

## **Minutes**

### **Meeting of Wrap-Around Services Working Group 9am-11am Fridays 25<sup>th</sup> November 2016 St Patrick's, 12 Queen Victoria Street, Fremantle**

**Chair:** Jennie Grey (Anglicare)

**Participants:** Traci Cascioli (St Patrick's Community Support Centre), Jill Zunack (Cockburn Community Care), Jade Gallaher (Housing Authority), Brent Lippiatt (Community member), Katarina Barjaktarevic (Community Representative)

**Apologies:** Tracy Foulds (Explorability), Paul Loseby (St John of God), Antonella Segre (Connect Groups), Clory Carrello (Cockburn Integrated Health, Paul Burge (CPFS), Heather Hobert (DSC)

#### **1. Welcome, Introductions and apologies**

#### **2. Volunteer to take minutes**

Jade Gallaher

#### **3. Approval of minutes of meeting 28<sup>th</sup> October 2016**

#### **4. Actions arising from the minutes**

NDIS and Lucy Saw have been contacted and invited to join the membership. No correspondence has been received to date. Jennie Grey will follow up

The idea of an internal Think Tank was raised with the possibility of looking at issues associated with clusters of social/public housing for example Davis Park. Jenni Gordon will follow up with the Davis Park working group. Jennie Grey will follow up with the leadership group

#### **5. Service Passport Update**

Jenni brought in different proto types as well as quotes from Snap and Branded Promotions. The approximate cost is between \$5-6 per passport depending on the quantity ordered. We would be looking to order between 500 -1000 passports.

**BRANDED PROMOTIONS - Shiny PVC wallet**

Quantity	Product Cost	Total
1000	\$ 2,76	\$ 2 760
500	\$ 3.81	\$ 1 905

**SNAP - Top opening PVC Notebook cover**

Quantity	Product Cost	Total
500 (blank)		\$ 1 042
500 (branded)		\$ 1 597

**SNAP - Handbooks**

Quantity	Total
500	\$ 1 171

Product	Total
BP + handbook (500)	\$ 3 076
Snap + handbook (500)	\$2 768

The following ideas were raised in relation to the passports:

- Each agency could potentially customize the passport through co-branding e.g. having the individual logo and SWMPF logo. Jenni will follow up the costs of co-branding vs generic.
- Jennie raised the idea of crowd funding to cover the costs. This idea could be presented to the leadership group.
- Design ideas: The passport will include the person-centered charter. The first page will have instructions and client details. Inside there will be inserts with one side of the page being for agency contact details and the other side of the page will be left blank for notes. A few pages will be left blank at the end. The very back page will have crisis agency numbers.
- It was agreed that CWS is tentatively going with Branded Promotions for the passport cover and Snap for the insert.

**6. Person-Centered Documents**

This document is currently with the graphic designer. It should be ready by early 2017.



## **7. Yammer**

Yammer is a tool that belongs to all SWMPF members and is therefore a space to post and share ideas and information.

For those members who have not already signed up, please do.

## **8. Other business**

The idea was raised for SWMPF to have a stall or poster at the Mental Health Conference 2017. Katarina will follow up with regard to costs. Applications are due by December 9<sup>th</sup>.

Jenni will flag the idea with Judy and liaise with Katarina

## **9. Next Meeting**

3<sup>rd</sup> of February 2017 9am at Cockburn (since changed to the 10<sup>th</sup> February at Cockburn).