



**Secretariat Meeting**

Tuesday 28<sup>th</sup> April | 7.00pm to 7.40pm

Meeting conducted by Zoom

Facilitator: Ema Idowu

**Minutes**

<p><b>Present</b></p> <p>Claire Ann Ferry (CF), Denise McDermott (DM), Ema Idowu (EI), Hanumantha Rao (HR), John Melvin (JMV), Michael Walsh (MW),, Tony Brennan (TB), Mary Harford (MH) Siju Jose (SJ)</p>
<p><b>Apologies</b></p> <p>N/a</p>
<p><b>In Attendance</b></p> <p>Jenny Foley (JF)</p>

<b>Item</b>	<b>Note</b>	<b>Decision</b>
<b>Open and Apologies</b>	EI opened the meeting	Noted.
<b>Minutes and Matters Arising</b>	Minutes were proposed by seconded by MW and MH No matters arising that are not already covered in the agenda.	Noted.
<b>Correspondence</b>	No correspondence	Noted
<b>Reports</b>	<i>PPN Resource Worker Report</i>	Noted.

Item	Note	Decision
	<p>Staffing: JF outlined that Adam Rudden is back on admin duties having been out of the office due to covid-19 he now attends the office in Co. Hall 2 x mornings per week.</p> <p>Resource Worker: No update on new Resource Worker start date, JF acting position in place until June or until RW starts</p> <p>Covid-19 Response: Approx 40 Groups providing assistance during Covid-19 and they are mapped on Fingal PPN Website. JF available for support and advice to these and all groups during COVID-19</p> <p>Covid-19 Information: JF keeping in touch with all groups via (daily) email, website, social media platforms and is issuing support by phone and email as requested/needed.</p>	
<b>Finance</b>	<p>Department requested finance figures from 2019. Figures collated by JF, to be signed by 2 members of Secretariat. MW and DM available to sign.</p>	<p>JF to make arrangements for signing &amp; sending to DHRE</p>
<b>Projects, Initiatives, Events and Training</b>	<p>All events now cancelled rather than postponed. Plenary for May cancelled, hoping to hold Plenary in November pending HSE guidelines on mass gatherings.</p> <p>Re-registration of all PPN groups on Salesforce must be carried out in 2020. Large project which must be completed before any other large projects can go ahead</p> <p>Reps Training: Ask Reps what training they would like to see and take into account those who may not have access to online training</p>	<p>JF to issue statement to groups</p> <p>JF &amp; AR starting this project</p> <p>JF to contact Reps and organise training</p>
<b>Fingal PPN Membership Dashboard</b>	<p>Figures read out by JF</p> <p>860 members and all membership admin up to date</p>	<p>Noted.</p>

Item	Note	Decision
<b>Policies and Procedures</b>	Nothing to report	Noted
<b>Linkage Groups and Representation</b>	A discussion to place on a review of holding LG meetings by Zoom. It was agreed that all PPN meetings are cancelled until further notice	Review at June Meeting
<b>FCC / DRCD</b>	Request from Dept for Annual Report 2019 facts and figures	JF to collate and return to Dept
<b>AOB</b>	<p>Video Conferencing: A discussion took place on video conferencing, which platform to use and it was agreed that Fingal PPN would take out a Corporate Plan when it was decided which platform to use.</p> <p>Donations: A discussion took place regarding groups fundraising/donating funds to other groups/charities. It was agreed that Fingal PPN can help with fundraising promotions (share on website/facebook) but cannot get involved in who receives donations or advise groups which groups to donate funds to.</p>	JM to research and revert to JF
<b>Next Meeting</b>	Tuesday 26 <sup>th</sup> May 7pm by Video Conferencing	Noted