

**ACPD's Outreach Working Group Meeting Notes**

**February 20<sup>th</sup>, 2024**

**Virtual Teams Meeting**

**4:00PM – 6:00PM**

**Members in Attendance:** Anthony Frisina, Hope Bonenfant, Ben Cullimore, Mark McNeil, Paula Kilburn, James Kemp

**Also in Attendance:** Rebecca Banky

**Members Absent:** Robert Westbrook

**\*\* We had technical difficulties connecting a member to the meeting, limiting their participation to just listening. We will try to resolve the issue as quickly as possible.**

**1. Welcome and Introductions**

**2. Nomination of Chair:** James offered to serve as Chair of Outreach for the next year, ensuring that there is a smooth transition between terms and that the Fair and Awards program aren't affected. Paula wanted to discuss splitting the Awards off into its own group, but that is a discussion for another time after

## 9.3(a)

we meet with Lisa Maychak on what our next steps should be. James also suggested that next month, the group nominates a Vice-Chair that can not only assist the Chair, but learn how to be a Chair in their own right and prepare to take over in the future. The group agreed that this was a sensible course of action without putting too much pressure on new members.

**3. Approval of February 20<sup>th</sup> Agenda:** Agenda was approved.

**4. Note Taking Discussion:** Chair began by asking people to consider rotating on note taking, thereby reducing the strain on any one person. Ben connected us to something called Otter AI through Teams that seems to take minutes with some accuracy. We shall investigate further.

**5. OWG Work Plan Discussion:** Chair began by saying that the OWG doesn't have a work plan and we should develop one soon. Currently we have objectives of exploring partnership opportunities with other community agencies and organizations, organizing the Fair, keeping the pamphlet current, managing the website, setting up the awards program.

## 9.3(a)

**6. Review Outstanding Business List:** Chair reviewed the Outstanding Business List in detail. Began by describing an example of successful collaboration with HDEN as they assisted getting the word out and helping the day of the event.

Discussed the calendar project that still needs to be finished if anyone wants to make it into a web linked page.

We reviewed the Fair and Awards both this year and in the future. We also set the last week of September as the week of the event, either the 24<sup>th</sup> or the 26<sup>th</sup> so as not to interfere with Council business.

We spoke about approaching Mohawk's event planning program to see if we could utilize some of their expertise in exchange for work experience.

Chair's son has volunteered to help with graphic and web design as he is in that program at Mohawk.

Discussed planning for next year's fair concurrently with this year to ensure we have more options in the future. Paula reviewed the venues she researched to see what the price range for another location would be. Cheapest was Ancaster Fair Grounds and the most expensive was Michelangelo's. Anthony suggested collaborating with other groups to share the costs and the Chair responded that it is what we are eventually aiming for.

## 9.3(a)

We spoke about the website and our plans for it in the future, not just to advertise the Fair and Awards, but to provide educational material, like urban braille.

There will be a nominal fee to attend this year which will align us with other events. This will ensure we can provide things like lunch to the exhibitors.

We then discussed updating the pamphlet with the new name and potentially redesigning it to align with the new advertising colour scheme for the fair and awards.

We also discussed the name change process in general as we should keep account of how much the changes will cost. This will be reported to Council as they have agreed to cover the costs of the process.

Rebecca mentioned that she was available to assist with any of the event planning for both the fair and awards.

We discussed wheelchair/scooter breakdown and Paula informed us that the staff report has been pushed back yet again.

**7. Media Update Due to Name Change:** We discussed this issue when reviewing the OBL.

**8. ACPD Canva Account:** Considering the large quantity of media produced by the OWG, it would be beneficial to have access to the full program. We can

## **9.3(a)**

purchase a shared account much like Jocelyn's department has done; it just means that all members will be able to see everyone's work in progress. Chair will present motion at the next ACPD meeting.

**9. Accessibility Fair Discussion:** We actually discussed the Fair while reviewing the OBL.

**10. Accessibility Awards Discussion:** We discussed the Awards while reviewing the OBL

**11. Other Business**