

DONCASTER LINK
ANNUAL REPORT AND AGM GROUP – MEETING SUMMARY

Date:

26 May 2011

Time:

1pm

Venue:

Doncaster Business Innovation Centre

Attendees:

Sheila Barnes, Paul Morton, Jeannette Fish, Jan Higgins and Donna Cibor

Apologies:

None

The following is purely to give the essence of the meeting.

Opening:

The Host opened the meeting by welcoming the volunteers stating the housekeeping rules.

- **Item 3 – Annual Report – Agree Format/Contents of Draft Copy.** The group agreed to the content of the final report.

Action: Host to amend the report and submit to Sheila Barnes to agree the final content and sign off.

Host to prepare the report and send a copy to agreed contacts.

Host to produce copies for issue at the Annual General Meeting scheduled for 10th June 2011.

- **Item 4 – Agree Next Annual Report Group Meeting.** In view of the tight schedule the group agreed a further meeting did not need to take place. All agreed to Sheila Barnes having authorisation to finalise and sign off the final report.

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- **Item 5 – Annual General Meeting.** The Host informed the group they were still awaiting confirmation from a couple of members to speak on the day. The group discussed the final content of the agenda.

Action: Host to contact members and obtain confirmation of attendance and inform Sheila Barnes.

Host to prepare/print copies of the agenda for issue on the day.

- **Item 6 – Close of Meeting.** The meeting closed at 2.30pm.

Minutes prepared and submitted by:

Jan Higgins (Senior Administrator – Doncaster LINK Host)

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