

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

Date: 2nd August 2010

Time: 1pm

Venue: Doncaster Business Innovation Centre

Present: Kay Kirk (Chair)
Deirdre Coward
Dorothy Head
Sheila Barnes
Donna Cibor (Host)
Richard Brocklehurst (Host)

Apologies: Mary Jones

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 5th July 2010.** Notes agreed.
- **Item 4 – Matters Arising.**

Action: Mary Jones had arranged a meeting to discuss potential coffee morning at the Centre for the Deaf. The meeting will be held on Tuesday 3rd August 2010.

The ICE group would like clarity on the following points:

- Who will pay for the interpreters?
- What format will the event take?
- How long will the event be?

Budget constraint for event is £250

ICE group to be presented with findings prior to event being approved.

- **Item 5 – ICON.** A proposal from ICON was presented to the ICE group for their approval. The proposal was agreed with the following actions:

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Action: Questionnaire to be devised by ICON and to be agreed by the group prior to it being posted to all LINK members to be completed by **Monday 16th August 2010.**

Letters of invitation to be devised by the LINK and sent out to all members by the Host, enclosing a questionnaire and invitation to attend the “Planning for the Future” event being held at DBIC on Monday 13th September and Tuesday 14th September 2010. Maximum of 10 LINK members can attend the event, attendance will therefore be on a first-come-first-served basis. Letters to be sent out to members by **Wednesday 18th August 2010.** Registration of interests and completed questionnaires to be back to Host by **Friday 27th August 2010.**

- **Item 6 - LBV Community Roadshow-** The Executive Board has approved this event. The Host is due to meet LBV TV on Thursday 4th August 2010 at 3pm to progress the project forward.
- **Item 7 - Doncaster Chamber Engagement.** The Host informed the group that the LINK was now a full member of the Doncaster Chamber. From September 2010 the Host will be targeting these members and will report back to the ICE group its results.
- **Item 8- Sykehouse Coffee Morning Review.** The coffee morning had yielded two new members and a contact for distribution of merchandise within the area.
- **Item 9- Any Other Business.** The next coffee morning has been set for Tuesday 28th September 2010 from 10am to 12noon at the Goldsmith Centre, 259 Sprotbrough Road, Sprotbrough, Doncaster.

The LINK was asked if they wished to advertise in the Doncaster Vue Cinema magazine - the group declined.

The group approved the continuation of advertising on SINE FM. Dot Head and a member of the Host team to attend a meeting with SINE FM on Friday 27th August 2010 to plan the way forward.

Doncaster LINK has been approached to advertise in the Doncaster Chamber Diary - the group declined the offer.

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The agenda for the next meeting was approved.

The ICE group agreed to Sheila Barnes being co-opted onto the group.

- **Item 11- Next Meeting Date.** Next meeting to be held at Doncaster Business Innovation Centre, 6th September 2010, from 1pm to 2.30pm.

The following ICE group meeting dates have been agreed for 2010.

06/09/10 04/10/10 01/11/10 06/12/10

Adjournment: The meeting closed 2.30pm.

Notes submitted by: Richard Brocklehurst

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