

**Gateshead LINK
Promotional Task Group**

**25 September 2008
1.00pm – 3.00pm
BlaydonRoom**

Minutes

1. Welcome and apologies

Present:

Bill Llewellyn	Resident
Kay Parker	Resident
Dave Wallace	Voluntary Worker
Gretel Keadal	Resident
Annie Murphy	GVOG

Apologies:

Alison McClellan	Resident
Andi Parker	Involvement Worker Gateshead Council
Ian Mason	Resident
Christine Squires	Resident
Graeme Lyall	Gateshead Carers Association
Kim Newton	GVOG
Janet Butler	

MINUTES

1. Minutes of the last meeting and matters arising

New meeting dates – Kay Parker was on holiday when the new list was circulated. AM will bring copies of the new dates to the next meeting

The minutes were agreed as a true record

2. LINK October event

AM distributed to members a copy of the circulation list for the October event promotional material . A total of 3655 flyers have been distributed across a wide range of voluntary, statutory, health and social care organisations.

Harold Stookes, Gev Pringle and Annie Murphy had met to discuss the content of the LINK presentation. GVOC are preparing a Powerpoint presentation for Harold to use on the day.

Members discussed the design of the Conference Pack folder based on a design example prepared by AM. It was agreed that AM could go ahead and order 200 packs based on this design. The conference packs would contain LINK registration forms, LINK policies and Terms of Reference

Members then discussed the need for a link promotional banner as a background for the speakers . It was agreed that in order to have something ready for 23 October we should use the content of the existing LINK display poster. AM agreed to get estimates and timescales from a maximum of 3 print and design companies and to bring some examples of designs to the next meeting if possible

It was noted that a special Steering Group meeting was being held on 2 October to prepare for 23 October event

3. Any Other Business

Copies of 23 October promotional material were made available for members to distribute to relevant organisations

4. Date and time of next meeting

**Thursday 9 October, 1.00pm – 3.00pm, Room F20,
Chief Executives Dept, Civic Centre**