

Gateshead LINK  
Interim Steering Group  
Thursday 10<sup>th</sup> July 2008  
Durham Rd Baptist Church  
10am – 12 noon

**Focus**  
***LINK Event October 2008***

**Present:**

Harold Stookes  
Dorothy Henley  
Dave Wallace  
Ian Mason  
Kay Parker  
Caroline Airs  
Ian Mason  
Annie Murphy  
Andy Parker  
Kim Newton (minute taker GVOC)

**Apologies;**

Vicky Parsons

**Opening remarks**

It was noted that this was a special meeting to discuss the proposed LINK event to be held in October.

The outline from the Promotional Task Group, for the event, was presented to the Steering Group.

Caroline Airs was invited to chair the meeting and this was accepted.

Apologies were made from Annie as she needed to leave the meeting at 11.30 due to other commitments.

## **LINK Event October 2008**

Andy Parker gave an overview of the discussion and the outcomes of the Promotional Task Group recommendations. It was noted The Carers Association been run successful event using the proposed format of Market Place Table. The group needed to be aware of time constraints so less vocal people could have their say.

Kim Newton circulated a document with quotes for some local venues and catering costs, as requested by the Promotional Task Group. A discussion took place and the following was agreed.

### **Date**

The agreed date is Thursday 23<sup>rd</sup> October 2008.

### **Venue**

The venue will be Stone Hills MPH Training and Conference Centre KN to confirm.

### **Transport**

The booking form would include a short sentence advising people with transport difficulties that small budget is available for transport and each case will be looked at on an individual basis.

### **Timetable**

The provisional timetable is as follows:

Registration and coffee	10.00am - 10.30am
Setting the Scene	10.30am - 11.00am
Workshops	11.00am - 11.45am
Coffee and feedback	12.15pm - 1.00pm

### **Numbers**

A max of 100 people with a limit of 2 people from an organisation or group. People will have to book in advance and the responses will be analyzed to ensure a broad representation.

### **Workshop exercise**

The booking form would include a section for people to indicate their particular interest from the 10 chosen topics. This will give the SG a clearer indication of what the workshops should be.

**Facilitators**

The host will provide the facilitators in conjunction with the local authority.

It was noted a special meeting would be called to analyze the feedback from the event

**Presentation**

This would be a joint presentation between the SG and the host. Harold will present the chosen model and governance for the LINK.