out in DRCD Circular, CVSP 3/2023 (which has also been forwarded to the Host).
2. The November Plenary at the Gresham Hotel was a success. The numbers were still low, but the venue/food/content and atmosphere were excellent. Thanks again to Catherine for giving the Secretariat update, and to Mick for the presentation from the Disability Thematic Group. It was the best Plenary so far, and the next one will be on the last Thursday in May.
3. Welcome to the three new members on the Secretariat: Frank, Siobhan and Alicia.
4. Two new roles available: a staff liaison person (Mick offered), and two people to sign off on the annual returns/reports in March and April (Stephen and Siobhan offered). If anyone would like to take some activities from the [workplan](https://dublincityppn.ie/resources/draft-workplan-and-budget-2024/) and assist/comment or help, that would be very much appreciated.
5. A new activity for 2024 is that the Support Worker will join the Secretariat meetings to give updates on the new members joining the PPN. Rachel will join us in February, and give a quick overview of the new members joining us in January. This will be interesting for member groups and looking towards new representatives for the turnover in May/June this year.

**Secretariat Update**

1. Mick informed the Secretariat that the Disability Thematic Group (DTG) will be hosting a photography exhibition on 20 March, and inviting Councillors to speak at the event, such as Cllr Declan Mehan. Ruth to give a final account of the 2023 budget to Mick, so that he can adjust the DTG’s budget for 2024.
2. Stephen would like to contact Clare O’Connor who is working with PPN member groups on submissions for the Local Economic Community Plan (LECP), until the deadline on 15 January. Catherine reminded the group of the workshop [being held on 13 January](https://www.eventbrite.co.uk/e/doughnut-economics-lecp-workshop-tickets-788629531157) and hosted by Cllr Carolyn Moore, called, “Doughnut Economics/LECP Workshop”, which is an examination of how Doughnut Economics can shape both Dublin’s communities and Dublin’s next LECP.

**AOB**

The Secretariat will meet on the **second Tuesday of every month in 2024**, apart from June, July, August, and December. The meetings will take place from 6.30pm – 8.30pm and will be online and/or in person (at the Macro Community Resource Centre). The zoom invite for the January meeting is the same invite to be used all through 2024. Documents/minutes etc will be sent at least one week before hand.

Catherine and Steven to facilitate the following four meetings:

**Feb 13**/Mar 12/ Apr 9/May 14/

TBC who will facilitate the second phase of meetings in 2024.

Sept 10/Oct 08/Nov 12

Close the meeting.