

Outreach Working Group Meeting Notes

July 11th, 2022

Virtual WebEx Meeting

11:00AM – 1:00PM

Those in Attendance: Tom Manzuk, Paula Kilburn, Patty Cameron, James Kemp

Also in Attendance: Sunil Angrish

Those Absent: Jayne Cardno, Aznive Mallet, Anthony Frisina

1. Welcome
2. Approval of July 11th Agenda: July 11th Agenda was approved.
3. Approval of June 21st Meeting Notes: June 21st Meeting Notes were approved.
4. ACPD Accessibility Fair 2022 Media:
 - a. WordPress Website: The IMPACT initiative will plan the social media pages. Unified colour scheme with a 7:1 contrast ratio. Simplified design. Central. WCAG compliant as far as we can tell. Removed “Come and” from the Header. All yellow discs are images with descriptive text. Paula tried to find fault

in the screen reader accessibility and was unable to. Chair explained how WordPress promised to add any required accessibility features we find lacking. Chair will add a Schedule of Events page.

b. Banner Ads: It was pointed out that the address was entered incorrectly. It was decided to break up these two ads. The first one will now be the Stakeholder media release and the second will become the banner ad mock up. Chair explained that the City Staff will actually design this based on the media we provide so it may not be what the final product looks like. They both have links at the bottom of the page.

c. Additional Sign Mockups: Chair provided several versions of signs just in case it is required. They are created in different configurations as required.

d. Poster: Chair provided several versions of the poster varying in complexity and style. We decided on the poster with the images along the sides and the yellow ovals.

5. Stakeholder Release: We reviewed the release one final time before it is sent en masse to the stakeholders on Paula's list.

6. Other Business: The Stakeholder Invite list will be completed shortly and sent out as soon as Paula is finished with it.

If we need to, we can run the white cane course.

Paula and Tom already have equipment.

Banner slot needs to be filled so another organization doesn't have their banner over our event.

Paula inquired about the "Chair Wash". Chair informed her that the structure would only consist of a wipe down and there will be no chair transfers.