

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

**Date:** 4<sup>th</sup> October 2010

**Time:** 1pm

**Venue:** Doncaster Business Innovation Centre

**Present:** Kay Kirk (Chair)  
Deirdre Coward  
Sheila Barnes  
Dot Head  
George Maitland  
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 – Proposed New Member.** George Maitland an existing LINK member wished to join the ICE group. All members present agreed to co-op George onto the group.
- **Item 4 – Chair of the group.** Kay Kirk informed the group that she wished to step down as chair of the group. The ICE group and the Host passed on their thanks for the hard work and commitment Kay had shown to the group. Deidre Coward was selected as the new chair commencing from the next meeting.
- **Item 5 – Notes of the meeting held on 6<sup>th</sup> September.** Notes agreed.
- **Item 6 – Matters Arising.** No matters arising.
- **Item 7- Strategic Event Review.** All who attended the event felt it was very successful and had provided the LINK with a clear and positive direction for the next six months.
  - **Action- Host to arrange first partnership meeting to discuss themed coffee morning around the**

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elderly meeting to be held on Friday 22<sup>nd</sup> October at DBIC.

- The format of the themed coffee morning was discussed and it was agreed that the LINK lead role in these events needs to be maintained. The format of the events would be a presentation by LINK followed by presentation around the theme.
  - **Action- It was agreed that the first themed coffee morning would be on elderly issues and would be held on Tuesday 9<sup>th</sup> November in the morning. Various venues were suggested and the Host would procure the most suitable. The Host would also facilitate a guest presenter for the event.**
  - **Action- It was agreed that the second themed coffee morning would be around disability. This would be held on Tuesday 30<sup>th</sup> November 10am at SYCIL Kirk Sandal.**
- A discussion took place around the ICE group having the ability to approach members directly to ask them to work on specific pieces of work.
  - **Action- ICE group to present to Executive Board rationale behind direct approaches rather than an approach to all members.**
- **Item 8- Disability Awareness Day Review-** The awareness day had been well attended and had yielded 14 new members
- **Action- Kay Kirk to produce report**
- **Item 9- Sprotborough Coffee Morning Review-** The event had highlighted the value of guest speakers and had yielded one new member and inducted one existing member.
- **Action- Kay Kirk to produce report**
- **Item 10- Deaf Centre Update-** The event is planned for Tuesday 2<sup>nd</sup> November at 10am at the Stirling Centre. The cost of the event is well within allowed budget.
- **Item 11- Community Road show Update-** All participants in the filming of the advert for the road show had been identified and filming to place on 6<sup>th</sup> October. Scripts for the filming had been agreed upon.

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**Action- Host to liaise with LBV around merchandise**

- **Item 12- Doncaster Rugby Club Update-** The group agreed the dates at which the LINK would attend matches and carry out promotional activity.

- **Action- Agreed dates are Saturday 30<sup>th</sup> October, Saturday 29<sup>th</sup> January and Saturday February 19<sup>th</sup>. Host to invite all members to be involved all active involvement will obtain two free tickets for the match of their choice.**

A discussion took place around the distribution of the free tickets it was agreed these would be distributed on a monthly basis. They would be used to encourage membership and active involvement.

- **Action- Host will conduct a raffle for tickets at partners' event on Friday 22<sup>nd</sup> October and also at coffee mornings to be held in November.**

- **Item 13- Host Update-** The Host continues to work with Doncaster Chamber and has meetings set up for later in the month. The Host continues to work with the DMBC safeguarding team who will be actively involved in future coffee mornings.

- **Item 14- AOB-** Sheila had attended the Doncaster NHS AGM and would produce a report

Sheila would attend the community partnership meeting on 20<sup>th</sup> October at the Redmond Centre on behalf of the LINK.

Host to contact Jo Pollard of Doncaster NHS to invite her to coffee morning to conduct consultations around service provision changes.

- **Item 15- Meeting Dates 2011-** It was agreed that the meetings in 2011 be moved to 1<sup>st</sup> Tuesday at 1pm.

**The following ICE group meeting dates have been agreed for 2010/2011**

**01/11/10    06/12/10    04/01/11    01/02/11    01/03/11**

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**Adjournment:** The meeting closed 3.30pm

**Notes submitted by: Richard Brocklehurst**

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