



Tipperary PPN Secretariat Meeting

Thursday 23rd February 2023

Venue: Via Zoom/In person @ 6.00pm

Minutes

Facilitator: Mike Edwards

Minute taker: Niamh Ni Chillin

Present: Mike Edwards, Michael Kealy, Martins Punculis, Niamh Ni Chillin, Charles Stanley Smith, Kuldeep Joshi, Alan Moore

Apologies: Josephine O Connor, Mary Ryan, Derry O'Donnell

In Attendance: Ruth Smith (Co-ordinator), Sharon Melbourne (Administrator)

No **conflict of interest** declared.

The **agenda** was agreed.

Notes of last month's meeting had been sent in advance by email.

Matters Arising:

CE Worker:- 2 candidates were interviewed for the CE Worker role on the following Tuesday. There is also a possibility of a volunteer on policy development.

Equipment policy: The ideas for a lending policy discussed at the last meeting were agreed to ie proof of address, personal responsibility of borrower, registered with TPPN, 3 weeks borrowing period.

Also Ruth said that Alan McArdle has raised the possibility of increased cost involved in moving equipment off the premises.

January meeting notes were proposed by Michael Kealy and seconded by Mike Edwards

Finance Update: Account Balance Operating: €7044.27 (21/2/23)

Account Balance Company/wages/A/c: 25,608.45 (21/2/23)

The letter recommending Sharon's incremental increase has been approved and is to be signed by Michael Kealy.

The 2022 Dept Financial Annual Report needs to be sent in by the end of March. Sharon is preparing this in the required format and 2 members of the Secretariat need to sign it.

The Memorandum of Understanding (MOU) needs to be signed by a director. Charles Stanley Smith has agreed to do this.

Insurance: Our insurance is due in April. Mary rang BHP insurance regarding this.

Also Ruth wondered about TPPN continuing to insure The Ukrainian Response Forum. It was originally the Covid Response Forum. Ruth will ring Margo regarding this.

Co-ordinators Report: Circulated in advance. The Co-ordinators report was noted. Ruth brought up the question of sharing petitions on PPN social media. Alan Moore, who'd recently been involved in communicating with the Oireachtas re hedgerows, felt the PPN need to be cautious re petitions as there can be differing views on many issues.

National Advisory Group: Charles reported that some were happy, some unhappy with Alice Consultants.

The National Communication Strategy was launched last Tuesday and press releases sent to the media. Sharon commented that the pack was good. Ruth said some of the Communication Strategy is helpful but it is a bit inconsistent.

Charles spoke of the October Conference organised by Wicklow PPN to be held in Arklow. Wicklow has joined the SE region. They have conducted a survey re what people wanted from the conference and found that they want it to be as interactive as possible.

Charles will have to stand down from the National Secretariat Network due to fulfilling his terms on the secretariat and Niamh has agreed to replace him but is Community & Voluntary pillar and not Environmental. Charles will pass on Niamh's contact details etc. and give her support as to procedures etc.

Local Logo:

We had to go with the colours given to us to work with. All agreed that Martins work on the logo was a big improvement. Niamh will write the Irish version phonetically for anyone who needs it.

Plenary Update

Spring Plenary to be held on Thursday 20th of April. We will be asking for approval from members re workplan, MOU and new reps. The Plenary Planning group is Michael Kealy, Kuldeep Joshi and Martins Punculis, as well as Ruth & Sharon.

Training Update:

Ruth asked what was needed re training for the Secretariat. Kuldeep said new directors could do with more training to ensure they understand PPN structures/procedures so they can best contribute to the PPN.

Dublin PPN made an SPC Training Handbook which will be launched next week. We might have a look at this for ideas.

A training needs analysis was suggested as a way of directing our efforts in the training offered to groups.

Community Climate Action Coaches Project: Recruitment of 30 participants from 5 Municipal Districts and a Diversity Animator, Patricia Moloughney from Templemore. It will be her role to headhunt groups and work with them to support the recruitment and retention of the Community Climate Coaches.

Charles has been invited to the Advisory Circle (introductory) on 23rd March.

2023 Workplan: The subgroup met just before our Secretariat Meeting. Michael, Mike, Sharon and Ruth were present. They focused on developing our operational, capacity building and collaboration themed goals. The Subgroup was set up to review the 2022 workplan and produce a draft 2023 workplan for ratification at the Spring Plenary. The next workplan meeting is set March 9th at 11am online. Members of Subgroup are Martins, Mike, Michael, Niamh, supported by Sharon & Ruth.

Director Nominations:

The Secretariat nominated JJ and Charles to stay on as Directors. This was proposed by Mike Edwards and seconded by Alan Moore.

Ruth asked members to consider going forward to become a director in the future.

Reps: There were 3 nominations for the Community and Voluntary secretariat Ssat in Clonmel MD so there will be an election in 2 weeks' time.

For Thurles MD- reps are needed for Environmental and for Community & Voluntary seats but have no nominees as yet.

In Nenagh MD - there was only one person (Danny Foley) for the Social Inclusion seat and so he will take the seat. No nominations for the Nenagh Environmental seat.

Future Meetings:

The next Secretariat Meeting will be Thursday 23rd March and will be both online and in person.

Next Director's meeting (7.30pm) Thursday 27th April directly after the Secretariat Meeting at 6pm

The other future meeting dates:

Thursday 18th May

Thursday 15th June

Thursday 20th July

August -Team Building ?

Thursday 21st September

Thursday 19th October

Thursday 16th November

Thursday 7th December

There is a Law Reform Commission Consultation online meeting on the 1st March 2pm which is open to Secretariat members.

The Wheel PPN Supports Workshop on Strategic Planning and Decision-making is on the 15th of March 10am, online.

AOB:

Mike Edwards informed the meeting of the Roscrea Towns Team pilot project.

Kuldeep informed the meeting of the upcoming Indian Festival he is involved in to be held in July. He would like other groups to become involved.

Meeting Closed 7:30pm

