

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

Date: 6th September 2010

Time: 1pm

Venue: Doncaster Business Innovation Centre

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

Apologies: Dot Head

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 2nd August 2010.** Notes agreed
- **Item 4 – No Matters Arising.**
- **Item 5 – ICON.** The strategic event is due to take place on Monday 13th and Tuesday 14th September. There are eight people registered for the event and it was pleasing to note that three attendees were new to active involvement in the LINK. A reservation list has been produced for the event and members could let the Host know if they now wished to attend the event. It was disappointing to note that only 8 questionnaires had been returned by the wider membership.
- **Item 6 – Deaf Centre Event update.** The group were updated on the proposed event at the Deaf Centre. The event is due to take place on Tuesday 2nd November from 10am- 11.30am. The group agreed the event should take place.
 - **Action- The group agreed a budget of up to £350 to ensure the event takes place and is well supported.**

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- **Item 7- LBV Television Update.** The group were presented to by a representative of LBV. It was noted that the representative was not the promised member of staff from LBV and this was disappointing from a Host perspective. The group were informed that 5-6 volunteers were required to take place in filming for the advert which would be run at the Community Road show to be held in the Frenchgate Centre. The Community Road show will take place for a week commencing Monday 18th October. It was agreed that a member of the ICE group needed to be part of the filming process and to lead on the project. It was agreed that all LINK members would be contacted to see if they wished to participate in the advert. The filming will take place on Wednesday 6th October. A meeting will take place with the volunteers prior to filming to formalise their individual statements.
 - **Action- Host to contact all members requesting volunteers for the project with a closing date for registering interest of Friday 17th September. Host to contact ICE group members to establish lead for group.**
- **Item 8- Sine FM-** The group had previously agreed that the advertising on Sine FM would continue. Sheila Barnes and the Host met with SINE FM and agreed a further 28 weeks of adverting commencing 6th September. It was also agreed that the guest slot for the LINK would move to the drive time slot between 5-5.30pm.
 - **Action- Volunteers required to appear on Sine FM dates of which are-**
 - **Tuesday 21st September- Sheila**
 - **Tuesday 26th October- Kay**
 - **Tuesday 23rd November- TBC**
 - **Tuesday 14th December- TBC**
- **Item 9- AOB-** The next coffee morning has been set for Tuesday 28th September from 10am-12noon at the Goldsmith Centre 259 Sprotborough Road at a cost of £42. Sheila and Kay agreed to attend the event.

The Host updated the members with regard to Doncaster Chamber. Commencing early October the Host will be meeting with members of the chamber to encourage them to work with the LINK. The Host to provide updates to the group.

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The Host was asked to provide the group with information on other activities it undertakes outside of the meetings.

- **Action- Host Update to be included as a regular agenda item for all further meetings.**

The group felt it was important that representatives of the LINK were identified from which the Host could approach to accompany them at relevant meetings.

- **Action- Host to present to Executive Board in order for list to be formulated.**

The Host updated the group on progress with Doncaster Rugby Club. The advertising boards are in situ. As part of the sponsorship package the LINK has the opportunity to be involved in three match day events.

- **Action- Host to send out to members list of upcoming events to discuss at next meeting.**
- The LINK has been approached if it would like an information stand at DRI AGM on the 21st September from 4pm.
 - **Action- Sheila Barnes to speak to other members to ascertain who is attending and could potentially man a stand.**
- The Host has been sent a list of events from John Burke
 - **Action- Host to include in notes**
- **Item 10- Next Meeting Date.** Next meeting to be held at Doncaster Business Innovation Centre 4th October 2010 from 1pm to 2.30pm.

The following ICE group meeting dates have been agreed for 2010

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

Adjournment: The meeting closed 3.30pm

Notes submitted by: Richard Brocklehurst

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