**Secretariat minutes April 2022**

Present: Ernie (facilitator), Gerry, Mick, Gavan, Ruth and Beatriz.

Absent: Rachel, John, Catherine, Steven and Deirdre.

Minutes from the March meeting proposed by Gerry, seconded by Mick.

**Minutes**

1. Mick Keegan was welcomed into his first official Secretariat meeting.
2. The Q1 2022 report was accepted by the Secretariat. This will now be sent to DCVC/DCC and DRCD.
3. The 2021 Income and Expenditure report was accepted by the Secretariat. No further questions arose.
4. The 2021 Annual Report will be completed by Ruth and signed off by Gerry and Mick.
5. The following financial payments were agreed:

350 for insurance, to cover up to 13 million public liabilities.

Ca. 3000 for the September delivery of the “Festival of Fundraising”.

Ca. 2500 for refreshments at the May plenary in St Patrick’s Cathedral.

1. DCVC policies to be shared and adopted as PPN policies, if possible. In particular, we must have a Images and Messages policy and a child and vulnerable adult protection policy before the plenary in May, if we are to show films.
2. Paul Woodward’s second film project.

In addition to the 10 films completed by Paul Woodward recently there is a second proposal for a further 5 films to be made. Ruth will ask the PPN for interested groups to get in touch, and the PPN is particularly looking or groups who work with older people/migrants/travellers/LGTBQI groups and groups who work with disabled people.

Ruth will send Paul Woodward a contract of agreement and the Secretariat will review protocols in terms of Secretariat conflict of interest/ambiguity of work boundaries for future working projects.

**Date of next meeting: 10 May from 6.30pm – 8.30pm**

**(Second Tuesday of every month:**

**Ernie to facilitate 2/3:**

**Mick sent apologies for May meeting).**