

Gateshead LINK

Promotional Task Group Meeting Thursday 19th February 2009 1.00pm – 3.00pm

GVOC

Minutes

1. Welcome and apologies

Present:

Ian Mason	Resident
Kay Parker	Resident
Kim Newton (minute taker)	Administrator (LINK)
David Wallace	Voluntary Worker
Julie Whitehouse	Project Coordinator (LINK)
Christine Squires	Resident

Apologies:

Gretel Keadell	Resident
Ethel Donnelly	Resident
Pauline Wallace	Resident

Ian Mason was nominated and accepted as Chair.

2. Minutes of last meeting and matters arising

The minutes of the last meeting were agreed as a true record.

Matters arising

Publicity material

- A sample of a conference bag was shown to the group. It was agreed to go ahead and order 100 conference bags with the LINKs logo added. Other publicity material was discussed but it was noted storage was an issue. It was agreed to order material as needed

Marketing strategy

- The marketing strategy will be put on hold until the recently appointed engagement officer is in post

Voluntary and Community sector event

- Project staff will organise the above event in the new financial year.

3. Health Campaign calendar 2009 promotion information

The above document was circulated for information and discussion. It was noted Gateshead LINK did not have the resources to organise their own events. It was agreed to piggy back on NHS events to promote the LINK. Project staff have expressed an interest in 4 events and are as follows:

April	
12 - 18 th	Mental Health Action Week
20 - 26 th	Depression Awareness

June	
29- 3 rd July	Alcohol Awareness Week

October	
10 th	World Mental Health Day

4. Updated LINKs information flyer

The new LINK flyer was tabled for information and discussion. It was agreed to accept the new flyer in place of the old version.

5. LINKs presentation (script)

The newly developed PowerPoint presentation and accompanying script was presented the group. It was noted this will for the use of members to promote the LINK at other forums and events.

The group suggested changes to both the graphics and script of the presentation. It was agreed project staff will apply the changes and bring it back to the group for comment.

It was agreed to hold a training day on for members to familiarise themselves with the presentation. The following date and venue was agreed:

Thursday 12th March 2009,
1.00- 3.00pm, GVOC,
John Haswell House

6. Members update

None

7. Any other business

None

8. Date and time of next meeting

**Thursday 5th March 2009
1.00pm – 3.00pm
GVOC
John Haswell House**