

Cork County PPN, Secretariat meeting – ADOPTED

Tuesday 22nd June 2021, by Microsoft Teams

Present: Tommy Collins, Colum Cronin, Michael Doyle, Peter Dineen, Pauline O’Dwyer, Pat Dooley, Gavin Falk, Anne Finch, John Fuller, Jude Gilbert, Carol Harpur, Tom Howard, Liam McCarthy, José Ospina, Ronan Kenneally, Patrick Buckley, Sandy McGroarty, Harriet Emerson.

Apologies: - Brid Coakley, Sean Kelly

Not Present: - Brid Coakley, Sean Kelly, Tomas O’Sullivan, Iniobong Usanga

Facilitation: Harriet Emerson

Minutes: Patrick Buckley

ACTIONS

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1/2 Welcome & Agenda: Everyone was welcomed to the meeting. Apologies from Brid Coakley for being absent. All present were reminded of the ground rules for conduct during the meeting and to raise their hands or say their name to indicate if they wished to contribute to discussions and to put your microphone on mute when not speaking. The draft agenda was adopted.

3. Minutes and Matters Arising: The Draft Minutes of the previous meeting held on the 25th of May (pre-circulated) were adopted. The following matters were noted –

- I. Sandy is in the process of setting up meetings with councillors from the Cork County Council to formally introduce herself and explain the role of the PPN in the community. **If anyone would like to make any introductions, please get in touch with Sandy to arrange.**
- II. Harriet and Liam submitted the financial report for 2020 and Carol helped to convert it to user friendly version. They couldn’t submit the report until now as the Council had to complete their section.
- III. Harriet would like to welcome new Secretariat members Ronan Kenneally and Iniobong Usanga. Unfortunately, Iniobong couldn’t make the meeting as three members of her family have passed away from Covid 19. Liam would like to send a letter of condolence to the family. Tomas O’Sullivan who noted previously cares for an elderly relative, has not responded to Harriet’s emails and so **Sandy will need to follow up with a phonecall to ask if Tomas still wishes to by on the Secretariat.**

4. Grievances/Complaints

Gavin feels that Microsoft Team is not working and that the meeting has not been very productive so far, he has suggested that the Secretariat use the money in the budget to buy Zoom accounts. Harriet explains that Microsoft Teams is used across the board in the County council and that Sandy and Patrick are not allowed to use Zoom. Jude and Colum have suggested if everyone stays on mute when not speaking that Microsoft Team works

very well, everyone has agreed to make an effort to keep their microphone on mute. Jose has suggested that we use Zoom as a backup if needed and Peter has informed the group that vacation is being rolled out and we will be back meeting face to face in few months and that Microsoft teams is work around for now.

5. Rotating Chair/Facilitator

Harriet explains it has been put forward that the Secretariat has a rotating chair. If people are interested, they can put their name forward. Once everyone has said yes or no to taking a turn at chairperson, all the yes will be put into a hat and someone will be picked out each month. Also, there should be a mid-month meeting between the outgoing and incoming chair to explain any issues and to outline the roles of the chairperson. Sandy has suggested that if you want to take a turn as chairperson you need to have good internet. Everyone agrees this is a good idea and **people will email Sandy if they wish to be put on the list to be a rotating chair.**

6. Department & Budget

Harriet has finally received the budget for 2021, she had to write to the County Council on a number occasions before getting the figure. She has been informed that the Secretariat has been given €97,898 to spend this year, this includes money left over from previous year. Andrew Lewis has suggested we might be able to roll over what is not spent this year into next year budget. Pat who sits on the national secretariat group has informed the meeting that in other county's secretariat members are receiving €40 each per meeting on top of their expenses.

7. Work Plan:

Approve draft email to group, the following matters were noted –

- I. Sandy has drafted an email to be sent to all groups introducing herself and Patrick, the secretariat has approved the draft email.

Approve weekly newsletter and purchase of Bee Free Pro, the following matters were noted –

- I. Sandy has asked for approval to purchase Bee Free Pro, so sandy and Patrick can prepare a weekly newsletter. Bee Fee is supported by Salesforce and the annual subscription is €150 per year. The secretariat has approved the purchase off Bee Fee Pro.

