

## Gateshead LINK

**Promotional Task Group Meeting  
Wednesday 21<sup>st</sup> January 2009  
1.00pm – 3.00pm**

**Durham Road Baptist Church**

### Minutes

#### 1. Welcome and apologies

**Present:**

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

**Apologies:**

Gretel Keadell	Resident
Christine Squires	Resident
Janet Butler	Community Bridge Building

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*

- It was noted project staff will contact another company for examples of marketing material.
- The project will contact David Brady (PCT) and Gerry Hunwick (GVOC) to look at a marketing strategy for the LINK.

### **3. LINKs presentation (script)**

A discussion took place about developing a script for members to help promote the work of the LINK

A copy of the PowerPoint presentation from the October event and the *LINK Make it happen (Department of Health)* booklet was circulated to the group for reference.

The group worked through the booklet and selected points to use in both a PowerPoint presentation and a generic script for supporting the work of Gateshead LINK.

It was agreed project staff will develop the presentation and the script and bring it back to a future meeting: **Action Project staff**

### **4. Voluntary and Community sector event**

Project staff will organise the above event in the new financial year. The purpose of the event is to promote the LINK and explore joint working with other Voluntary and Community organisations. **Action Project staff**

### **5. Members update**

None

### **6. Any other business**

It was noted Project staff will contact the VInvolved team to discuss advertising for a volunteer with skills on Microsoft Publisher to help produce a newsletter for the project. **Action Project staff**

### **7. Date and time of next meeting**

**Thursday 5<sup>th</sup> February  
1.00pm – 3.00pm  
GVOC  
John Haswell House**