



Secretariat Review Meeting  
 Tuesday 29th June 6.00-7.00 p.m.  
 Meeting conducted on Zoom

Minutes

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	<p><b>Present</b></p> <p><b><u>Facilitator:</u></b> TBC</p> <p>Angela Rogers, Todd Pocius,            Angela Mooney, Hanumantha Rao M, John Melvin, Ian Croft, Yetunda Joyce and Stephanie Obijiaku</p> <p>Apologies: Gerald O'Halloran, Cathal J Copeland, Alice Davis</p> <p><b><u>In attendance:</u></b></p> <p>Laura Barton (FCC)</p>	
<b>Open and Apologies</b>	LB opened the meeting	
<b>Minutes</b>	<p>Proposed by</p> <p>Seconded by</p> <p>Welcomed new Secretariats – IC, YJ &amp; SO. All Secretariats introduced themselves to the group.</p> <p>LB announced Robble Loughlin's resignation</p> <p>Secretariat requested the position is filled by the next candidate in the Community Pillar in the election process</p> <p>Todd Pocius was appointed Secretariat Facilitator by the Secretariat's by unanimous vote.</p>	

<b>Report</b>	<p><b><u>Fingal Activity Report</u></b></p> <p><b><u>Finance</u></b></p> <p><b><u>Expenditure Update</u></b></p> <ul style="list-style-type: none"> <li>• Expenditure Report to date All details of expenditure to date is on Fingal PPN Activity Report – Secretariat agreed they will look into Fingal PPN expenditure for the second half of the year with RW</li> <li>• Query Re Tablets Secretariat queried the amount and present use of the tablets. RW advised stock amount and IT Policy. Secretariat would like the tablets distributed and will discuss this with permanent RW at next meeting.</li> </ul>	<p>Noted</p> <p>Noted</p>
<b>Projects, Initiatives, Events and Training</b>	<p>Spring/Summer Training Programme</p> <p>RW advised Secretariat the programme was a great success; all courses were full. It was agreed more courses may follow up in the second half of the year for members</p>	<p>Agreed</p>
<b>Policies and Procedures</b>	<p>Policies and Procedures</p> <ul style="list-style-type: none"> <li>➤ Elected Members</li> <li>➤ PPN Strategic Plan Review</li> </ul> <p>Discussed Information night 8<sup>th</sup> July – requested the term Q&amp;A is added to the brief</p>	<p>Noted</p> <p>Agreed</p>

	<p><b>Sub PPN Meetings</b></p> <p>Brief overview of history of the Sub PPN's action to date. Discussed the TOR and agreed timeline.</p> <p>Agreed next meeting in August, with agreed date with Natasha.</p> <p>Discussed working group – JM, AR, HM &amp; YJ are now on the working group, requested an email sent to rest of Secretariat offering a place on the group.</p>	<p>Agreed</p>    <p>Agreed</p>
<p><b>AOB</b></p>	<p>LB informed Secretariat she will be ending her term as Acting RW on the 30<sup>th</sup> July.</p> <p>Secretariat's requested inductions for new Secretariat members</p>	
<p><b>Date of next meeting</b></p>	<p><b>31<sup>st</sup> August 2021</b></p>	