

## Galway County PPN Secretariat Meeting

Wednesday 10 August 2022 @ 7pm

*Online via Microsoft Teams*

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**Attendees:** Charlotte May (RW), Mary Mullen (SW), Vincent Lyons, Aodán Mac Donnacha, Jarlath P. Canney, Martina Finn, Nicola Johnston.

**Apologies:** Mary McGann (GCC), Dan Dowling, Martin Ward, Carmel McGrath, Tom Madden, Patrick McHugh,

### AGENDA

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1. *WELCOMES*
  2. *LATEST CIRCULARS*
  3. *STRUCTURAL REVIEW/ PPN BUDGET SUBMISSION*
  4. *MERCHANDISE*
  5. *PPN TRAININGS*
  6. *NATIONAL PPN CONFERENCE*
  7. *PLOUGHING CHAMPS*
  8. *PPN SECRETARIAT MEMBERS*
  9. *PPN PLENARY*
  10. *PPN MD PRESENTATIONS*
  11. *AOB*
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## 1. Welcomes

Everyone welcomed to meeting. Quorum established. Group were asked who would like to Chair the meeting as this would help maintain a flat structure. No one came forward. Charlotte took this up.

Minutes of the last meeting proposed by Jarlath Canney and seconded by Aodán Mac Donnacha.

Charlotte noted that she will be on Annual Leave from 12-26<sup>th</sup> August.

## 2. Latest Circulars

RW shared her screen and informed the group of the latest Circulars issued by the DRCD which addressed the increase of Travel and Subsistence Rates and overnight Accommodation rates which apply across the Civil Service.

## 3. Structural Review/ PPN Budget Submission

The group was shown a submission made on behalf of the Galway County PPN to the DRCD. The DRCD has asked the PPNs to provide feedback on future budgeting of the PPNs. Charlotte had asked the Secretariat for feedback from members and based on this, annotated the general feedback prepared by the RW network, to include the following:

- 1) Future budgeting needs to reflect the various sizes of PPNs. Galway County PPN has over 1100 Member Groups whereas other PPNs have only 200, this larger size brings greater administrative burdens and need to be addressed in the budget.
- 2) As the PPN with the largest Gaeltacht region we have greater costs associated with providing translations of documents into the Irish language. This also needs to be reflected in future budgeting.

The Secretariat discussed the Irish Language provisions and how these policies were working.

Charlotte explained that the DRCD have asked PPNs for feedback from PPNs on the Structural Review. **To be submitted by 31 AUG.** The RW have agreed to highlight 6 key priorities in the feedback across all PPNs.

Charlotte thanked Vincent for the feedback received and will share the draft feedback document on the Structural review for others to provide their input. This needs to be sent in by 31 AUG.

Martina asked if feedback could be gathered from the whole PPN. Charlotte informed that the Social Justice Ireland ran 6 larger consultation sessions in July for all and that the DRCD will run a feedback Seminar with MAZARS (authors of the review) in September.

The content of the review was discussed. Vincent noted that the important role of the secretariat for PPN's was not acknowledged in the report.

Jarlath said that it was too long and not acceptable to expect Volunteer to read an 80-page document. Charlotte noted that it had been remarked that an executive summary was missing.

A discussion was had about the impact of PPNs. Aodán mentioned that these should be well understood by now.

To increase engagement with key partners the groups suggested emailing CLLRs or, adding a section in the Newsletter to explain how we can be their support.

#### **4. Merchandise**

Mary presented the items we are looking to buy with the help of a tabular overview. There will be lots of events coming up so it will be good to stock up on PPN merch.

Martina asked that the PPN reflect environmental values and purchase products using sustainable materials ie. Recycled paper in the notebooks, organic cotton for the tote bags and recycled materials in the travel cups. Martina suggested that these items should be marked as using recycled materials so that the PPN is seen as setting a good example.

Mary Mullen will check this with the suppliers. Agreement on this expenditure was given.

Martina would like to discourage the use of Glossy Paper by Council. This was discussed by the group and an action was agreed that the GRWG would petition the Council and GRD to use ENV friendly paper/ non-glossy to begin a wider conversation with partners to review the use of ENV friendly materials.

#### **5. PPN Trainings**

The group were shown the outcomes of a Training Needs Analysis conducted in Winter 2021.

Based on this Charlotte sourced some quotes.

Vincent suggested that the PPN member groups should be consulted on these quotes. Charlotte said that they has already been asked what trainings they would be interested in, in the TNA.

