

## Clare PPN Secretariat Meeting Tuesday 28<sup>th</sup> July 2020 – Online meeting

### Agenda:

1. Welcome new members.
2. Thank outgoing members.
3. Work and finances update.
4. Report on recent elections.
5. Secretariat Network Nominee.
6. Summer-Autumn work plan – in particular plans for wellbeing/plenaries.
7. AOB

### Attending:

Staff: Sarah C & Sarah F

Secretariat: Mary O'Donoghue, Dermot Hayes, Damon Matthew Wise Au, Kay Murphy, Fionnuala Collins, Pdraic Hayes, Elaine D'Alton, Monica McKenna.

1. Welcome and thanks to new members of Clare PPN Secretariat – Dermot Hayes Ennis MD, Kay Murphy Shannon MD, Monica McKenna Community and Voluntary, Elaine D'Alton Social Inclusion.
2. A vote of thanks to outgoing members of Clare PPN Secretariat, most recently to George Atijohn who has served on Clare PPN's secretariat for the past four years and has been of great assistance and a pleasure to work with for all of that time. Secretariat asked staff to organise a thank you gift and card.
3. A finance and work report were presented by Sarah Ferrigan and Sarah Clancy. On foot of this it was determined that Sarah Ferrigan would draft and circulate a petty cash policy for approval of secretariat. It was agreed that Sarah Ferrigan would contact Temple Gate hotel to make new arrangements in respect of an advance payment made to them last year for a conference which was cancelled due to Covid-19.
4. A report on recent elections was given. It was noted that for the first time in Clare PPN we have three environmental vacancies unfilled and agreed that we would discuss these vacancies with anyone who is a PPN environmental member who might be interested and if we can generate interest then we will move to an election to ensure the process is transparent.
5. Secretariat agreed to nominate Fionnuala Collins to sit on the national Secretariat Representative Network for Clare PPN for an initial term of two years following which it will be discussed again by the Secretariat. Secretariat thanked Fionnuala for coming forward for this role.
6. Wellbeing Statements - It was agreed that this process which will now happen mostly online should commence in September with preparatory work being done by staff in advance. Secretariat currently are not considering organising physical public events given the vulnerable nature of some member groups in rural Ireland.
  - 6.A Secretariat recommend PPN staff continue working remotely unless attendance in the office is necessitated (access to files etc).
  - 6.B Plenary meetings: Clare PPN propose to hold 2 more plenary meetings in 2020. Due to the Covid-19 situation these are likely to take place largely online. A proposal was made that four

Municipal District Plenaries would take place online instead of one of the above plenaries and this was agreed.

6.C A programme of representatives training will be organised for September-this will include induction, community development, local government and diversity training. Other training options are also being considered and we have had requests for training in fundraising and grant applications.

6.D – Environmental updates- Sustainable Water Management Issues consultation is open – we have organised a webinar for environmental members on this with LAWCO officer – due to take place on Aug 4<sup>th</sup> should there be sufficient interest.

- Climate Adaptation Regional Office – meeting/presentation for groups with coordinator Liam Dromey scheduled for September.

### **AOB**

-Clare PPN is interested in collaborating to apply for two possible sources of funding – Rethinking Ireland and Community Foundation of Ireland to assist in the set up of a Traveller Organisation in Clare which currently does not have such an organisation. Clare PPN does not propose to run such an organisation but possibly in collaboration with other community orgs such as CLDC Clare PPN could provide support such as admin, HR, Employment etc to help such an organisation become established. It was agreed by Secretariat that we would attend the scheduled Webinars from both funders and meet again following that to decide on how to proceed.

- It was agreed that a policy for online meetings for representatives be drafted and circulated – Action Sarah F.

- Clare PPN staff were encouraged to take their holidays! or some holidays.