



REPORT

From the office of the...
Maccess Director

TO: Members of the Executive Board
FROM: Phoebe Wang
SUBJECT: Maccess Report 3
DATE: October 28th, 2022

Year Plan Update

- Going as planned
- Addition: Bi-monthly 1:1 check-in with executives to gauge how they feel with their current duties, stress levels, how volunteer bubbles are going, etc.
 - Applies to Goal #4

Events, Projects, & Activities

General Service Usage

- The space will open on: Oct 31, 2022
- Monday, Wednesdays, Fridays – MUSC B111 space is open from 12-4 PM
- Tuesdays, Thursdays – Discord space is open from 12-4
- Tuesdays + Thursdays Evenings – Community Groups will run

Project 1 - Finalize Team (Complete)

- Finished transitioning all executives including the ones hired in early October 😊
- Finished hiring all PSVs for the fall term + training presentation conducted on **Sunday, Oct 30th**. Will hire again in January so we can extend our peer support service hours to beyond 12-4 if needed.

Project 2 – Accessibility Concerns at McMaster Microsoft Form (Complete/Ongoing)

- Form was created
- Was advertised at our Meet & Greet event
- Will promote on social media around mid-October (in the process of editing post)

Project 3 – Fall Social Media Campaign (Ongoing/Upcoming)

- Will be released on the week of Nov 14th of 28th

Project 4 – Maccess & The Silhouette (Ongoing)

- Meeting on Oct 28th to discuss about writing articles for the Silhouette on disability and accessibility related issues

Event 1 – Meet & Greet Maccess (Complete)

- In-person component
 - Overall successful
 - Around 40 people showed up during the two days
- Social media component
 - Using a digital camera, we took photos of our space. They were uploaded onto our social media categorized into three sections: Lending Library, Our Space, Lending Resources
 - Good engagement

Event 2 – Halloween Social for Executives and Volunteers (Ongoing)

- Thanks Mitch, for the pumpkin kit!
- Occurring on Wednesday, Oct 26th, 8-10 PM
- Will play a movie, carve our pumpkin, have snacks, etc.

Event 3 - DisVisibility and History Week (Ongoing/Upcoming)

- Speaker Plans:
 - Potential Jack Talk
 - Asking Kate Brown from EIO as a potential speaker
 - Others are in talks
- Events Plans:
 - Still in the process of planning
- Date: Nov 21-Nov 25

Outreach & Promotions

Summary

- Meet and Greet Event: Promotion post
- Photos of MUSC B111

Promotional Materials



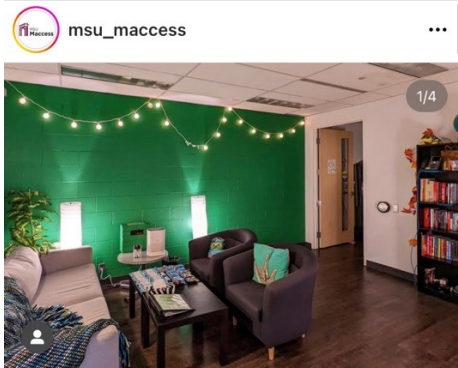
View insights

Boost post



Liked by msu_wgen and 60 others

msu_maccess Hello McMaster! Maccess - your accessibility and disability justice service - is back. On Wednesday and Thursday October 5 and... more



View insights

Boost post



Liked by msu_pride and 197 others

msu_maccess WELCOME TO THE MACCESS SPACE 🎨 Need a place to chill? Take some books? Paint? Drop by at MUSC B111 at the Maccess Office! 🎶🎵 More pics coming soon :)



View insights

Boost post



Liked by calvinprocyon and 89 others

msu_maccess INTRODUCING OUR LENDING LIBRARY! 📖 Located at Maccess Office MUSC B111, there are variety of books on disability... more

- Great engagement on these two posts!

Social Media Engagement since the Previous Report



Insights



Last 30 Days ▾

Sep 25 - Oct 24

Overview

You reached **+6.4%** more accounts compared to Aug 26 - Sep 24

Accounts reached	1,543	>
	+6.4%	
Accounts engaged	313	>
	+27.7%	
Total followers	1,192	>
	+1.7%	

Finances

Budget Summary

6501-0118	MACCESS - ADVERTISING & PROMO	\$1,800.00
	Exec Team + Director Hiring Instagram Posts	\$27.50
	Silhouette Advertisement	\$25.00
	Team T-Shirts (For D, AD, Execs)	\$291.00
	WW 300 Stickers	\$129.00
	WW 500 Rave Cards	\$205.00
	Volunteer (+ Exec) Hiring Promo	\$55.00
	Meet and Greet Maccess Event - IG post	\$55.00
	Accessibility Concerns at McMaster Form - IG Post	\$55.00
	TOTAL SPENT IN LINE	\$842.50
	REMAINING IN LINE	\$957.50

TOTALS	
TOTAL BUDGETED DISCRETIONARY SPENDING	\$7,800.00
TOTAL ACTUAL DISCRETIONARY SPENDING	\$842.50
REMAINING DISCRETIONARY SPENDING	\$6,957.50

Executives & Volunteers

- Most of the team was hired in the summer. However, we recently had an addition of 2 execs to the team.
 - Team dynamics are being adjusted
 - Currently, working super well!
- We have 20 volunteers hired. This is under the usual amount, but it is enough to run peer support from 12-4 every day and have some community groups. This is assuming all our volunteers commit 2-4 hours a week. We may/should hire again at the end of December for semester 2.

Successes

- Our first event
- The team getting into its groove

Current Challenges

- We have spent a bunch of our budget already for the promo section as many of our expenses were not predicted at the beginning of the year. We have not spent anything in the other sections yet. I shall keep an eye on the budget to ensure we don't overspend in the promo section.