



Name of Meeting	Date	Venue	Chair/Secretary
Secretariat Meeting	09.12.23	Cana House	Chair: n/a Notetaker: Finian McNamara

Attendees: Seamus McGrath, Rafaela Radulescu, Jet Calders, Fintan McCabe, Evija Nwaneri, Daniel Downey, Finian McNamara, Adrian Drought. **Delayed arrival:** Gabrielle Evans

Apologies: Fiachra Keogh, Sridevi Balan, Clare Willis, Bríd Ní Dholáin, Damian McCarney.

Agenda Item	Record	Actions/Proposer & Seconder
1. Welcome, Introduction & Apologies	Due to the number of Secretariat members in attendance, it was not possible to form a quorum . As a result, the formal meeting was adjourned to a date to be determined by the Secretariat. Therefore, an informal meeting was held with no formal agreements made.	n/a
2. Minutes	n/a	n/a
3. Correspondence	n/a	n/a
4. Finance	An informal review of the staff budgeting plan for 2024 was undertaken. A provisional agreement was made for the budget for the 2024 workplan. Insurance – Seamus queried if the PPN was paying towards Employers contribution, as CCLD is the employer. Training – Seamus suggested staff undertake Digital Advertising training to assist with promoting events.	n/a
5. Plenary approval	Provisional agreement to invite the Plenary members to a Zoom meeting, in the second half of January, to seek Plenary approval of 2024 budget.	n/a
6. December Plenary event	Informal review of the ‘Celebrating Community’ event (including the PPN winter plenary).	n/a
16:00 Close		

Signed:

N/A due to no quorum present.