

ACPD's Outreach Working Group Meeting Notes

May 20th, 2025

Virtual Teams Meeting

4:00PM – 6:00PM

Members in Attendance: Hope Bonenfant, James Kemp, Robert Westbrook, Mark McNeil

Also in Attendance: Camila Gullón, Lauren Vraets

Members Absent: Paula Kilburn, Benjamin Cullimore, Jake Maurice

1. Welcome and Introductions

2. Approval of May 20th Agenda: Agenda was approved.

3. Approval of April 15th Meeting Notes: Meeting notes were approved.

4. Senior's Kick-Off: We discussed the issue of the venue closing and the need for a new venue. Chair will update as we find out more. Sunil and Lauren will

be in attendance at another table if we need assistance.

5. Accessibility Awards: Chair went through the media plan and nomination process with the group.

Nominations will open on June 17th and close of July 18th. Media and fact sheet has been approved along with graphic advertisements. Nomination form will be available on the [Hamilton.ca/accessibilityawards](https://hamilton.ca/accessibilityawards) page and we have tightened the process to ensure proper nominations and testimonials. Once they close Sunil and Lauren will review them and filter out any that do not abide by the proper process before sharing them on sync.com as that is an approved sharing site by IT. We need to put together an adjudication panel.

Lauren suggested that if we need people, that staff may assist. We will reach out to other organizations and see if anyone can spare an adjudicator. Judging Rubric was very effective last year and will be used again unaltered. Judging needs to be completed two weeks prior to the event to give Comms enough time to create announcements and us time to create awards.

6. Accessibility Fair: We reviewed the activities first; safe space tent, chair wash, haptic station, HSR/DARTS/Motion mobility station, CDC

Orthomobility repair station, Lion's Club Demonstration, K9 Lifelines Demonstration, CHHA Hearing Test station(will confirm). We discussed an art station again, but are unsure of next steps. Hope suggested a colouring station and it is a good one we will explore. Drawing contest for children is also a possibility. We may also offer a DTC Tax Clinic courtesy of the SPRC, Mac, St. Joseph's and HCLC, but will update as we go.

Chair went through the schedule so far. Mayor Horwath and Councillor Tadeson have committed to speak at the opening and award ceremony respectively at 12:00pm and 2:00pm. We will ask Jake to open again if he is interested.

We discussed the advertising briefly including Camila's social media plan and Hope's volunteer drive and poster campaign. Hope will have more soon on this.

Exhibitor invitations are being delayed until we sort out a payment system for registering them. Invoicing failed last year and we ate all fees. Ticketing system seems a better way to go, but may be complicated due to us being an outside organization.

*Chair wanted to make a note that we need a sign for the volunteer hospitality area as it was forgotten the

past two years. Mark was curious about our food options and we will explore further.

Website is mostly updated, but is still waiting to build the exhibitors and schedule pages. Our accessibility suite was upgraded and the Webmaster is still working out the new functions, but it is much more versatile. We have repaired the landing page as last year's was flawed. We are still trying to add audio clips for full functionality of the site. Accessibility statement needs to be drafted and posted on the contact us page.

7. CDB Discussion: Chair updated the group on the past couple meeting with the RFPR, SPRC, HCLC, McMaster, St. Joseph's, ACORN, DJNO, HCBN regarding the CDB and our efforts to publicize its existence, educate the public on how to apply, assist people to apply for the DTC, lobby MPs and MPPs regarding the program's earnings status, and write editorials in various newspapers. We have invited them to potentially host a DTC tax clinic at the Accessibility Fair.

8. Other Business: Lauren suggested we look into the lending library that Sunil is looking after as they have many things to offer. We used them last year for tables and easels during the event.

9. Adjournment