



# REPORT

*From the office of the...*

## Maccess Director

---

TO: Members of the Executive Board  
FROM: Phoebe Wang  
SUBJECT: Maccess Report 4  
DATE: Jan 26, 2023

---

- ***Please include the bold black headings and blue sub-titles in your submitted version. This makes your report easier for EB members to reference.***
- ***Please remove from your submitted version any grey/red text you see here in this outline.***

### Yearplan Update

Original Goals/Plans (Updates in blue):

- Hire second semester volunteers:
  - Aimed to hire new volunteers by January 9<sup>th</sup> – We did it!
  - Trained all 9 volunteers (Maccess training) on Jan 22<sup>nd</sup>
  - They are still completing the EOHSS modules (as stated in contract)
  - Was wondering when the next MSU wide training is?
- Plan for Disability and Mad Pride Week
  - Aimed to start discussing it in January – We did it!
  - Determined to host it on Mach 6 – 10<sup>th</sup>
    - Implemented this calendar system to book off days and fill out the calendar together with events, initiatives, etc.
      - Based on feedback from 1:1 check-ins from my executives
- Social media campaigns for winter semester 2023
  - Project 1 – Animation on ... (unsure need to clarify with Ayesha)
  - Project 2 – Mini interviews to tackle accessibility concerns at McMaster from students POV
- Accessibility Guidebook
  - Aimed to release last November – still in progress
  - It is finished, the Director and AD needs to proofread it still
- Community Groups:

- The goal was to plan community groups with other MSU services back in September
  - Last semester, we had ONE community group running with PCC
  - As we focused on running peer support services more and getting opened, we decided to organize more community groups for the winter semester
  - Currently, we have brainstormed with the execs and volunteers all the community groups we want to host. Waiting for them to vote on it and hopefully we can start all community groups med February!
- Team social – NEW
  - We want to have a team social for all ~40 members of Maccess around February?
- Relationship with GSA
  - I connected with GSA back in August and September, and we even found a volunteer to host a community group for the grad students.
  - Hashed out the details – both ends did not follow up
  - Potentially reconnecting this semester?
- We won't do skill sharing workshops individually. Can implement in events

## Events, Projects, & Activities

### *General Service Usage*

We operate in hybrid mode as it allows us to reach more students. Some student prefer online anonymity, some students prefer more personal interactions

- 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
  - One community group with PCC - Queer, Trans, & Disabled
  - Community groups are great for students who feel that they are part of multiple marginalized groups. It is important to acknowledge intersectionality

### *Projects 1 – Open Service for Winter 2023 (Complete)*

- Tasks to open:
  - Hire new PSV volunteers and train them
  - Have our first executive team meetings
    - Our first meeting was on Thursday, January 19<sup>th</sup>, 8:30 PM
    - This was the best time for most of the executives. Could not find a time that worked for everyone
  - Peer support and exec on call sign-up sheet

- With our new volunteers, all slots should be filled by next week
- Currently the executives have been covering shifts that have no people
- We open on Monday, Jan 23rd

*Event 1 – Maccess Team Social (Upcoming)*

- Hope to have a team social around mid-February
  - This will also serve as a welcome back event
- Many of the volunteers said they felt like they didn't really know anyone in Maccess
- We hope the team can get to know each other
  - On top of this, we hope to implement volunteer bubbles soon

**Outreach & Promotions**

Maccess Reel:



**Maccess is a peer support, advocacy, and com...**

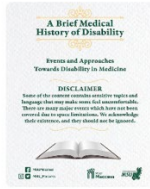
msu\_mcmaster · Original audio  
January 19 · Duration 1:14

9150    270    4    27    17

**Reach** ⓘ

**6,507**  
Accounts reached

DisVisibility and History Week's social media campaigns (from last semester)



January 18 at 11:12 AM

41 (likes) 3 (comments) 6 (shares) 10 (saves)



January 18 at 11:02 AM

21 (likes) 0 (comments) 7 (shares) 5 (saves)

