

## 7.35 Minutes & Matters Arising

### 1. Welcome & Introductions

The meeting commenced at 7:30 PM with a warm welcome to all attendees. Apologies were received from Sridevi, Savina, and Lisa.

### 2. Minutes & Matters Arising

The minutes from the previous meeting were reviewed and accepted.

- **Proposed by:** Fiacra
  - **Seconded by:** Rafaela
- No matters arising.

### 3. Staff Report – D. Downey

Daniel provided an update on staff activities and key developments:

- There is a need to promote the **Public Participation Network (PPN)** while maintaining a focus on quality rather than just increasing numbers.
- Currently, only **10%-12% of registered groups** are actively engaged.
- A **10% increase** in registered organizations was noted, bringing the total from **350 to 450**.
- Groups that did not re-register have been removed from the system.
- Some organizations register solely for grant purposes but do not engage further.
- The **re-registration process** is time-consuming, requiring numerous follow-up calls.
- The **PPN e-newsletter** continues to be sent out regularly.
- Ongoing training initiatives are being provided to support registered groups.

### 4. Finance Report – F. McNamara

Finian presented a breakdown of key expenses and overall expenditure.

- The finance report was accepted.
  - **Proposed by:** Fiacra
  - **Seconded by:** Sandra

### 5. Workplan/Calendar of Events 2025

- The Secretariat agreed to change the term “**Roadshows**” to “**Mehl.**”
- Discussions took place regarding allocating space in the **PPN Newsletter** to highlight and promote different organizations on a weekly basis.

### 6. Office Relocation – Cana House to CCLD

- The PPN office has officially moved to the **CCLD offices**.
- While the new space is **small but comfortable**, the **boardroom** is available for meetings.

### 7. Workplace Platform Closure – August 2025

- Finian provided an update on the planned closure of the **Workplace platform in August 2025**.
- Alternative platforms are being considered, including **Slack, WhatsApp, and Google**.
- No final decision has been made yet.

### 8. Reps Networking Update – S. Balan

- As Sridevi was absent, this matter will be discussed in the next meeting.

### 9. Plenary Dates & Venues

- The **summer plenary** will be held in **Virginia**.

- The **winter plenary** will take place in **Ballyconnell**, following an invitation from PPN.

#### 10. Retention of PPN Records – F. McNamara

- Finian raised the issue of whether **historical registration records** should continue to be stored, given that all data is now **digitally archived**.
- It was proposed that a **volunteer could assist** in securely disposing of outdated physical records through **shredding**.

#### 11. Inter-PPN Events

- A proposal was made for **Fiacra to lead a deep forest walk** as part of inter-PPN activities.
- Further discussions are ongoing regarding this event.

#### 12. Budget Increase – Staff Suggestions

- A discussion took place regarding **the 15,000 euro budget increase** and how best to allocate it. Suggestions included:
  - Increased **advertising and promotion** of PPN.
  - **Salary top-ups** for existing staff.
  - **Hiring a part-time staff member** to improve engagement with organizations.
- After deliberation, the **staff stepped out** to allow the Secretariat to make a decision.
- The final decision was to **hire a part-time staff member** to strengthen outreach and engagement.
- The proposal will be forwarded to **CCLD for approval**.

#### 13. Any Other Business (AOB)

- **Congolese Association Launch** (February 26th, 6 PM) – **Fiacra and Rafaela** will attend.
- **Ukrainian Association Event** (February 15th, Johnston Library, Cavan) – **Fiacra** is available to attend.
- **St. Patrick's Parade (March 16th)** – No representatives from PPN are available to participate.
- **Website Maintenance & Fees:**
  - The current **web maintenance fee** is projected to rise to **€790 per year**.
  - PPN requires minimal website changes but relies on external providers for troubleshooting.
  - It was suggested to **consult CCLD** about their website maintenance provider and explore **WIX as an alternative**.
- **OMAR Project** – Discussion deferred to the next meeting.
- **Fiacra's Term Renewal** – Fiacra confirmed his willingness to continue for a **second term**.

Meeting Adjourned

*The meeting concluded at 10.20 PM.*