

Gateshead LINK

Promotional Task Group Meeting Thursday 6th November 2008 1.00pm – 3.00pm

Room F20 Chief Executives Office, Civic Centre

Minutes

1. Welcome and apologies

Present:

Ian Mason	Resident
Kay Parker	Resident
Julie Mains	Project Coordinator (LINK)
Kim Newton (minute taker)	Administrator (LINK)
Gretel Keadell	Resident
Janet Butler	Community Bridge Building

Apologies:

Andi Parker	Gateshead Council
David Wallace	Voluntary Worker
Annie Murphy	GVOC Host
Alison McClellan	Resident
Vicky Parsons	Resident

Kay Parker was nominated and accepted as Chair.

2. Minutes of last meeting and matters arising

Training

Project Staff will forward a draft outline of training packages to the Steering Group.

Action: Project Staff

The Gateshead Housing Company News

The Project Coordinator will contact TGHC regarding the offer of an article inclusion in future addition of the Housing Company News. It was agreed Project Staff would decide the content for the article.

Action: Project Staff

Business Cards

The business cards had not yet been produced as text service is needed for deaf people who are unable to use a standard telephone.

Staff will purchase a mobile phone for the project so we can include the phone number on the cards for text purposes.

Action: Project Staff

It was noted that GVOG will soon install a new text service which will link directly to email. Project staff will inform the group when this service is available.

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

3. Draft Report on LINK Conference, Thursday 23rd October 2008

The above document was tabled for discussion and it was noted this had been a successful event for the LINK. Emerging themes have been identified by Project Staff. Findings will be included in the work of the Steering Group in producing the work plan.

It was noted the catering, which was for 70 people, seemed a bit sparse - although it was noted some delegates took quite a lot! A buffet lunch can be considered for future LINK events.

4. Expansion of membership / raising the LINK profile

The above document was circulated to the group for information. A lengthy discussion took place about raising the profile of the LINK.

It was noted the LINK needs to be flexible to include those people who cannot, or choose not to attend meetings. It was agreed project staff would approach other forums / networks to request a place on their agenda.

Action: Project Staff

The group informed project staff of various forums and contacts. Kim requested any contacts or forum details be emailed to the project for collation.

Action: LINK members

LINK members requested direction on what they could, and could not say whilst representing the LINK in external meetings. This will ultimately be an addition to the Representatives Handbook. LINK staff agreed to develop guidelines to take to the Steering Group.

Action: Project Staff

Now the initial LINK promotional event has been conducted, it was agreed it would be useful to broaden the role of the Promotional Group to incorporate community engagement and communications.

5. Any Other business

It was noted the next Steering Group will be changed from 11th December to the 8th December 2008. A buffet will be provided for members of the Steering Group and other members who have been active in the past.

Action: Project Staff

6. Date and time of next meeting

Thursday 20th November 2008, 1.00pm - 3.00pm
Chopwell Room
Civic Centre