**Secretariat minutes 10 October, 2023**

Present: Mick, Ernie, Catherine, John, Rachel

Apologies: Gavan, Stephen, Deirdre, Gerry,

Staff: Resource Worker (note taker)

**Minutes: represent, educate, network**

1. The minutes from the previous Secretariat meeting on 13 June were proposed by John and seconded by Mick, and those meeting minutes are on the PPN website [here](https://dublincityppn.ie/secretariat/). There are no minutes from the September meeting.
2. Resource Worker Updates

The Q2 report is completed, and the Q3 report will be ready for the next meeting. Ruth apologised that the Q3 report was not ready for this October meeting.

1. Updates from the Secretariat

John, Gerry and Deirdre are to step down from their roles on the Secretariat. On suggestions from member groups, a Dublin City PPN Advisory Committee is to be established: the group will be made of ex-Secretariat/Representatives who will meet as requested, to give advice to current Secretariat and Representatives. The Advisory Committee will have no decision making powers, but can offer recommendations and suggestions to serving representatives and staff. The proposal to establish a committee was made by Mick and seconded by Rachel.

Catherine noted that the PPN National Conference in Arklow was a great success and she complimented Wicklow PPN on an excellently organised event. Issues discussed at conference were the PPN Roadmap based on the Mazars’ report, the idea of a central PPN resource (much like Volunteer Ireland is to the Volunteer Centres). Catherine enjoyed the workshops and was happy to attend.

Mick noted that he would like the DC PPN DTG to network more with other DTGs around the country and hoped that planned autumn events might bring along more groups. In particular, the DTG has planned an event for DCC “Inclusion and Integration Week” and this photography exhibition/event would include the Lord Mayor. The DTG is also working on a joint submission for the Travel and Transport plan.

(a complaint was noted, however, Mick was reminded to use the complaints procedure if the complainant wanted to take the issue further).

John noted that the JPC should be streamlining information for families in distress/victims of crime, etc.

1. The proposed programme for the Plenary is:

Music to open the event (as in the May Plenary).

Updates from the Secretariat including a mention of the 2024 Draft Workplan and Budget

A speech from a Guest Speaker, who will also present Certificates of Participation to member groups who participated in the Member Spotlight video programme in 2022/23

Close with poetry and/or spoken word.

(The guest speaker would be invited by either John or Ernie).

The Plenary will take place at the Gresham Hotel on 30 November from 7.00pm – 8.30pm

1. The next Secretariat monthly meeting will be a social event to be decided at the November meeting.
2. Agreement of the 2024 meeting times and dates, and Catherine to hand over facilitation to the next member of the Secretariat.

Second Tuesday of the month in Feb/Mar/Apr/May/June/Sept/Oct/Nov

6.30pm – 8.30pm online.