



### Minutes - SABIN Steering Group Meeting

Date: Tuesday 23 September 2014 5.30pm

Venue: Barlow Robbins LLP  
The Oriel  
Sydenham Road  
Guildford GU1 3SR

1. In attendance: Helen Goatley, Carol Fowlie, Debbie Hollands, Jane Heath, Oliver McGeachy. (Apologies – from Sally de la Fontaine)
2. The main purpose of this meeting was to plan the Autumn Speed Networking event which will now take place on 11 November 2014.

Initial invitations have already been sent out and there are 8 confirmed attendees. It was agreed that several on the Steering Group would also be attending but had not sent back a positive acceptance yet. There was also plenty of time to send out further invitations and advertise the event via Chloe at UKABIF. It was therefore agreed that numbers were going to be acceptable and that the event should go ahead.

The event should be advertised on the SABIN website. Oliver, if advised when it is there, will give it publicity via the Headway Surrey Twitter link and will also mention it on Facebook. It was agreed that the message to all the members should be that they should bring their colleagues, as different individuals at the same organisation nonetheless perform different roles and do different jobs.

In terms of the event itself, it was agreed that there would be a strict timetable. Barlow Robbins will supply a person to ring a bell (to be supplied by Headway Surrey?) at 90 second intervals. There will be tables set out in the room with three chairs attached to each. A list of the people attending will be supplied and every guest will be provided with a large label with a number on it. Guests can then change tables after all three people at each table have

been allowed a 90 second presentation. They can tick off on their list the numbers that they have already heard. This should help to make the event both fun as well as informative (on a “musical chairs” type basis as the end of the event approaches!). Guests should be encouraged to bring their business cards and relevant leaflets or hand-outs if they wish.

After the formal networking event is over there will be drinks and nibbles so that guests can further develop conversations that they might wish to continue outside the restraints of the timetable.

3. Helen Goatley reported that preliminary plans had been put in place for the Brain Injury in the Criminal Justice Sector conference. Venues were being looked at with a view to a date in the Autumn 2015. The University of Surrey was a possibility. Carol Fowlie suggested Old Thorns in Liphook which, although it was not in Surrey, was an excellent venue and good value for money.

It was agreed that a nominal amount should be charged for the conference to ensure that delegates who had signed up actually turned up. There was a discussion as to the charge, but a nominal amount of £40 was felt to be appropriate. Otherwise there is a danger that people will RSVP stating an intention to come but then pull out at the last moment, which we wish to avoid.

4. There was a brief review of actions remaining undone from the last meeting. These include:
  - Developing the LinkedIn network
  - Pruning the database
  - Publishing advance dates for 2015 events on the website
5. AOB – Lynn Hensor, from Queen Elizabeth Foundation, was approved for membership of the Steering Group. Helen Goatley will make contact and invite her to the next meeting.
6. Date of next meeting – **Tuesday 13 January 2015, 16:30 at Barlow Robbins LLP, The Oriel, Guildford**