

DONCASTER LINK – AGM GROUP – MEETING SUMMARY

Date:
11th May 2010

Time:
2pm

Venue:
Doncaster Business Innovation Centre

Attendees:
Sheila Barnes, Deirdre Coward ,Paul Morton, Dot Head, Richard Brocklehurst (Host), Donna Cibor(Host)

Apologies:

Kay Kirk

Opening:

This group has been formed to plan the Doncaster LINK Annual General Meeting.

The meeting was chaired by Dorothy Head.

Dorothy opened the meeting by welcoming all present.

It was agreed to discuss the draft agenda that had been produced at the previous meeting.

All members of the AGM sub group are to be at the Trades Club by no later than 11.30am on the morning of the 11th June 2010.

Item 1 Registration and Refreshments: to commence at 12 noon until 12.15pm - It was agreed that Dorothy Head and Richard Brocklehurst would stand outside the entrance of the Trades club to meet and greet all guests upon arrival and direct them to the registration stand. Dorothy and Richard will both be wearing the purple LINK tabards to clearly identify their role. Paul Morton and Janet Higgins will be positioned at the registration desk inside the venue to greet all arrivals and issue each person with a name badge. A register of attendees will also need to be recorded by the registration desk.

Action - Host to prepare name badges for any official who has confirmed attendance and wherever possible to write out name badges for people on arrival. However this will very much depend on the volume of people who turn up on the day and if there is sufficient man power to execute this. It will be made a priority to record all attendees on a register.

Item 2 Introduction: to commence at 12.15pm It was agreed that Dorothy Head would introduce Sheila Barnes and a two minute time slot has been allocated to do this.

Action – Dorothy to prepare the introduction and to run through a brief practise with the Host before the event.

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Item 3 Sheila Barnes: to commence at 12.17pm until 12.25pm. It was agreed that Sheila would welcome everyone to the meeting and give an overall account on what the LINK represents along with its achievements and ongoing work that has been carried out in the last 12 months.

Action – Sheila to prepare the speech and to run through a brief practice with the Host before the event.

Item 4 John Plan Finance: to commence at 12.25pm until 12.30pm. John to give a brief summary on the past years finances and the future plans for the LINK future expenditure.

Action – Host to ask John to agree to make the speech and provide him with any information he needs, John to prepare the speech and to run through a brief practice with the Host before the event.

Item 5 Kay Kirk ICE: to commence at 12.30pm until 12.35pm. Kay to give an update on what the ICE group has achieved in the past 12 months to include growing membership, issues and concerns raised and the future plans of the ICE group.

Action – Kay to prepare the speech and have a brief practise session with the host before the event.

Item 6 Rita Holdsworth Hospital Discharge: to commence at 12.35pm until 12.40pm. Rita to give an update on what the Hospital Discharge group has achieved in the last 12 months.

Action – The Host to contact Rita to confirm she is happy to make the speech, Rita to then prepare the speech and run through a brief practise session with the Host before the event.

Item 7 Sheila Barnes GP Access and Close: to commence at 12.40pm and end at 12.45pm. Sheila to deliver an update on the workings of the GP Access and group, give an outline on the upcoming events of the LINK and close the speeches and open for questions and answers.

Action – Sheila to prepare the speech and have a brief practise with the Host before the event. The Host to signal to Sheila from the back of the room when closing time is drawing near on the day.

Item 8 Questions and Suggestions: to commence at 12.45pm and close at 1pm. The audience will then have the opportunity to address the speakers with any thoughts, comments, questions or suggestions.

Action The Host to design an evaluation form to be placed in the goody bags that Sheila will then request people to fill out for feedback, along with a comments, thoughts, suggestions and questions box that can be answered at a later time should anyone have any questions that we run out of time to answer on the day.

Item 9 Lunch and Networking: Commence at 1pm and close at 2pm.

Action- The Host and Dorothy head to confirm numbers for lunch and registration refreshments on Monday 7th June when they go for a final check on the venue.

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Item 10 Information Stand and Merchandise: It was agreed that an information stand would be set up for the duration of the AGM containing LINK merchandise, copies of GP Access reports, Discharge Procedure reports, new membership forms and the usual POS used at events.

Action – a member of the Host team to man the information at all stands during the AGM for any administration updates needed to be taken and to direct people to existing members for information.

Item 11 Rotating Photo display: A display screen with images of the Executive Board along with pictures from recent events to be displayed on a projector screen. Upon arrival and registration a still picture of the LINK logo to be displayed, the pictures will be on a constant rotation during the networking session.

Action – Host to prepare the pictures and display order for the event.

Item 12 – Goody Bag: Goody bags are to be placed on all the seats in the audience. Goody bags to include:

Plastic Goody Bags

Copy of GP Access Report

Copy of Hospital Discharge Procedure Report

Membership Form

Evaluation Form

Pen

Pencil

Note Book

Sticky Notes

Fluff Bug

Book Mark

Newsletter

Action – Host to make up the goody bags and distribute onto all chairs within the audience on the day.

Item 13 – Invitations: It was agreed the invitations would be sent to the following people with a letter signed by Sheila Barnes.

Doncaster NHS (PCT)

Roger Greenwood Chairman

Annette Laban Chief Executive

Gordon Laidlaw Involvement Manager

Catherine Leggett Equalities

Annis Green PALS Manager

Laura Powell Patient Experience and Complaints Manager Doncaster

Community Healthcare

Ashy Shanker Commissioning Manager

Matthew Gibson Communications Officer

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Public Health Development Workers

Caroline Temperton

Karen Bielby

Sharon Grocock

Doncaster Royal Infirmary

Chris Scholey Chairman

Nigel Clifton Chief Executive (to be sent to current replacement)

Denise Gardiner PALS Manager

Hilary Bond Director of Nursing

Rotherham and Doncaster South Humber Mental Health Trust

Madeleine Keyworth Chairman

Christine Boswell Chief Executive

Nick Arkle PALS Manager

Sam Murrey

Ian Gerrams

DMBC

John Leask

Joan Beck Head of Adult Social Services

Martin Walker Head of Policies and Change

Colin Findley Engagement Officer

Chris Wroot Engagement Officer

Sally Dean Engagement Officer

Saf Sing

CQC

Sharon Kelly Healthcare Assessor

Public Health

Rupert Suckling

Local LINK

Rotherham

Sheffield

Barnsley

Nottingham

North Notts

Wakefield

North East LINKs

Ambulance Service

- Richard Brocklehurst to produce this list.

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Action: Sheila Barnes to dictate the introduction letter for the Host and to be included with the invite and sent to each of the above. Host to confirm all correct titles and spellings of names. A recording of each of the invitations to be kept and a follow up call before the event to each person by the Host. The Host to send out invitations to all members of the Doncaster Link.

AOB:

Host to book interpreters for the day

Advertising of the event to be arranged by the Host.

Minutes submitted by:

Donna Cibor

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