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| **Attendees**: Sue Robertson (Family Leadership Alliance/Imagine Better), Wendy Brenkley (Complex Care Network), Tina Lincoln (Carer Facilitator SAMS), and Christine Zander-Campbell (Carer Facilitator Parent to Parent), and Laurie Hilsgen (Carers NZ). |

**Apologies:** Mark Benjamin (SAMS) and Jenny Hoskin-Wyber (NZDSN).

Note Taker: Rebecca Walton (Care Matters)

**Agenda item:** *Update*

Under the Care Matters contract (from 1 Sept 2016 to 30 August 2017)

* Parent to Parent to provide 11 Renew, 11 SibDays, develop 2 videos and manage the free phone service.
* SAMS to provide 10 workshops, 3 Māori Kitchen Tables (in Lower Hutt, New Plymouth and Whanganui) and 4 new resources.

The purpose of the Kitchen Tables is to increase the number of Māori using Care Matters by equipping a core group of families to develop and refine leadership skills through a ‘community project’ of their choice. Each Kitchen Table will have 10 meetings and two workshops/hui attached to them.

Resources developed over the last 12 months include Choosing a Support Worker, Time out strategies, Time Line (0 – 6) and Tips to Stay on Top of it All.  The two videos are in the final editing process and these are Employing a Support Worker and Tips to Stay on Top of it All.

**Agenda item:** *Previous Agenda items*

1. To take affirmative action to have greater diversity on the Advisory Group (*we will look to find an additional representative through the Kitchen Table participants by the end of this year*).
2. The group clarified how communication and information sharing will happen within and outside of the group. The following statement will be added to the Terms of Reference number 2 (Purpose and Role):

*Be transparent - notes from the Advisory Group meetings and Terms of Reference will be made public on the Care Matters website.*

1. The group discussed the Advisory Groups ability to comment or be consulted on issues affecting families.

*To be added under number 2 (Purpose and Role):*

*Provide advice to government (and other sector bodies) specifically on Carer Wellbeing and Learning and the Carers Strategy.*

1. To ensure the integrity of the Advisory Group the following statements will be added.

*To be added under number 9 (Members):*

There must be at least 60% of the Care Matters Advisory Group who are family members.

*To be added under number 9 (Members);*

Turnover of Advisory Group members must be staggered so that there are no more than 50% of new members at any one time.

***Discussion:***

* Connect with ACC as they provide resources that may have some cross over with Care Matters. There may be an opportunity to share resources.
* To look at developing an app for mobile phones for Care Matters resources (check out the The Index app).
* Look at having the ability to fill out the Evaluation Form on a smart phone.
* Think about what materials need to go up on the website for siblings.

***Action:***

1. Follow up with Tina regarding a possible representative for the Advisory Group.
2. Seek invitation for an Advisory Group member to speak at the Carers Strategy Reference Group.
3. To ensure the Advisory Group is kept up to date with the Carers Strategy - this will be included as a regular agenda item.
4. Follow up with Christine about Massey University’s free survey.
5. Notes from the Advisory Groups meeting and Terms of Reference to go onto website.

***Items for discussion at the next meeting:***

* Information relevant to aging (both for the aging family member and their carers/family).
* Additional Time Line resources.
* Confidentiality agreement to be signed by members – to ensure personal information provided by members is not made public.

**Next Meeting Date:** 3rd of February (venue to be advised).