

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

Date: 12th April 2010

Time: 1pm

Venue: Doncaster Business Innovation Centre

Present: Kay Kirk (Chair)
Deirdre Coward
Dorothy Head
Mary Jones
RNID (Deaf Interpreter)
Donna Cibor (Host)
Jan Higgins (Host)

Apologies:

None

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

- **Item 1 – Welcome and apologies.** Kay Kirk (Chair) welcomed all.
- **Item 2 – Housekeeping.** Kay Kirk informed all what to do in the event of a fire.
- **Item 3 – Notes of last meeting held on 1st March 2010.** Notes agreed as correct with no amendments.
- **Item 4 – Coffee Morning Review.**

Linney Centre Coffee Morning. Kay updated the group with the details of the Coffee Morning held at the Linney Centre on 3rd March 2010 which yielded 1 new member.

Action: It was agreed volunteers would promote future coffee mornings the week before the event in the relevant local area. It was also agreed a volunteer would be assigned the role of 'greeter' to establish whether the attendee was an existing or potential new member then direct to the appropriate volunteer for information and/or relevant forms to be completed.

Tenants and Residents Association Event: Volunteers attended the Tenants and Residents Association event held on 13th March 2010 and

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procured 24 new members and identified 3 issues based around dentistry in Highfields.

Action: Issue to be presented to the Executive Board at the next meeting with a view to forming a sub-group.

- **Item 5 – Deaf Centre Update.** Ongoing, a provisional date for 10th June 2010 has been agreed.

Action: Host to inform all when the details have been finalised.

- **Item 6 – AGM Update.** Kay informed the group the AGM would take place on 11th June 2010 from 12 to 2pm at the Doncaster Trades. Volunteers were requested to be part of the sub-group being established to organise and take part in the event. LINK members who have agreed to form the sub-group are as follows:

- ◆ Kay Kirk
- ◆ Paul Morton
- ◆ Dennis Shaw
- ◆ Ron Hughes
- ◆ Sheila Barnes
- ◆ Dorothy Head
- ◆ Deirdre Coward (to be confirmed)

The first AGM sub-group meeting is to be held on 5th May 2010 from 10am and the second meeting to be held on 11th May 2010 from 1pm. Both meetings to take place at the Doncaster Innovation Centre.

- **Item 7 – Chiropody Update.** It had been agreed by the Executive Board that a sub-group be formed structured around chiropody in the Thorne/Moorends area.

Action: The Host to contact all members to ask for volunteers to be part of the sub-group and give details of responses at the next meeting.

- **Item 8 – Expenditure Plan 2010/2011.** Kay gave the group a forecast for LINK expenditure for the year 2010/2011 with the following being agreed to:

Sheffield and Doncaster Robin Hood Airport. Advertisement boards at a cost of £6,638.75.

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Sine FM. Advertising with local radio station at an approximate cost of £2,000.

LINK Coffee Mornings. A total budget of £2,400 (£200 for each event with one per month planned).

Annual General Meeting. A budget of approximately £1,000.

Disability Cluster Event. A contribution of £2,000. The event is taking place on 26th September 2010.

LINK Event. £5,000 to hold a large event promoting the LINK in October 2010 (details to be agreed at a later date).

Promotional Literature. £3,000 for promotional literature to promote the LINK.

Women's Centre Event. £600 - to be deferred until discussed at the next Executive Board Meeting.

ICE Group. £500 towards recruiting new members to the ICE Group.

The above expenditure forecast total is £23,138.75

- **Item 9 – Coffee Mornings Plan.** All agreed the next coffee morning would take place on 26th May 2010 at the Holmescarr Centre, Rossington from 10am to 12 noon. Future events would be agreed at the next meeting.

Action: Host to create a flyer and distribute to all contacts and request volunteers to take part.

- **Item 10 – Summer Activity.** The group discussed participation in summer events in the Doncaster area. It was agreed details of events are to be brought before the ICE Group at which point a decision would be made whether or not the LINK would be involved. If the group agreed to participate the Host would contact the wider LINK members asking for volunteers. The LINK would attend on the proviso that at least two LINK volunteers would be available for the entire event.

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- **Item 11 – Membership of Group.** It was agreed to arrange an event to enable new members onto the ICE group leading up to an informal election taking place.

Action: Details to be agreed upon at the next meeting.

- **Item 12 – LINK Merchandise.** The group discussed issue of promotional literature/goods.

Action: Volunteers to request stocks as and when required.

- **Item 13 – Next Meeting Date.** Next meeting to be held at Doncaster Business Innovation Centre 10th May 2010 from 1pm to 2.30pm.

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

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 2.45pm

Notes submitted by: Jan Higgins

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