

Gateshead LINK

**Promotional Task Group Meeting
Thursday 18th December 2008
1.00pm – 3.00pm**

Blaydon Room, Civic Centre

Minutes

1. Welcome and apologies

Present:

Ian Mason	Resident
Kay Parker	Resident
Julie Mains	Project Coordinator (LINK)

Apologies:

David Wallace	Voluntary Worker
Christine Squires	Resident
Bill Llewellyn	Resident
Gretel Keadell	Resident
Kim Newton (minute taker)	Administrator (LINK)
Annie Murphy	GVOC Host

Ian Mason was nominated and accepted as Chair.

2. Minutes of last meeting and matters arising

The minutes of the last meeting 20th November were agreed as a true record.

Matters arising:

- Item 4a / marketing materials - the business cards are ready for collection.
- Item 4b / marketing materials – the camera is available for use for promotional events.

- An informal meeting was held with potential new members, 5th December, attended by Julie and Kay and 5 other people (curiously already registered). 4 apologies were received which will be followed up. 3 of those attending will re/commence attending meetings.
- It was noted perhaps those who are registered would still value the opportunity of an informal chat once in a while – a ‘drop in’ and information session.
- It was noted there is enthusiasm within the voluntary and community sector for an event which explores what expectations the sector has of LINK and how these two groups can work effectively.

3. Marketing materials update

Members viewed information on marketing materials. It was agreed to price the following items and take the detail to the Steering Group: pens (black ink and with LINK contact details); document cases for members use; ‘post-it’ notepads (with LINK details); standard ‘adloop’ key rings.

Action: Project Staff

4. Training update: Presentation Skills, Thursday 11th December

A minus was that few people attended (5) and a plus that this allowed a very tailored approach for those who did. All who attended felt they had had an enjoyable and useful day.

Discussion took place around longer planning time in the future - so it is known places are confirmed or can be re-allocated.

A bi-product of the day was that the ‘What is LINKs’ bullet points, for presentation purposes, could be drawn from the presentations members’ prepared on the course. This will be further discussed.

5. Publicity material

The Department of Health ‘LINK Make it Happen’ booklet has been ordered and received, free of charge. This will have local LINK contact details included.

Depending on how many the LINK can request, these will be ordered and the Local Authority requested to circulate to libraries and social services departments. It was noted G.P. surgeries and schools could also be outlets.

JW reported the previously discussed targeted promotional materials were ongoing work.

It was agreed the staff from 'aTENSION – Gateshead Diverse Communities Mental Health Initiative' will be invited to an Operational Group meeting. Members would hope to learn from aTENSION experiences - what has been useful in engaging different communities, what health issues have been identified and to explore the possibilities of working together.

It was noted, what was the Black Bull at Windmill Hills is now a mosque and could be useful to visit.

Action: Project Staff

6. Any other business

It was noted the third project worker (Communications and Engagement Officer), who we would anticipate starting by March 2009, could be of great value in furthering the work of the group.

7. Date and time of next meeting

Thursday 8th January 2009
1.00pm – 3.00pm
GVOC, John Haswell House, 8/9 Gladstone Terrace