**Secretariat minutes 14 November, 2023**

Present: Mick, Ernie, John,

Apologies: Gavan, Stephen, Rachel, Catherine

Staff: Resource Worker (note taker)

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

1. The minutes from the previous meeting on Tuesday 10 October, were proposed by Mick, and seconded by John. As these minutes are now agreed, they can be accessed [here](https://dublincityppn.ie/resources/ppn-secretariat-minutes-10-october-2023/).

**Resource Worker Update**

1. The Secretariat had no comments or questions about the **2023 Q3 report**, and this can be accessed [here](https://dublincityppn.ie/resources/q3-workplan-2023-report/).
2. The Secretariat were happy to present the **2024 Draft Programme and Budget** to the Plenary on 30 November, and this can be accessed [here.](https://dublincityppn.ie/resources/draft-workplan-and-budget-2024/) This includes a PNN staff increase in salary for the Support Worker, and a decrease in official hours for the Resource Worker. These changes to contracts will be sent to the host, Dublin City Volunteer Centre, for approval.
3. The three vacant seats for the Secretariat are being advertised in the weekly Bulletin, on the website, and on X and Facebook channels.
4. Planning for the November Plenary is going well: venue/food/promotion and content is all planned. The Secretariat had planned on inviting a guest speaker; who should also hand out the prizes on the night. Rachel Rooney agreed to give the Secretariat update, and Adrienne Boyle will facilitate the whole session.

Merchandise will be presented to participants on the night.

**Secretariat Update**

1. John and Ernie had suggested body builder, Martin Saunders, as a guest speaker for the Plenary and will follow up. Ernie followed up and Martin Saunders agreed to speak at the Plenary.
2. John has been providing information to the Residents Associations and will continue his role on the JPC until elections in 2024, rather than trying to elect a new representative for 9 months.
3. Mick assured the Secretariat that the Disability Thematic Group (DTG) was all ready for their presentation at the Plenary and would take up 15 minutes. Mick asked Ruth for an update on the budget for the group, so that they would intend on spending the last remaining money for 2023.

**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).