



REPORT

From the office of the...

Maccess Director

TO: Members of the Executive Board
FROM: Phoebe Wang
SUBJECT: Maccess Report 2
DATE: August 12, 2022

Year Plan Update

With the new director being onboarded in early August, Maccess is behind on the following priorities that were scheduled for July:

- Training the executives
- Transitioning the executives (get them started with their duties)

Along with the AD, I will be making changes to the Year Plan and finalizing the “Projects/Events Timeline” section for September to April.

Events, Projects, & Activities

General Service Usage

Our peer support services have not started. We will be focusing on hiring volunteers from late-August to mid-September.

Projects & Events: Upcoming/On-Going/Complete

- **Upcoming**
 - Create Maccess Training PowerPoint for executive team
 - Goal: To get the executive team trained and adjusted to their roles by mid/end of August
 - Hiring peer support volunteers
 - Create training for volunteers
 - Connect with Community Groups, NEADS, Grad Peer Group
- **On-Going**
 - Collaborating with SAS (MacStart) for three projects:
 - Welcome Week Assistive Technology Event
 - Welcome Week Who/What/Where Panel Event
 - “Intro to Maccess” Flyer

- Welcome Week SSC Learning Fair Booth
- **Complete**
 - Transition the new Maccess director
 - Ad for The Silhouette
 - Welcome Week Kinesiology Event plans
 - We will be providing Maccess merch for them to display at their faculty night

Outreach & Promotions

Summary

We will be promoting our services to incoming first years at various Welcome Week events

Promotional Materials

The Silhouette Half Page Ad:



Social Media Engagement since the Previous Report

N/A

Finances

Budget Summary

ACCOUNT CODE	ITEM	BUDGET / COST
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6501 - 0118	Exec Team + Director Instagram Posts	27.50
	Silhouette Advertisement	50.00
	Welcome Week Stickers (promo)	129.00
	Executive Team T-Shirts	291.00
Advertising and Promotions	TOTAL SPENT IN LINE	497.50
	REMAINING IN LINE	1202.50
TOTALS		
TOTAL BUDGETED DISCRETIONARY SPENDING		7800.00
TOTAL ACTUAL DISCRETIONARY SPENDING		497.50
REMAINING DISCRETIONARY SPENDING		7302.50

Things to note:

- In the Silhouette Welcome Week Ad email, a half page ad was stated to cost \$25. We used this price in our last EB (July) report. The invoice I received from Silhouette on August 5th stated the cost to be \$50.
- I will confirm with the previous director on all financial transactions that occurred during the spring/summer term.

Executives & Volunteers

N/A

Successes

- We have a strong executive team!
- Great working dynamic between the new director and AD!

Current Challenges

- Since director hiring was delayed, we are behind on executive training and volunteer hiring, however, with the executive team coming together on Sat, Aug 13th, I believe our goals will be met in the upcoming weeks.