Based on this feedback Charlotte collected quotes.

A training session on Volunteer management and recruitment has been organised with Volunteer Galway. These will be held on 29 Sep and 6<sup>th</sup> Oct 2022.

The individual quotes were discussed. The National Youth Council training seems too specific and only relevant to some groups who would have this offered through their own umbrella organisations (such as GAA).

Nicola noted that the Carmichael training seemed costly.

Charlotte explained that the two most applicable training offers were the 'PR and Communications Training' and the 'setting up and running a non-profit' training offer.

These will be pencilled in and confirmed after the Plenary session in September as this may show up other training needs.

Martina said that there is a need for training on biodiversity and sustainable living training. Charlotte mentioned that a considerable amount of the budget had been spent on training on this topic already and that it is important to diversify the training on offer. Mary Mullen noted what the top 3 popular topics in the TNA were Digital Skills & Strategy (30 Votes), Using Social Media (25 Votes), Graphic Design (posters for events) (21 Votes).

## **6. National PPN Conference**

Discussion on how to decide who would make up our delegation.

The costs for a one night and two-night stay for 6 people were discussed. Vincent said that we should be staying 2 nights given the travel distance.

We are allowed to bring up to 8 people. This would cost 3000 Euro. Charlotte to forecast the rest of the Budget for the year to see how many we can afford.

Charlotte, Vincent and Mary Mullen will also go. Charlotte will ask the rest of the Secretariat.

A discussion was had on who else to invite. The cost of Council Staff attending was discussed. Would this be covered by the PPN budget or by the Council? Charlotte would check to find out.

Charlotte will ask the rest of the Secretariat who would like to join and if spots are left the invite will be extended to the PPN reps on a first come first serve basis.

## **7. Ploughing Champs**

The Ploughing Championships will be held on 20-22 Sep. Galway County PPN would like to be represented at this. Charlotte has told the DRCD this. 2 people will travel up to this.

## **8. PPN Secretariat Members**

It was noted that some Secretariat Members are no longer engaging and have not attended most meetings.

The Handbook states that *'Attendance at Secretariat meetings is essential. If a Secretariat member fails to attend three consecutive meetings and, in the opinion of the PPN Secretariat, without good reason, they will be deemed removed from the role'*.

Charlotte has been in touch with the relevant member several times (3 emails and 6 phone calls but has not been able to contact them).

A decision should be made on what to do. The Handbook states that once removed from the post, if there is no appeal from that individual, we must seek an alternative Secretariat member from the relevant Municipal District / College.

Due to Secretariat members leaving, there was no longer a Quorum so no decision could be made on how to move forward. It was agreed that we would wait until the next Secretariat meeting.

Vincent noted that there was some gaps in attendance of other members also.

Mary Mullen suggested that perhaps the times and dates do not suit all people. Evenings can be very difficult for some. We should reconsider the timing. A poll will be created to survey the Secretariat to see what suited them best.

## **9. PPN Plenary**

The Plenary is set for 27<sup>th</sup> Sep. Charlotte has notified and invited key partners and noted the Business items that need to be discussed. A Secretariat member will need to give an overview and reps will be asked to tell the Plenary about what they have done.

Vincent would like LEO (Local Enterprise Office) to attend. Important to partner up enterprise and community groups.

#### **10. PPN MD meetings**

In the absence of the opportunity to address the Plenary, Charlotte has made contact with the MD meeting organisers to present the PPN at these.

There has been good take up and we already have two MD meetings to attend (Conamara and Ballinasloe). Charlotte asked Secretariat members to attend these in person events that take place in the Chamber. Vincent will attend the Conamara MD meeting in Council on Friday 9<sup>th</sup> Sep at 9.30am.

Ballinasloe MD meeting is on 14<sup>th</sup> September. Charlotte will ask those Secretariat members from that MD to attend also.

Vincent will talk to Alan Farrell about the PPN addressing the Plenary.

#### **11. AOB**

The Secretariat discussed the need for Rita's work to be acknowledged.

Secretariat want to do this. Vincent to discuss with Alan.

Charlotte noted that there would be an invite to PPN Branding webinar 24<sup>th</sup> August @6pm-link to be sent out. The DRCD have tasked a PR firm to help the PPN with its branding.

**MEETING ENDED: 8:30pm**

**NEXT MEETING DATE: 21<sup>st</sup> September 2022 @ 7pm.**