

ACPD's Outreach Working Group Meeting Notes

November 19th, 2024

Virtual Teams Meeting

4:00PM – 6:00PM

Members in Attendance: James Kemp, Robert Westbrook, Jake Maurice, Mark McNeil

Also in Attendance: Rebecca Banky

Members Absent: Paula Kilburn, Benjamin Cullimore, Hope Bonenfant

1. Welcome and Introductions

2. Approval of November 19th Agenda: Agenda was approved.

3. Approval of October 29th Meeting Notes: Meeting Notes were approved.

4. Honorarium Motion: We reviewed the Honorarium Motion for James Kemp Jr. Chair will declare a conflict of interest. Rebecca will write a letter for James Junior and Paula will move the motion.

5. Website Design Discussion: Chair was hoping to have an initial design for the OWG to review, but is having difficulties in changing things like headers and footers while keeping the current website live. In discussion with tech support on how best to address this issue. Chair gave an overview of some of the difficulties in the redesign like simplicity, accessibility and elegant design. Mark had questions about the WCAG, specifically central design requirements and why it is necessary. Chair will hopefully have something for the next meeting. Members are encouraged to brainstorm ideas on visually interesting designs without overwhelming or confusion.

6. December 3rd IDPWD Discussion: We discussed this year's International Day for Persons with Disabilities and how we will try for another group shot in front of the purple Hamilton sign. Mark asked us to do it before 2:00pm to ensure DARTS availability. We will invite staff as well as members and take two photos, one during the day and one in the evening and try to composite them together with James Junior's assistance.

7. ACPD Budget: We briefly discussed the upcoming budget. Chair is still waiting for an estimate from Public Health on the cost of hosting a vaccination

clinic. If we hear back, we can always put in a reserve request as needed. Mark suggested adding honorariums to the list of expenses. Chair also mentioned the motion regarding the name change and the costs involved. We will be seeking reimbursement for a new table runner. Motion is with the Clerk's office.

8. **Other Business:** Mark asked Rebecca about the upcoming advisory committee review and had concerns about the report. Rebecca explained the work involved and sought to reassure the group. As this was technically outside the scope of OWG this is all I will explain.

9. Adjournment