



# REPORT

*From the office of the...*

## Maccess Director

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TO: Members of the Executive Board  
FROM: Phoebe Wang  
SUBJECT: Maccess Report 2  
DATE: September 23, 2022

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### **Year Plan Update**

- Taking Mitch's ideas/suggestions and updating our year plan by Sept 26<sup>th</sup>

### **Events, Projects, & Activities**

#### *General Service Usage*

- Our service will open by early October. The goal is to open before reading week!
- Some people have already joined our discord drop-in space
- I will be contacting the previous director to post on last year's discord drop in space about the new drop in space, so previous users can migrate to the current one

#### *Projects & Events: Project 1 – Executive and Volunteer Hiring (On-Going)*

- 7 applications for the 2 executive positions
  - Will be sending out interview times:
  - Will be hiring by: Sept 30<sup>th</sup>, 2022
- 16 applications for Peer Support Volunteer:
  - Goal is 40-60 PSVs
  - Will be extending the deadline to Sept 25<sup>th</sup>, 2022
  - Since we only promoted on our Instagram, to improve applicant numbers, we will share on our Facebook and on multiple Facebook groups!

#### *Projects & Events: Project 2 – Executive and Volunteer Training (On-going Overall)*

- There are three parts to the Executive Training:
  - 2-hour presentation by the Director and Assistant Director – Recorded and Complete
  - [Be-There Certificate](#) - Ongoing
  - Suicide Intervention [Webinar](#) by Carly Boyce – Ongoing

- The Assistant Director + Volunteer and Training Coordinators are currently creating the volunteer training
  - The Be There Certificate will be mandatory for all volunteers too!

*Projects & Events: Re-vamping Physical Space (Ongoing)*

- Re-decorating and cleaning space

*Projects & Events: “Accessibility Concerns at Mac Microsoft Form” (Upcoming)*

## Outreach & Promotions

### Summary

- Hiring posts on Instagram
- Will be extending Hiring Post for Peer Support Volunteers and advertising to Facebook and Facebook Groups

### Promotional Materials





## **Executives & Volunteers**

- According to the recent survey we did they are super excited
- A potential challenge to exec dynamics: welcoming the 2 remaining execs and introducing them to the current ones
  - We will be doing an exec social for bonding after EVERYONE is onboarded!

## **Successes**

- The two-hour training session with Bianca and I was super fun and interactive!

## **Current Challenges**

- Getting many applications for Peer Support Volunteers. Hopefully promoting widely on both IG and FB will help