

DONCASTER LINK
INFORMATION COMMUNICATIONS AND ENGAGEMENT(ICE) GROUP
MEETING NOTES

Date:

26 October 2009

Time:

1pm

Venue:

DBIC

Present:

Kay Kirk (Chair

Deirdre Coward

C Mary Jones

Karen Foy

Richard Brocklehurst (LINK Host)

Dorothy Head (Vice Chair)

Eileen Wimbury

Nick Andrews (Deaf Interpreter)

Consultant

Jan Higgins (LINK Host)

Apologies:

John Plant

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

Opening:

Karen Foy opened the meeting by welcoming all and introductions were made. Karen informed the group that her expertise was being given on how to drive the group forward. The following decisions were made:

- **Chair/Vice Chair.** Notes of interest were asked for the position of Chair. Kay Kirk put her name forward. As no other notes of interest were made, the group agreed for Kay to be Chair. Mary Jones put Dorothy Head's name forward for Vice Chair and Kay Kirk seconded.
- **New Group Name.** The group were asked for suggestions for a new name for the group. Dorothy Head suggested Information Communications and Engagement Group (ICE Group). All present agreed to use the suggested name going forward.
- **Terms of Reference.** The group agreed the Terms of Reference prepared and issued at the last meeting to be accepted with no amendments.
- **Way of Working.** Karen Foy gave the group a format to work with when planning events.
- **Coffee Morning.** The group agreed to coffee mornings taking place monthly. The events to alternate between taking place in geographical

DONCASTER LINK
INFORMATION COMMUNICATIONS AND ENGAGEMENT(ICE) GROUP
MEETING NOTES

areas of Doncaster and focus placed on specific groups/areas of interest.

All agreed on the first coffee morning taking place on Wednesday 9th December 2009 from 10am to 1pm. The event to be structured as follows:

- 10am to 12noon to be allocated to LINK member's inductions where each member will be brought up to date on all LINK activities and personal information/skills/areas of interest checked and updated.
- 12.30 to 1pm an open forum (with speaker) to take place with a free lunch provided from 12 noon to 12.30pm.

It was agreed four members would be required to complete the inductions. Kay Kirk, Deirdre Coward, Dorothy Head and Eileen Wimbury volunteered their services; Mary Jones agreed to help during the day.

Action: Host to check availability of Trades and Labour Club if unavailable contact Carr House followed by The Deaf College. To obtain cost of room hire and buffet to cater for 50. Host to produce a draft induction form to issue to all ICE members for their input and discussion at the next meeting.

Dorothy Head and Deirdre Coward to procure a speaker on the 8 to 8 service (new availability to access the walk in health centre in Doncaster). If unable to obtain a speaker it was agreed to ask Sheila Barnes to speak on the GP Access Group's accomplishments to date.

All agreed to finalise the finer details at the next meeting.

- **Fun Day.** The group agreed to the first Fun Day taking place early February 2010 (exact date to be decided at the next meeting).

Action: Mary Jones to get information of Mother and Toddlers meeting dates at the Deaf School with the possibility of holding a Fun Day in the new year.

Kay Kirk and Eileen Wimbury to get information on all Sure Start locations in the Doncaster area with a view to holding a Fun Day at one of their centres in the new year.

DONCASTER LINK
INFORMATION COMMUNICATIONS AND ENGAGEMENT(ICE) GROUP
MEETING NOTES

- **Advertising.** The group discussed the possibility of advertising in the Community Care Guide. It was agreed not to advertise at this moment in time but to consider again in the new year. Various advertising possibilities were discussed along with the suggestion of advertising in GP Surgeries on Life Channel.

Action: The Host to provide an estimate at the next meeting.

- **Doncaster LINK Finances.** The group requested a financial update for the next meeting.

Action: Host to provide for the next meeting.

- **LINK promotional merchandise/literature.** The group requested LINK promotional merchandise and literature be issued to all ICE group members.

Action: The Host to provide for the next meeting.

- **Next ICE group meeting.** The next ICE group meeting was agreed at the last meeting to take place on 30th November 2009 from 1pm to 3pm at the Doncaster Business Innovation Centre.

Adjournment:

The meeting closed at 3pm.

Minutes submitted by:

Jan Higgins

The Doncaster LINK
Doncaster Business Innovation Centre
Unit 20 Ten Pound Walk
Doncaster
DN4 5HX

Tel: 01302 554970
Typetalk: 01302 554970
Mobile: 07525 237735
Fax/Text: 01302 554996
Email: doncaster.admin@carersfederation.co.uk
Website: www.doncasterlink.co.uk