

Gateshead LINK

**Promotional Task Group
Meeting
Thursday 14th August 2008
1.00pm – 3.00pm**

Blaydon Room

MINUTES

Present:

David Wallace
Christine Squires
Ian Mason
Alison McClellan
Lynne Boyle
Gev Pringle
Kim Newton (minute taker)

Apologies:

Bill Llewellyn
Caroline Airs
Annie Murphy
Andi Parker

1. Welcome and apologies

Christine Squires was nominated and accepted as the meeting Chair.

Alison McClellan was welcomed to her first meeting and introductions were made to the group.

2. Minutes of last meeting and matters arising

The minutes were agreed as a true record.

Contact details for the Chairs of the “Partnerships” to be provided to the project by Andi Parker when she returns from annual leave.

It was noted Janice Todd attended the last meeting not Janice Butler as recorded in the minutes.

It was agreed the Policy for Membership will be addressed by the Operational Task Group.

3. October Event discussion *review / update*

3a Flyer

It was agreed to pass the flyer to the Steering Group for ratification with a few minor changes.

3b GVOC Newsletter

A copy of the front page of the GVOC Newsround was circulated to the group. The LINK October Event is featured on the front page.

Gev clarified the membership and subscription of the Newsround and it was noted this has a circulation of approximately 500.

3c Badges

The name badges for the October event were passed to the Group. It was agreed these would be worn by the Steering Group and the LINKs logo would be added.

3d Large Print Registration Forms for information

The large print versions of the Registration Forms were circulated to the group for discussion and comment. The forms were accepted and it was agreed to forward them to the Steering Group for ratification.

4. Work Plan future agenda items

The July – September 08 Action Plan was circulated to the group and a lengthy discussion took place. It was agreed to update the action plan and incorporate tasks for implementation of the October event. **Action: GVOC**

It was noted involving specialist groups should be added to the action plan.

It was agreed Christine would attend the next Deaf Forum to establish interest in the October Event. This will then indicate the level of support needed for the Deaf Forum at the event.

GVOC will contact the Forum with a request to be added to the next agenda. **Action: GVOC**

A member of the group requested information packs with LINKs literature is made available for members to promote the LINKs at other Forums. **Action: GVOC**

A discussion took place about distribution of LINKs publicity and it was noted Gateshead Libraries had a central point for distribution. Other distribution methods were discussed and the group were informed GVOC had a variety of contact lists which could be used. It was decided to revisit this agenda item.

5. Any other business

Clarification on the forthcoming meeting dates was requested. Copy of the meeting dates and venues will be posted to the group.

Ian Mason gave his apologies for the next meeting

6. Date and time of next meeting

28th August 2008, 1.00pm – 3.00pm, Bridges Room