

ACPD's Outreach Working Group Meeting Notes

June 17th, 2025

Virtual Teams Meeting

4:00PM – 6:00PM

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

Also in Attendance: Camila Grullon, Sunil Angrish

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

1. Welcome and Introductions

2. Approval of June 17th Agenda: Chair gave a quick verbal agenda as computer issues prevented him from making one. Agenda was approved.

3. Accessibility Award Update: Nominations are now open and we have one already entered. We will now need to put together a judging panel. Chair will reach out to a few organizations to see if anyone can be spared. Will put out the call at the next ACPD. Chair requested Comms change the image on the webpage

from a bus to an actual symbol of accommodation and they did so. Media Package was sent out to the group with links and a fact sheet.

4. Accessibility Fair Update: Chair began by explaining the issues with the registration fees. We ate the fees last year due to not having anyone available to do the invoicing, but even if we had, we wouldn't have been able to put it into a City account. Sunil and Chair are trying different methods to solve this problem. We will be unable to attach a ticketing system until this is sorted out so maybe next year. A motion will have to come to ACPD to sort this issue out as there is no mechanism for us to bring money back into the system. As we want to eventually grow the Awards and the Fair with sponsors, we will have to be able to access accounts in both directions so it is better we sort this out now. Sunil suggested we create an FAQ as Chair was answering endless questions on this matter last year.

We reviewed the current activity stations and what is required from each.

Chair Wash: Water supply, new buckets and cloths, volunteer bodies.

Safe Space: We will see how the Sensory Safe Tent will work out for Jessica at the Canada Day event at

the Bayfront. They are fully enclosed as we have only one wall. We had to go with a more open version to cover liability in case someone uses it for drugs and we weren't able to properly staff it. We will use the Sensory Safe kit available through the Lending Library

HSR/DARTS/Motion Station: We are all set here, just need to confirm with Motion.

Repair Station: We are still waiting to confirm CDC Orthomobility's attendance. Last year, they didn't RSVP but just showed up. We will make a space for them as we did last year.

Hearing Loss: We do not have anything for this group yet. We double booked with CHHA, they are having their golf Tournament on the same day this year. We will both try to coordinate better next year. Perhaps we will reach out to Ear for You, a vendor we saw at the KickOff. Lending Library also has ASL fridge magnets. We would like to come up with something for ASL eventually.

Guide Dogs: Mark has confirmed the attendance of a trainer and service animal from Lion's Club. Jake is trying to confirm K9's participation as well as finding out if they want to give demonstrations on a schedule or as crowds develop.

Art Station: We do not have anything for this yet, last year's collaboration with Centre[3] was rather

expensive at \$1000 and we should try to find a more sustainable solution. Hope suggested a colouring station last month and Chair suggested to Sunil, Lauren and Cindy that perhaps Engage Hamilton would like to sponsor this station. They will let us know, but regardless, their lending library is a good source for materials. Perhaps set aside \$200 to cover the costs.

Haptic/Tactile Station: We need to create professionally made display posters for this station so it is more professional and easier to take to other events.

Vision Loss Simulator Station: We have the lenses and Chair is finalizing design of the frames. We need to reach out to eye specialists for the best way to demonstrate the lenses. Will also need professional posters made for this station.

Dexterity Loss Station: we need to build this one from scratch. The lending library has full sized Jenga blocks we can borrow. If we purchase a couple pairs of construction gloves, some BBQ tongs and reacher/grabbers, we can simulate dexterity loss.

Volunteer Hospitality: Need to make a sign that only Volunteers/Exhibitors allowed, No Public Access.

Website and social media are almost ready. Website has been mostly updated with the exception of

Schedule and Exhibitor Pages. Contact Us+ Page has been updated with an FAQ and Accessibility Statement. Registration Page has been rebuilt and is live. Invites are to go out as soon as mailing list is compiled. Sunil offered to assist Chair with setting up a Mail Chimp campaign. Exhibitor invitation was reviewed and the group agreed that a word heavy description is best.

Poster has been adjusted using already approved layout and design. We did change the orientation to be portrait and not landscape as we had complaints last year from those that hosted them.

Will provide an advertising plan for the next meeting, Candy and Pamphlets need to be replenished.

Pamphlets need to be corrected beforehand though. Chair will begin reaching out to volunteer organizations like Neighbour2Neighbour.

5. Other Business: There was no other business.

6. Adjournment