

ACPD's Outreach Working Group Meeting Notes

April 16th, 2024

Virtual Teams Meeting

4:00PM – 6:00PM

Members in Attendance: Paula Kilburn, Anthony Frisina, Hope Bonenfant, Mark McNeil, James Kemp Sr.

Also in Attendance: James Kemp Jr.

Members Absent: Robert Westbrook, Benjamin Cullimore

1. Welcome and Introductions

2. Approval of April 16th Agenda: Agenda was approved with the logo discussion moved up first to accommodate James Jr.

3. Approval of April 3rd Meeting Notes: April 3rd meeting notes were approved.

4. Accessibility Award Logo Discussion: The group reviewed the two different logo designs. The first is a more detailed version with a mountain in the background symbolizing the barriers we face and a

more curved ribbon symbolizing the path of accessibility. The designer was on hand to answer any questions or address any concerns, but there was a consensus that the more detailed image was the best one. We will use that as the logo going forward with the Committee's approval. We do want to approve and keep the simplified image in case it will be needed to make a physical award. After we decide what the text should read, James Jr. will find/modify or create an appropriate font for the next meeting.

5. OWG Vice-Chair Nomination Discussion: Chair asked if anyone had any questions or thoughts on Vice-Chair. Some members asked a few clarifying questions and were interested in the idea of Co-Vice-Chairs. We will continue to discuss until we can have a meeting with all members in attendance.

6. Accessibility Fair Discussion:

- **Budget:** Chair reviewed the draft budget along with notes made for Rebecca. Unfortunately, Rebecca was unable to attend the meeting to discuss it with us. Chair will refine the budget further with Rebecca's assistance and will have a final version for next meeting.
- **Events:** We discussed possible events and what we want to see return. HSR/DARTS Station, Haptic

Station, Hearing Test Station, Yarn Bombing Station, Chair Wash Station, Maintenance Lessons Station, Repair Station, TEAD Horse station (Most likely will not contain horses) Guide Dog Puppy Station, Art Contest Judging Station. Chair mentioned that there is still roughly \$600 left in the activities budget that is not yet unallocated if anyone has any ideas they want to bring forward.

- **Advertising:** We discussed advertising, what worked last year and what needs to be vastly improved. Hope expressed interest in assisting with Social Media. James Jr. has offered his services as needed for graphic design work, this includes illustration, print media and ui/ux (web design). We expect the Art project and Awards program to generate interest for us as well. We will meet with communications soon and learn what their assistance entails and includes.
- **T-Shirts:** Chair asked what the group thoughts were on t-shirts and it was unanimously supported if the budget will allow for it. Chair will investigate and report back costs.

7. Accessibility Awards Discussion:

- **Dais/Sound System/Tent:** We discussed an official dais or podia, but quickly decided against it due to many concerns. We will set up a mic stand,

but the City may want to have their triple H background for pictures. We may need to think about a small tent to protect the area from the elements, but we will avoid it if we can. Sound system needs to be better and stretch down the path to include everyone in the speeches.

- **Art Project:** we discussed the art project. Chair doesn't want to send out any documentation until it is approved, so we will set up a meeting with those involved to discuss rules, dimensions and limitations to name a few. Will report back afterwards.
- **Updating Nomination Form:** We discussed the only package we've received from Lisa so far. This is the nomination form and while what is said on it is important, the structure of the form is more what we have to focus on. Hope raised a concern about spacing and we will look into that.
- **Award Selection, Certificate Printing/Framing Costs:** We discussed the creation of an award for this year's event ranging from trophies to medals to cut glass sculpture. Will have more options soon. We also will provide a certificate in a matted frame.

8. Other Business: There was no other business

9. Adjournment