### Overview ⓘ

Accounts reached 533  
Content Interactions 60  
Profile activity 16

### Overview ⓘ

Accounts reached 321  
Content Interactions 33  
Profile activity 7

## Finances

### Budget Summary

6102-0118 MACCESS - ANNUAL CAMPAIGNS		\$3,500.00		
	DisVisibility Week & History Week			
	Speaker: Hilary Jenkins	\$100.00	20-Nov-22	25-Nov-22
	Speaker: Celeste Suart	\$100.00	20-Nov-22	25-Nov-22
	Speaker: Roche Keane	\$200.00	30-Nov-22	2-Dec-22
	Uber purchases	\$135.91	13-Nov-22	14-Nov-22
	Amazon purchases	\$210.61	13-Nov-22	14-Nov-22
	Fortino purchase	\$117.68	13-Nov-22	14-Nov-22
	TOTAL SPENT IN LINE	\$864.20		
	REMAINING IN LINE	\$2,635.80		

<b>6494-0118</b>	<b>MACCESS - VOLUNTEER RECOGNITION</b>	<b>\$650.00</b>		
	December Volunteer Appreciation - \$10 Gift Cards			
	Starbucks	\$130.00	18-Dec-22	22-Dec-22
	Indigo	\$70.00	18-Dec-22	22-Dec-22
	Walmart	\$50.00	18-Dec-22	22-Dec-22
	TOTAL SPENT IN LINE	\$250.00		
	REMAINING IN LINE	\$400.00		
<b>6804-0118</b>	<b>MACCESS - TRAINING EXPENSE</b>	<b>\$750.00</b>		
	Other: 300 stickers + 50 calendar print outs	\$162.00	20-Nov-22	20-Nov-22
	TOTAL SPENT IN LINE	\$162.00		
	REMAINING IN LINE	\$588.00		

<b>6501-0118</b>	<b>MACCESS - ADVERTISING &amp; PROMO</b>	<b>\$1,800.00</b>		
	Exec Team + Director Hiring Instagram Posts	\$27.50	14-Sep-22	15-Sep-22
	Silhouette Advertisement	\$25.00	7-Sep-22	7-Sep-22
	Team T-Shirts (For D, AD, Execs)	\$291.00	14-Sep-22	15-Sep-22
	WW 300 Stickers	\$129.00	14-Sep-22	15-Sep-22
	WW 500 Rave Cards	\$205.00	14-Sep-22	15-Sep-22
	Volunteer + Exec Hiring Instagram Posts	\$55.00	14-Sep-22	15-Sep-22
	Meet and Greet Maccess Event - IG post	\$55.00	5-Oct-22	5-Oct-22
	Accessibility Concerns at McMaster Form - IG Post	\$55.00	2-Nov-22	2-Nov-22
	Maccess Space Opening - IG Post	\$55.00	2-Nov-22	2-Nov-22
	Multi-Event Campaign #1: DisVisibility + History Week	\$0.00	2-Nov-22	2-Nov-22
	DisVisibility + History Week - History Posts (remake)	\$330.00	18-Dec-22	22-Dec-22
	Volunteer Hiring Instagram Posts - Winter Semester	\$55.00	18-Dec-22	18-Dec-22
	TOTAL SPENT IN LINE	\$1,282.50		
	REMAINING IN LINE	\$517.50		
<b>6603-0118</b>	<b>MACCESS - SPECIAL PROJECTS</b>	<b>\$1,000.00</b>		
	Dec 3rd International Day of Persons with Disabilities	\$0.00		
	Exam Care Special Project (w/ SHEC, WGEN)	\$0.00		
	S&PA Animation Campaign - Adobe Creative Cloud	\$60.00	18-Dec-22	22-Dec-22
	TOTAL SPENT IN LINE	\$60.00		
	REMAINING IN LINE	\$940.00		
<b>TOTALS</b>				
<b>TOTAL BUDGETED DISCRETIONARY SPENDING</b>		<b>\$7,800.00</b>		
<b>TOTAL ACTUAL DISCRETIONARY SPENDING</b>		<b>\$2,618.70</b>		
<b>REMAINING DISCRETIONARY SPENDING</b>		<b>\$5,181.30</b>		

## Executives & Volunteers

- Excited for the new year!

## **Successes**

- We OPENED!

## **Current Challenges**

- We have so many ideas, not enough time to pursue them!

## **Miscellaneous**