**Enabling Good Lives (EGL)**

**MidCentral Regional Leadership Group**

**Record of the meeting held on Wednesday 2 November 2022**

**From 10.30am – 2.30pm**

**At the Distinction Coachman Hotel, Fitzherbert Avenue, PN**

**Facilitator**: Ann-Marie Stapp

**Notes:** Jo Brew

**Present:**

* Annette (Deaf Rep) (+ 2 Interpreters Sarah and Kerry)
* Martin, Wayne, Peter, Natt, (Disabled People)
* Tracey, Pip, Toni I (Families)
* Rasela, Lovely (Pasifika)
* Rachel (People First), Sandy (Rachel’s Meeting Assistant)
* Dion, Nadia, Rangirea, Maide (Mana Whenua + 1 observer))
* Eru, Toni G, Mike (Providers)
* Jen (OT)

**Apologies:**

* Antnz (Disabled People)
* Jeanette (MoE)
* Gabrielle (Te Whatu Ora)
* *Jane (Te Mahau/MoE who has appointed Jeanette Brown until end October*)

**Karakia/Welcome**

Dion opened the meeting with karakia, this was followed by a round of introductions, expectations for today’s meeting and housekeeping.

* Three updates were made to the housekeeping
* Stay on topic and on time ***or negotiate time to stay on an issue.***
* Record outcomes and follow up ***(actions and who is responsible).***
* **Anyone can ask for a short timeout for small group discussion.**

**Action: Jo to update housekeeping document and circulate to all.**

**Previous Minutes**

**Matters Arising and Action Points**

* Two people attended the last NEGL zoom meeting – minutes yet to be circulated.
* Responsibility for updating documents and a central repository – add to whiteboard list “Policy Parking Space” (see appendix A).
* Director’s report – it was suggested the group might like to have a discussion opportunity about matters pertaining to the report after lunch.

**Action: Jo and Ann-Marie to ensure on agenda.**

* Routing of funding applications – add to whiteboard.
* Review Terms of Reference document – add to whiteboard.
* Clarity about guest speakers – to be invited to the group they would be most relevant to. Could have a joint core group training with a guest speaker.

**Mana Whaikaha Ltd (MW Ltd)**

**Financial Update**

* Is financially responsible for the running of MGG, RLG and core groups.
* Running approximately $23k per month ($3k per month over budget).
* Financials have been circulated to core groups, no feedback except for errors relating to the family core group.
* Upgraded Xero in preference over using Smart Payroll.
* Have used MW Ltd as an umbrella organisation and created individual accounts for each core group to use if accessing funding or grants.
* Groups can have their own accounts, recommend not using a personal account. A trust account is a good option.
* Pasifika, Providers and Mana Whenua don’t know about or haven’t had budgets yet.
* YAAY’s don’t have a budget but will request one for 2023.

**Action: Pip will circulate a budget and the template with information to the groups.**

**Trust Status**

* MW Ltd was originally set up and led by invited disabled people who have recently identified the need to transfer the company into a trust.
* The benefit is having the ability to apply for funding from other sources.
* MW Ltd now inform the group that they wish to change to a Trust and seek feedback from RLG, so the independent shareholders know they are representing the wider groups of disability.
* Those who were able to vote agreed in principle to MW Ltd changing to the preferred option of a trust and understand once a draft constitution was formed, it would be presented to RLG to discuss, add, or delete information.

**Action: Peter will circulate a fact sheet on the difference between a limited liability company and a trust.**

**Employment Sub Committee Role**

As an employer, MW Ltd is responsible for their contracted facilitator so a sub- committee has been appointed to support the person. After a discussion it was agreed in principle that this groups needs to offer support/mentoring to the facilitator and any contract employment issues and that this be given by either of the 2 MW Ltd Directors and/or Rasela (if available).

**Facilitators Role**

* The consultancy agreement/job description document was circulated to all,

the facilitator left the room before small group brainstorms began.

* It was noted that some roles had changed to fill gaps between the last facilitator leaving and the new one starting, and we have an opportunity to determine what other tasks the group could allocate to the role.
* Feedback from brainstorms for the practicalities required of the facilitator
* Do homework before coming to meeting
* Plan around holding the meeting
* Guide the meeting
* Manage the meeting to meet the goals of the group.

The above points are all already stated in the current job description.

* 2 tasks in the job description are done by someone else and could be removed from the document
* Policies etc is not the role of the facilitator.

**Action: If anyone has further feedback or ideas – please send to Pip.**

**Multi Core Group**

Multi Core Group meetings are held on the 2nd Tuesday of every 2nd month from 3.30 – 5.30pm.

Schedule until December 2023 is:

13 December 2022 – Pasifika (seek funding from Pip/Peter to host)

14 February 2023 – Disabled People (Wayne will invite Paula Tesoriero to attend)

11 April 2023 – Family

13 June 2023 – Mana Whenua

8 August 2023 – Providers

10 October 2023 – Pasifika

12 December 2023 – YAAY’s

**Sept Expo Event Report**

Natt tabled the Sept Expo Event Report.

Discussion points:

* Memo of understanding for external organisations for event is not necessary.
* Event management skills, checklists, and tools more beneficial
* Google will have template for event planning.
* Budgeting to be done upfront with quotes required.
* Some of the points on the report are questions for the event planners.

**Action: The group was asked to collate and send their feedback to Natt and Antnz.**

* Access to the live stream videos was difficult to find.

**Sector Engagement**

* Office 365 training is being arranged specifically for the core group administrators (as group laptop holders) only during November.
* Social Media training information has gone out, intended for those on leadership and core groups who are interested in doing social media comms. Natt will clarify the dates.
* Lael, Ally, Tracey, Annette, Andrew, Rangirea, Dion, Rasela and Lovely indicated their intention to attend.

**Mana Whenua Matters**

**Capability & Capacity Funding Panel**

* Mana Whenua expressed their desire to sit on the Capability Funding Panel as RLG level representatives.
* Toni I proposed a seat be created on the Capability Funding Panel enabling Mana Whenua is represented at the RLG level by a current and consistent Mana Whenua RLG member.

**Toni I/Rangirea**

All present agreed to accept the above proposal.

**Increasing representation at Regional Leadership Group**

* Mana Whenua requested an increase from 3 to 7 seats at the RGL table

to cover the representation of the 4 different age groups of Mana Whenua disabled people.

Discussion points included:

* Clarity that YAAY’s do not have a seat at the table; one of the Disabled People representatives just happens to be a YAAY member.
* A reminder that disabled people have the larger number of seats keeping their voice the loudest on this platform.
* Seats on RLG were clarified as:
* Disabled People 5 + 2 (Deaf culture and People First)
* Mana Whenua x 3
* Pasifika x 2
* Family x 3
* Providers x 3
* On completion of the discussion, Mana Whenua withdrew their request for the 4 extra seats, asking for an extra 1 (to cover the representation of the 4 different age groups).
* No extra seat was approved; the group was reminded they were welcome to bring an emerging leader to the group meeting as a learning experience, not in a paid role.

**Updates**

**Family Core Group**

* The SAMS EGL course finishes next week.
* As the core group is struggling to get new members, they have planned 2 half day huis to discuss who they are, why they are here and how to attract new members.
* Toni I tabled her resignation from both the core and leaderships groups effective from December.

There were no further group updates due to time.

**The meeting closed at 2.30pm.**

**Appendix A**

