

ACPD's Outreach Working Group Meeting Notes

April 15th, 2025

Virtual Teams Meeting

4:00PM – 6:00PM

Members in Attendance: James Kemp, Mark McNeil

Also in Attendance: Camila Gullón, Sunil Angrish

Members Absent: Paula Kilburn, Hope Bonenfant, Robert Westbrook, Benjamin Cullimore

1. Welcome and Introductions

2. Approval of April 15th Agenda: Chair added Volunteer Week in Other Business.

3. Approval of March 25th Meeting Notes: Meeting notes were approved.

4. Senior's Kick-Off Table Discussion: We discussed what we would like at the table for the event. Chair suggested that portions of the haptic station could be deployed here as well as advertising for the Fair and Awards nominations. We discussed adding something

for the Canada Disability Benefit. Members asked why we would have that when Service Canada was also present and Chair responded that we would target our approach to assisting people with the process from our perspective, not the Federal Government's. So far we have James Kemp, Mark McNeil and Lance Dingman, there is room for one more attendee. We need to restock the sugar free candy as we are running low from last year's supply. Chair will pay out of pocket and submit a receipt.

5. Accessibility Awards Update: Chair updated the group on the meeting with Comms to discuss advertising the nomination process. We set the date of opening to June 17th and closing on July 18th. Chair pointed out issues we had with last year's advertising and Comms agreed to make it more accessible. We decided on how the budget should be allocated across several mediums to target the largest possible audience. ACPD needs to have the adjudicating finished approximately two weeks prior to the event to give Comms enough time to create announcements for the day of.

Mark raised concerns about messaging to nominators/nominees. Confirmation on the City website is still not working. We need to send out

confirmations as well as invitations and thank yous after the event regardless of the outcome of adjudication.

6. Accessibility Fair Planning:

Website: We are out of time to redesign the website yet again. James Jr. will create a wireframe of potential layouts sometime this summer for us to review for next year. Chair will have to update and fix the website as it is this year as best he can. We will simply be updating the media as well with the small change of reorienting the posters to portrait from landscape.

Activities: We agreed to move forward on the special lenses and create a visual impairment station. Chair will design a prototype of an opera glasses like holder to protect the lenses, make them cleanable and increase their longevity. We will explore ways to test the lenses. Haptic Station will continue and get expanded. Chair Wash needs new buckets and cloths. CDC Orthomobility will be asked to set up the repair station again. Motion will be asked to participate in the HSR/DARTS station again. We will continue with the sensory safe space as it was quite effective. We are unsure what to do for an art component yet but Chair has asked for member's ideas here. Guide Dogs are more certain this year, we

have already heard back from Lion's club through Mark and Jake is approaching K9. Chair will sort out the insurance issue with SEAT and get back to the group. Chair will discuss the hearing test booth with Levi to ensure they will be able to participate.

Exhibitors: Invitations will be prepared for next month's meeting. Chair asks anyone to suggest exhibitors to invite that are currently not on the list.

Advertising/Posters: Hope was not in attendance so we were unable to review poster distribution. Chair explained why the change in poster orientation was requested. We will produce pamphlet size advertising for HSR and DARTS sleeves. Camila will attend the next ACPD and present her social media plan.

7. Other Business: We briefly discussed the upcoming volunteer week and Sunil told us something is in the works from City Hall.

8. Adjournment