

DONCASTER LINK – AGM EVENT GROUP – MEETING SUMMARY

Date:
5TH May 2010

Time:
10.00pm

Venue:
Doncaster Business Innovation Centre

Attendees:
Deirdre Coward ,Paul Morton, Kay Kirk, Dot Head, Richard Brocklehurst (Host), Donna Cibor(Host)

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

Opening:
This group has been formed to plan the Doncaster LINK Annual General Meeting.

Action Points:
AGM to held Friday 11th June 12-2 at Trades club. Volunteers to arrive no later than 11.30am.

Merchandise to be set up prior to event. ICE group to have separate information area manned by ICE group on a rota basis and permanently by Host.

Rotating pictures of LINK to be on screen. Host to collate pictures.

Goody bags to be placed on seats.

Outline agenda agreed see separate sheet.

Registration desk to be manned by Host with prepared name badges.

Host to book interpreters.

Host to prepare list of dignitaries

Host and LINK member to visit venue to agree layout.

Advertising of event to be agreed upon.

Minutes prepared by:
Richard Brocklehurst

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