

## Minutes of November 2022 Secretariat Meeting

Name of Meeting	Date	Venue	Chair/Secretary
Secretariat Meeting	04.10.22	Online via Zoom	Chair: Stephen Rourke Secretary: Fiachra Keogh

### **Present:**

Jet Calders, Finian McNamara, Aisling Blackburn, Brid Dolan, Stephen Rourke, Sridevi Aravind, Ashling, Daniel Downey, Seamus McGrath, Adrian Drought, Rafael Raduluscu, Gabrielle Evans

**Apologies:** Fintan, Fiachra Keogh, Angela Horan

Agenda Item	Record	Actions/Proposer & Seconder
7.35 Welcome & Introduction	Welcome and introduction by Rafaela, Cavan PPN	n/a
7.40	Minutes of previous meeting read out	Proposer: Seamus Seconder: Sridevi
7.50 <i>Finance Report</i>  (Finian)	No cheques from council By August 20 16,257.13 euro Training offered for secretariat and plenary Social media and marketing course was well attended 27 <sup>th</sup> October 13,817 euro n bank 9000 needs to be kept BOI - Finian emailed manager re opening the savings a/c	Proposer: Rafaela Seconder: Sridevi
8.30  Staff Report  (Daniel)	Launch of volunteer centre was made possible by PPN who set up the information provision service initially. This was missed in most of the speeches at the launch. There needs to be active promotion of the National Conference in Portlaoise. Cavan PPN had the greatest spread of partnerships present. Strong partnership focus with Cavan PPN	Proposer: Fintan Seconder: Seamus
8.45  <i>Workplan update</i>	Went through 2023 Workplan Intro <b>3 pillars - how</b> <b>3 areas - where</b> <b>3 anchors -how</b> Workplan 1.1 Environmental network to be developed 1.2 Social inclusion (est network) 1.3 Community Voluntary (promote center)	Proposer: Seconder:

	<p>Data sharing agreement with Cavan Volunteer Centre</p> <p>2.1 Cavan/Belturbet (host roadshow)</p> <p>2.2 BJD (host roadshow)</p> <p>2.3 Bailieborough/Cootehill (host roadshow)</p> <p>3.1 Networking (Maintain and advance system in use)</p> <p>3.2 Representing (Plenary and workspace)</p> <p>3.3 Capacity building (Fund-insure-est training)</p> <p>Proposal to have roadshow in areas of high population low registration of PPN. This will also promote the volunteer centre. Site visit to West Cavan was big success for attendees and hosts. Plan for next year to book all trips in advance and get better price for. Do 1 site visit to each of 3 regions</p> <p>Weekly/quarterly news/advertising Need to connect with pastoral centre for advertising via mass leaflets. Fliers will be produced for doctors surgeries/supermarket</p> <p>There is a budget for training for staff members and secretariat Social Inclusion - Rafaela and Seamus Key performance indicators for 2023 <b>Group growth</b> 10% growth <b>Networking</b> 10% attendance at plenary 75% at secretariat <b>Capacity building</b> 10% attendance at training <b>Representation</b> maintain / advance numbers</p>	
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Signed:

Chair: \_\_\_\_\_

Date: \_\_\_\_\_

Secretary: *Fiachra Keogh* Date: 07.01.23