

## **Gateshead LINK**

### **Promotional Task Group Meeting Thursday 28<sup>th</sup> August 2008 1.00pm – 3.00pm**

#### **Blaydon Room**

#### **MINUTES**

#### **Present:**

David Wallace	Voluntary Worker
Ian Mason	Resident
Gev Pringle	GVOC Host
Kay Parker	Resident
Kim Newton (minute taker)	Gateshead LINK
Annie Murphy	GVOC Host

#### **Apologies:**

Bill Llewellyn	Resident
Caroline Airs	GAIN
Andi Parker	Gateshead Council
Christine Squires	Resident
Alison McClellan	Resident

#### **1. Welcome and apologies**

Janet Butler was nominated and accepted as Chair.

Apologies for the last meeting were received from Kay Parker but not recorded on the minutes.

#### **2. Minutes of last meeting and matters arising**

GVOC is still to contact the Deaf Forum with a request to be added to the Forum agenda.

GVOC will look for future meeting dates and venues for the LINK Groups. These will be forwarded once confirmed.

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

### **3. October Event discussion** *review / update*

A copy of the flyer to promote the October Event was circulated to the group. This had been referred back to from the Steering Group to the Promotional Group for further work.

A copy of the 3<sup>rd</sup> July minutes was distributed to remind the group of the objectives of the October event.

A lengthy discussion and debate took place and it was agreed, project staff would amend the flyer with the agreed changes and post it out to the members of the Promotional Group present at the meeting.

It was noted the flyer did not need to go to the Steering Group for ratification due to time constraints. However the booking form still needs to be designed.

### **4. Amended Work Plan**

The amended/updated action plan was circulated for information and discussion.

It was noted time timeframes were not set in stone as much of the project work is ongoing.

A list of community newsletters and the publication dates were requested by the group, in order to look at getting the event advertised. It suggested this would be useful to add to the action plan. **Action Kim Newton**

The action plan was accepted by the group.

### **5. Membership**

It was requested that the group be updated on a monthly basis of any new members.

At the next meeting it was requested there be an agenda item

*Developing a script for promoting the LINK at Network and other meetings*

## **6. Any other business**

### *Local Engagement Board for Gateshead PCT Invite*

The invite from the PCT was circulated to the Group for information. It was agreed members of the Group would attend as residents of Gateshead and not LINK members. Feedback from the event and any future events could become a standing agenda item at Steering Group Meetings.

GVOC were asked to prepare an updated LINK newsletter for the next meeting that included the website address. Items for the Newsletter

- October Event
- Gateshead LINK Policies adopted

A discussion ensued about the engagement strategy to incorporate hard to reach groups. It was noted this would be part of the LINK staff remit and an ongoing initiative.

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

**11<sup>th</sup> September 2008, 1.00pm – 3.00pm, Whickham Room**