

Local Involvement Network (LINK) for Health and Social Services in Windsor, Ascot and Maidenhead

Steering Group Away Day/Planning Meeting Notes



Monday 9th February 2009, WAMSAD, Maidenhead, Berkshire

<p>Note taker: Kayleigh Argyle (KA)</p> <p>Attendees: Jo Courtenay LINKs (JC), Kayleigh Argyle LINKs (KA), Emma Croucher LINKs (EC), Brian Schirn (BS), Roger Battye (RG), Mike Copeland (MC), Sheila Holmes (SH), Brian Huggett (BH), Katie Kerr (KK), Tracey Morgan (TM), Karen Mustard (KM), Charles Parry (CP)</p>		
<p>Agenda Item 1: Welcome, Introductions & Apologies</p> <p>Welcome to Kayleigh Argyle, the LINK Development Officer for WAM LINKs.</p>		
<p>Agenda Item 2: Nomination Packs</p> <p>These are to be agreed and approved before being sent out to the public. Charles and Roger to work together on finalising the Nomination Packs.</p> <p>All members of the Steering Group would prefer to be known as “members” and not “participants”. Governance documents will require further alteration to clarify this.</p>	<p>Person Responsible</p> <p>CP and RB</p>	<p>Deadline</p> <p>13.02.09</p>
<p>Agenda Item 3: Timescales for Election (as suggested by Roger)</p> <p>23.02.09 – Steering Group – applications out</p> <p>13.03.09 – Ballot Paper received</p> <p>01.04.09 – Public Meeting to decide</p> <p>Note – a maximum of 20 to be elected onto the Steering Group</p>		
<p>Agenda Item 5: Steering Group</p> <p>It was felt that there is a need to clarify the duties of the Steering Group – what is a member expected to do?</p> <p>(Jo handed out a document with relevant information)</p>		
<p>Agenda Item 7: Budget</p> <p>A budget sheet was handed out to all attendees. All agreed that they would like a detailed breakdown of the budget spent to date. Jo agreed to provide this information at the next meeting scheduled for 16th March 2009</p>	<p>JC</p>	<p>16.03.09</p>

	Person Responsible	Deadline
<p>Agenda item 9: Newsletter</p> <p>Suggestions for newsletter:</p> <ul style="list-style-type: none"> • What we have achieved so far • Information on the Steering Group • Accessibility to dentists • Election • How to access documents (library) • What is happening today 		
<p>Agenda item 9: AOB</p> <p>A big thank-you was given to Brian Schirn for all the time he has given. Sadly, Brian has decided not to stand again this year.</p>		