**Secretariat minutes 12 November 2024**

Present: Catherine, Alicia, Kelley, Mick, Ernie

Apologies: Stephen, Frank, Siobhán G, Gavan

Staff: Coordinator (note taker), Support Worker

**Minutes:**

**Represent, Educate, Network**

1. The October minutes were proposed by Catherine and seconded by Mick. The minutes are shared on the PPN website and can be accessed [here](https://dublincityppn.ie/resources/ppn-secretariat-minutes-october-2024/).
2. The new PPN members for October were ratified.
3. Coordinators update:
* Planning for the November plenary continues, with the invite going live on 06 November. The venue/draft programme and details about refreshments and entertainment are complete. There are links in the invites to the 2025 draft work plan and budget [here](https://dublincityppn.ie/resources/2025-ppn-draft-workplan-and-budget/) and in accessible screen reader format [here](https://dublincityppn.ie/resources/2025-ppn-draft-workplan-and-budget-in-accessible-format/). Catherine agreed to work on the draft update from the Secretariat for the Plenary meeting, and Mick, Alicia and Siobhán will be present on the night.
* The new reps training will take place online on 28 November and in person in Wynn’s Hotel on 29 November, with Ellenora Lynch.
* Final administration activities for 2024 are a reconciliation of the budget for 2024 and volunteer recognition gifts to be organised. A voucher for 100 euro per rep/secretariat has been agreed, together with a thank you within a Christmas card.
1. Secretariat updates:
* Catherine attended Cavan PPN’s plenary and suggested a slightly different format for May’s Dublin City PPN, whereby smaller groups attend smaller presentations, rather than keeping everyone in a larger group. The SPC introduction webinar is now live.
* Alicia mentioned the Sporting Pride grants, which must be spent by year end, and is excited to attend another Plenary as still trying to understand the complexities and nuances of the PPN.
* Kelley is looking forward to the launch of the LECP at St Patrick’s Cathedral on 13 November and will share photos and updates on LinkedIn and via whatsapp.
* Mick continues to work on the submission from the Disability Thematic Group (DTG) about the Re-turn recycling bottles system.
1. AOB: final Secretariat meeting of the year to be held in person, and Kelley and Mick will find a suitable venue for the meeting and some mince pies, on 10 December.