

DONCASTER LINK – INFORMATION COMMUNICATION AND ENGAGEMENT (ICE) – MEETING NOTES

Date:

30 November 2009

Time:

1pm

Venue:

Doncaster Business Innovation Centre

Present:

Kay Kirk (Chair)

Deirdre Coward

Mary Jones

Richard Brocklehurst (LINK Community Engagement Worker)

Apologies:

Dorothy Head Eileen Wimbury

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

- **Item 1 – Coffee Morning**

The venue has been sourced for the event at Doncaster Trades for Wednesday 9th from 10am-1pm. The event has been advertised. It was agreed for a welcome pack to be put together for all attendees.

Action Point.

Host to put together welcome pack.

- **Item 2 – Induction Form**

The form was discussed and all were happy to complete with help of the welcome pack.

- **Item 3- Fun Days**

These are the same as Coffee Mornings. It was agreed that the first one would be on Wednesday 3RD February 2010 at Mexborough Children's Centre. To be finalised at next meeting.

- **Item 5- Finance Update**

The group were informed of the finances of the LINK

Action Point.

Host to look at producing report by sub group.

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- **Item 6 – Advertising Estimates**

The group were informed they need to provide an estimate of spend on advertising up to the end of the financial year.

Action Point

It was agreed to group would forecast £3000-£5000 spend for final quarter. Host to look at advertising options and relevant costings for next meeting.

The group also agreed a quarter page advert in Hatfield arrow at £31.50 for three months. Host to place advert.

- **Item 7 – Action Plan**

The group looked through the action plan

Action Point

Host to update plan.

- **Item 8 – Meeting Calendar**

The group agreed to meet monthly on the first Monday of each month at 1pm.

- **Item 9- Next Meeting**

Next meeting Monday 4th January 2010 at 1pm at DBIC.

Adjournment:

The meeting closed 2.30pm.

Notes submitted by:

Richard Brocklehurst

Approved by:

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