Open registration, the following matters were noted –

- I. Sandy has informed the secretariat that there is 93 open registrations in Salesforce, some of the open registration date back to January 2020.
- II. Sandy and Patrick to work with Brigid to improve the registration form.
- III. Sandy has raised concerns around two groups that have registered, Threshold and MABS. They don't meet some of the nine criteria set out in the constitution. The nine rules are
 - Active with postal address
 - Non-profit
 - Volunteer-Led

- Independent
- 3+ members
- Governance structure
- Meet regularly
- 6+ months in existence
- Non-party political

IV. Harriot has asked the question if they don't meet the criteria should they be associate member. Liam informed the group that it is his understanding that sport clubs and any other groups affiliated with a national body should be associate member. The reason behind this there is a fear that these groups could take over a PPN. Associates members are not excluded from applying for funding but they can't vote. Both groups will be associate members and Sandy will send the full list to the Secretariat before Patrick and Sandy convert them in Salesforce. If Sandy and Patrick are unsure of any new origination, they will ask the Secretariat. Harriet has suggested the issue around the uncertain of clubs affiliated with national body be taken to the plenary. Sandy will inform the council if this rule changes so they know who is in their network.

Salesforce Training – Re-registration Process, the following matters were noted –

- I. Sandy and Patrick have received three two-hour training session around Salesforce, so they can start the re-registration in the coming weeks. This process should be repeated every two years and it should take two months to complete the re-registration.

Website Redevelopment – Anonymous voting functionality, the following matters were noted –

- I. Sandy has received one quote for a new website and voting functionality and it is around €10,000. She will get two other quotes and will hopefully have them for the next meeting. Sandy feels this is the way forward as other county's like Clare and Limerick have moved to online voting. The new website would be user friendly in terms of Patrick and Sandy been able to edit and upload information on the site. Our Facebook and Twitter account will be built into the site as well.

Development of a series of online courses with Colette Bennett, the following matters were noted –

- I. Sandy has suggested that we use some of our budget to development some short videos explaining the role of the PPN. Sandy has asked Colette Bennett to develop these videos, she is waiting for a reply.

Plenary – Training need assessment, the following matters were noted –

- I. Sandy has suggested the Plenary be run in September if the voting functionality has been developed in time.

- II. Sandy has asked that Wellbeing process be delayed until next year as she feels this task should be done face to face. We might be able to front load paying for this out of this year's budget if the County Council approves it.

Elections, the following matters were noted –

- I. Sandy has suggested once the Plenary takes place in September, we should be able to get the new PPN reps in place for October. This is subject to voting functionality being developed in time.
- II. Harriet has asked if people are happy with the work plan set out by Sandy. Jose has asked for more detail around the costs so they can approve it. **Sandy will send a Gantt chart with the information.** Everyone is happy with the progress Patrick and Sandy are making and are happy for them to move forward. Sandy and Patrick will work with staff liaison group to get approval for items and if the staff liaison group feel they need the Secretariat approval they can raise it at the next meeting.
- III. Harriet has suggested that we meet more regular to move the process forward, so all agreed to meet in July and August.
- IV. Gavin would like to congratulate the committee on picking Sandy and Patrick, they are doing a fantastic job. Everyone in the group agrees.

8. Any other Business

Eirgrid, the following matters were noted –

- I. Sandy and Liam had a meeting with Eirgrid, there is two forums. One in Dunmanway which is complete, and the Celtic Interconnector is ongoing. Eirgrid have offered funding to the PPN, people in the meeting feel this need to be brought to the Plenary for approval. There is 15 people from the local community to sit on thematic group, you must be a part of a PPN to get a seat. There are more than 15 groups involved in the discussion. Liam suggested that a thematic group be set up to work with any groups that doesn't get a seat. Everyone at the meeting is in agreement with this. Sandy also told the group that Eirgrid mentioned they would consider funding Cork County PPN. **Sandy will find out more details about the type and level of funding being suggested.**

9. Renegotiate next year's MOU – set up a Secretariat sub-committee

- I. Harriet suggested that we need a subgroup to be set up to deal with the new MOU. Liam, Jose and Pat have volunteered to be on the subgroup and report back to Secretariat in the next meeting.
- II. Jude is trying to connect with Tim Lucey in relation to setting up an annual meeting with him to have a chat around the PPN and their role in the community.

- III. Carol has requested the circulation of the recent AIRO report that Cork County Council commissioned which looks into the issues around Cork County Council not getting its fair share of funding from government departments for its size and population in comparison with other local authorities. **Sandy will try to access report and circulate it to Secretariat.**

Next meeting: It was AGREED that the next meeting will take place

Via Microsoft Teams at 7.00pm on Tuesday 20th of July