

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

**Date:** 1<sup>st</sup> February 2010

**Time:** 1pm

**Venue:** Doncaster Business Innovation Centre

**Present:** Kay Kirk (Chair)                      Deirdre Coward  
Dorothy Head                                  Mary Jones  
Donna Cibor (Host)                      Richard Brocklehurst (Host)  
Jan Higgins (Host)

**Apologies:**

Eileen Wimbury

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

- **Item 1 – Welcome and apologies.** Kay Kirk (Chair) welcomed all and gave apologies for members unable to attend.
- **Item 2 – Notes of last meeting held on 4<sup>th</sup> January 2009.** Notes were agreed as correct with the following amendments:

On Item 8 change meeting end time from 1.30pm to 2.30pm  
Change the meeting date from 17/11/10 to 01/11/10

- **Item 3 – Coffee Morning 9<sup>th</sup> December 2009 A4 Report.** Dorothy Head issued a report of the event. All agreed to the content of the draft copy.

**Action:** The Host to prepare for the next meeting.

- **Item 4 – Future Coffee Mornings.** The group agreed to the importance of using the following documents for all future Coffee Mornings:

**Membership/Participation Form**  
**Doncaster LINK Members Induction Form**  
**Event Issues/Concerns Raised Questionnaire Form**

And the following at all other events:

**Membership/Participation Form**  
**Event Issues/Concerns Raised Questionnaire Form**

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

All volunteers for the following scheduled Coffee Mornings were finalised:

4<sup>th</sup> February 2010 – DMBC Event – Kay Kirk and Jan Higgins

9<sup>th</sup> February 2010 – Coffee Morning, Mexborough – Kay Kirk, Deirdre Coward and Donna Cibor

18<sup>th</sup> February 2010 – Highfields Fun Day – Kay Kirk and Richard Brocklehurst.

3<sup>rd</sup> March 2010 – Linney Centre, Balby – Deirdre Coward, Kay Kirk, Donna Cibor and Richard Brocklehurst.

13<sup>th</sup> April 2010 – Housing 21, Armthopre – Kay Kirk, Deirdre Coward Richard Brocklehurst and Dorothy Head.

**Action:** The Host to liaise with Holmes Carr Centre, Rossington to arrange a date in May 2010 – to be put on the next agenda.

**Action:** Request involvement from all members for each event going forward from the event scheduled for 3<sup>rd</sup> March 2010.

- **Item 5 – Advertising Update.** The Host informed the group of the following had been arranged:

Advertising at Doncaster Railway Station at a cost of £2,422 which will run until the end of March 2011.

Advertising at Mexborough Railway Station at a cost of £1,302 which will run from 15<sup>th</sup> February 2010 for 1 year.

Advertising in Most Wanted magazine (a total of 4 different magazines) arranged for February, March and April 2010.at a cost of £1,188.

The group discussed advertising in the voice magazine at a cost of £20. It was agreed to place the advert.

**Action:** The Host to arrange.

During the meeting the group discussed the possibility of having shirts printed with the LINK logo for use at future events. The group agreed to the following:

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

Purple tabards with a logo on the front and back with 'Your stronger local voice' printed in white text on the front and Doncaster LINK in white text on the back.

**Action:** The Host to get some quotes and present at the next meeting.

- **Item 6 – Other Events.** The group was informed the following events would be taking place and to decide if it was beneficial for a LINK member to attend.

Trust Conference on Thursday 11<sup>th</sup> March 2010.

**Action:** All agreed for Kay Kirk to attend.

On March 11<sup>th</sup> 2010 an event is taking place by Wakefield Yorkshire LINKs Ambulance.

**Action:** All agreed for Kay Kirk to attend.

The Tenants and Residents Association's AGM at the Doncaster Racecourse is taking place on Saturday 13<sup>th</sup> March 2010.

**Action:** Kay Kirk and a member of the Host team to attend. The Host to request help from all members on the database.

The Host informed the group the Information Sharing event held Moorends Miners Welfare and Development Centre on Thursday 28<sup>th</sup> January 2010 was a great success. 9 new members were recruited and issues/concerns were identified, one of which the LINK may be able to work on.

**Action:** Kay Kirk to produce a draft report of the issue/concern for the next ICE group meeting for group approval prior to being presented to the Executive Board.

Dorothy Head raised the possibility of having a Z file created for the LINK and issued an example of what it might contain to all present.

**Action:** All agreed for Host to obtain an estimate and present at the next meeting whereupon the group would agree in greater

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

detail the content of the Z files if it were found to be cost effective.

The group requested each ICE Group member be shown the Doncaster LINK website after the next scheduled meeting to enable those who do not have access to the internet to familiarise themselves the layout.

- **Item 7 – Action Plan.** All agreed to the content of the Action Plan.

**Action:** The Host to update and issue to members of the ICE Group.

- **Item 8 – Next Meeting Date.** Next meeting to be held at Doncaster Business Innovation Centre 1<sup>st</sup> March 2010 from 1pm to 2.30pm.

**The following ICE Group meeting dates have been agreed for 2010:**

01/03/10	12/04/10	10/05/10
07/06/10	05/07/10	02/08/10
06/09/10	04/10/10	01/11/10
06/12/10		

All the above to be held at Doncaster Business Innovation Centre from 1pm to 2.30pm.

**Adjournment:** The meeting closed 2.15pm

**Notes 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](mailto:doncaster.admin@carersfederation.co.uk)  
Website: [www.doncasterlink.co.uk](http://www.doncasterlink.co.uk)