

how useful merchandise is. LM showed the board the large banner that the City have purchased, and the board agreed that this was a very good investment.

Annual report

The board discussed the annual report. They pointed out that the winner of the front cover competition may change their mind and decide that they do not want it on the front cover. They discussed the structure, and feel that there should be an intro by the chair, pages about why the LINK is relevant. In the main body what the LINK has done, and what the team have done, including issues.

The annual report should have 6 areas, LM gave the ideas of case studies and pictures.

It was decided that LM and MH are to prepare an initial draft of the annual report. And suggest structures of the booklet.

Company secretary.

The board have decided that they do not want the LINK office to be the address of the company.

4. AOB

5. Date and time of next meeting:

29th June 2009

Minutes taken by the Nottingham City LINKs TEAM

Address: Unit E2, Southglade Business Park, Cowllairs, Off Hucknall Road, Nottingham, NG5 9RA

Tel: 01159 754647

E-mail: links@carersfederation.co.uk