**Secretariat minutes 13 February, 2024**

Present: Catherine, Siobhan, Alicia, Ernie

Apologies: Gavan, Rachel, Frank, Mick

Staff: Resource Worker (note taker)/Support worker and Dublin City Centre Manager, Mike Randall

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

1. The minutes from the previous meeting on 09 January were proposed by Siobhan and seconded by Catherine. You can read the minutes [here](https://dublincityppn.ie/resources/ppn-secretariat-minutes-from-09-january-2024/).
2. Mike Randall, the new Centre Manager from the PPN host, Dublin City Volunteer Centre, was introduced to the group. Mike said how much he looked forward to working in the centre and with the PPN.
3. The Support Worker made a short presentation about how the PPN’s registration system can be improved and formalised, through the Secretariat meetings. Secretariat agreed with the new plan.

**Resource Worker updates**

1. Two circulars from the DRCD were shared with the PPN: one to give authority to PPN Secretariat in terms of staff salaries and working hours (which had been made prior to the 2023 November Plenary). And one to inform PPNs that they must have no involvement in referenda, apart from sharing information about how to vote, and how to register to vote. All member groups can campaign, but PPNs must not campaign for either a YES or a NO.
2. A draft of the 2023 Income and Expenditure report is being worked on, and this will be sent to Steven and Siobhan for comments and feedback before being sent into the DRCD. The report will also go to Dublin City Council and the host, DCVC, for comments.
3. The Dublin City PPN Q4 Workplan Report was accepted by the Secretariat and you can read the report [here](https://dublincityppn.ie/resources/dubin-city-ppn-q4-workplan-report/).
4. Two members of the PPN Secretariat, Ernie and Alicia have agreed to review the remaining DCC Capacity Training Grant budget for 2024 considering changing needs/direction of the PPN since the grant was awarded in 2023. Ernie and Alicia will make suggestions for spending and report back to the Secretariat on their recommendations.
5. Secretariat were reminded to save the dates of 23 May for the May Plenary (to be held in the Gresham), and 27 – 30 May, for the PPN/DCU Summer School.
6. **Updates from the Secretariat**

Alicia mentioned that Sporting Pride, has just had an AGM, and that she’s very much looking forward to the networking opportunities that being in the core work of the PPN, will bring.

Steven offered people trees for planting, should they need some for their homes or community groups, and brought everyone’s attention to the Clontarf meeting on 19 February, which will encourage new projects based on biodiversity and environmental issues.

Catherine mentioned the Community Heritage Grants are now open, and that she was making plans for Biodiversity Week in May.

**AOB: no AOB for this meeting.**

1. Date of next meeting is 12 March, online, using the same Zoom link as for January and February.

Close the meeting.