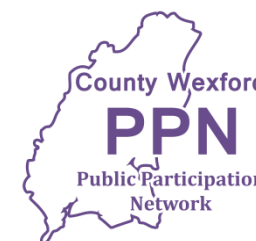


PPN Meeting Report



PPN Rep Name	n/a
Committee Name	Secretariat Meeting
Date of Meeting Specify in person or online	24 th February 2022 In-person at The Bailey, Enniscorthy

In Attendance:
In attendance: Kevin Molloy, KM (Facilitator) Breda Cahill, BC Ann Lacey, AL Kamal Tribak, KT David Doyle, DD Bernard O'Leary, BO'L Tommy Cullen, TC Monica Gaynor, MG Philip Hickey, PH

Agenda Item	Notes	Outcome/Decisions Made	Actions Required - by Whom & When
1. Apologies	John Carr, Noel Stacey, Simon Boyse.		None.
2. Minutes from previous meeting	Minutes of the meeting of 21 st January 2022.	Minutes proposed by AL and seconded by DD.	MG to update as Final Minutes.
3. Matters arising from minutes	Some matters arising from the minutes are included in the agenda for today's meeting.	Discussions regarding the Strategic Plan were brought forward at this meeting. Updates were given regarding Secretariat Members wishing to be on sub-committees it was advised that BO'L would join the Disability sub- committee, John Carr will join Development, Training and Communications sub-Committee and Simon Boyse will join the LCDC sub- committee.	None. MG is to notify Ger Mackey and Claude Clancy of the new members of the Interim Liaison Committee for the LCDC and a meeting will be arranged

<p>4. Correspondence</p>	<p>i. PPN Membership applications for approval.</p> <p>ii. Circular issued by the Dept regarding Quorums at Plenary meetings distributed and discussed.</p>	<p>Several groups were approved at the meeting, but discussion took place on MS Society of Ireland's locus and this application will need to be considered further. Some groups have not been in operation for 6 months at the time of application however approval was granted in principle.</p> <p>Details will need to be notified to members at our Plenary meeting on the 10th of March.</p>	<p>Official notice of approval will be issued to the relevant groups and records will be converted on Salesforce by MG/PH.</p> <p>None.</p>
<p>5. Secretariat vacancies and Environment and Climate Change SPC vacancy.</p>	<p>Nominations for two Secretariat Seats and one SPC Vacancy were referenced.</p>	<p><i>It was agreed that the nomination process for all positions should begin and positions available be brought to the members at the Plenary Meeting. It was also agreed the closing date for nominations be set for 16th March, 2022.</i></p>	<p>MG/PH will issue required documents seeking nominations for the positions in the week commencing 28th February, 2022.</p>
<p>6. Plenary Meeting.</p>	<p>The Plenary meeting has been set for the 10th March 2022 and will be held on The Street in County Hall.</p> <p>It was advised that Tom Enright had been asked to open the meeting and in that regard he has nominated Barbara Ann Murphy to do this on his behalf and Wexford County Council.</p>	<p>The venue was accepted, and member groups have received the required 21 days' notice of the Plenary meeting.</p> <p>It was agreed by the attendees that it would be acceptable for Barbara Ann Murphy to open the event. KM as facilitator would open the formal meeting of the members.</p>	<p>A meeting of the Plenary Committee will need to take place ahead of the 10th March to determine the exact format / schedule and agenda for the meeting.</p> <p>MG to contact Barbara Ann Murphy to confirm her attendance.</p>

	<p>Five requests have been received by groups to host a stand at the event and these were notified to the attendees of this meeting.</p> <p>Motions received were also advised to the attendees of this meeting.</p> <p>Mandatory aspects that must form part of the meeting.</p> <p>Theme and invites to other speakers.</p> <p>Secretariat and Staff members involvement on the night.</p>	<p>Four member groups had this far requested to host a stand – TFI Local Link / Alone / Wexford Volunteer Centre / Grantstown Priory. Annette Dupuy of Healthy Wexford has also requested to host a table.</p> <p>Submitted motions have been received and whilst some of them can be raised it is unlikely that the PPN can act on them -matters included the current cost of living, Eir and Electric Ireland issues as well as the promotion of the PPN at a national level.</p> <p>The new handbook will need to be brought to the attention of the members. Membership of the current Secretariat and Reps Committees will also have to be ratified.</p> <p>Whilst there is not a specific theme it was agreed that KT and BC would speak at the event regarding Climate Change. It was also suggested that Ann Marie Laffan be asked to speak about her work on Age Friendly. Annette Dupuy has also been approved to speak about the 'Not Around Us' campaign.</p> <p>KM will be the facilitator of the meeting, but other Secretariat members will co-host on certain matters rather than there being a specific MC for the night.</p>	<p>An agenda and details of the motions that are to be discussed along with the ratifications required on the night will need to be issued to members by MG.</p> <p>MG will speak with Ann Marie regarding her availability.</p>
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	<p>Sound system for the night and possible promotional items to give to members.</p> <p>Voting cards.</p> <p>Promotional Items</p>	<p>Members of the Secretariat will head individual discussion tables with attending member groups to ascertain what matters they feel the PPN should be focusing on in 2022.</p> <p>Sign-in tables will be by Municipal Districts and lists of active group members will be used for this purpose. TC / BO'L / PH will co-ordinate the signing-in of members on the night.</p> <p>Trax will be providing the Sound system and Jonathan King has a hearing loop for the event, that can be used.</p> <p>Simple voting cards will be issued to attendees – likely coloured cards to be held aloft when voting is required.</p> <p>It is too close to the event to have promotional items to be purchased so it was agreed that some Gift Vouchers will be purchased and that the pens that are still in storage will also be issued.</p>	<p>MG and PH to organise sign-in sheets</p> <p>MG to confirm with Trax and JK regarding sound system and hearing loop for the night.</p> <p>MG and PH to organise voting cards.</p> <p>MG will source some “for all” vouchers to be given as prizes on the night.</p>
7. Strategic Plan	This item was moved up the agenda at DD's request as he had to leave the meeting earlier.	<p>MG had submitted examples of submitted tenders by other PPNs. An example of a former completed plan was not available.</p> <p>It was proposed that 3 Sub Committee members of the Secretariat would put</p>	

		<p>together a tender document/terms of reference for the Strategic Plan. Proposed by KM and seconded by DD It was agreed that DD, BC and AL would form the Sub Committee.</p> <p>It was recognised that a tender submission had to be issued asap owing to the agreed funding for this being carried over.</p>	<p>MG to arrange a meeting for Sub Committee for Strategic Plan on Thursday 3rd March, 2022 at 4.45.</p> <p>When the Tender Document is ready it would be advertised on Active Link.</p>
8. Budget & Workplan	It was recognised that the Workplan and Budget has not been completed but it was suggested NS's draft should be reviewed.	It was agreed that the Workplan and Budget will be set from feeds following the Plenary Meeting.	None
9. A.O.B.	Approval was sought for a budget of €500-€600 to be spent between the 5 Regional Authorities for the Regional Environment meeting in Kilkenny on 2nd April, 2022.	Approval was given by all the Secretariat members to be spent on the Regional Environment Meeting in Kilkenny.	MG to notify Waterford PPN with approval.
10. Date for next meeting.		It was suggested that a return to the format of in-person meetings was preferable.	MG to book the next meeting in person.
Date of Next Meeting		Friday 1 st April, 2022 at 10 am.	
Signed PPN Rep		Report Compiled by	Dated.