



Year Plan

**Maccess
Director
Esther Liu**

2023–2024



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Introduction

I am deeply honoured to be the Maccess Director for the 2023-2024 school year.

Maccess has had a profound impact on my life. The people I have met over my time at Maccess have shaped my world for the better: they are caring, loving, and enthusiastic – they are the beating heart of our service. This year, I am excited to give back to this beautiful community with my AD.

Disability justice and pride with a strong focus on intersectionality is my vision for Maccess in the coming year. The disability justice movement itself stems from the passion and work of BIPOC and LGBT+ disabled folks. Their work inspires the pillars upon which Maccess operates – I hope to showcase this in our events, educate those in the McMaster community, and cultivate a safe(r) space for BIPOC, LGBT+, low-income, and otherwise marginalized disabled folks.

There is so much to celebrate, so much passion, and so much to love in the Maccess and disabled community. Together, I know that we will create meaningful changes for our community. I look forward to every moment.

With love,

Esther Liu

I am greatly looking forward to taking on the role of Assistant Director for the 2023/2024 academic year.

I have been a part of Maccess since 2020, where I started as the Volunteer and Training Coordinator. As the years past by, I had continued to stay on the Maccess executive team until I had stepped up to take the interim role of Assistant Director in the beginning of 2022. Like all who have joined Maccess, this has had a profound impact on my life. Not only was I able to find a community of like-minded Individuals but I finally felt heard.

Like every year, Disability pride will be a part of the Maccess mission statement and vision for the coming year. A focus of mine is to streamline our backend processes to be more efficient without letting go of our grassroots foundation.



Not only am I here to celebrate the fantastic community I have supported for years, but to continue to uphold the pillars of peer support, advocacy and community alongside my Director and team.

Kind regards,

Kathleen Chen

Vision for Maccess

<p>Overarching Vision (I.e., What is the <i>ultimate</i> goal you have for your Service?)</p>	<p>Increased focus on intersectionality within the Maccess community. In particular, having a stronger focus and presence for BIPOC, LGBT, low-income, and otherwise marginalized disabled folks.</p>
<p>Description</p>	<p>In all aspects, there needs to be a stronger focus and presence for BIPOC, LGBT, low-income, and otherwise marginalized disabled folks to truly ensure a safe(r), accessible space. Maccess is built upon the pillars of disability justice – one of them being collective liberation. That is, there must be justice and liberation for <i>all</i>, with community work from all peoples for justice to be meaningful.</p> <p>This goal is not dissimilar to those of other services. It is in the greater interest for all to recognize, understand, and provide spaces to cherish the diversity of our experiences with the lens of intersectionality. Hence, I plan to have greater collaboration with services such as DEN, PCC, and WGEN. Another example is including EDI, anti-racism, and anti-colonial training for all Maccess volunteers and Executives.</p>
<p>Benefits</p>	<ul style="list-style-type: none"> • Increased participation in events and community groups • Increased inclusiveness and acceptance in disability community • Increased support, comfort, and safety for BIPOC, LGBT+, low-income, and otherwise marginalized students • Increased collaboration and networking with other services and groups
<p>Year 1 Goals (2023/24)</p>	<ul style="list-style-type: none"> • Increased service usage • Increased event registrations • Increased connections to other services and disability-focused organizations or groups • Increased participation in Maccess from BIPOC, LGBT+, low-income, and otherwise marginalized communities

	<ul style="list-style-type: none"> Continued planning and organizing for Disability Studies Minor at McMaster proposal
Year 2 Goals (2024/25)	<ul style="list-style-type: none"> Above mentioned goals Continued planning for organizing a proposal for a Disability Studies Minor at McMaster Creation and timeline for plans towards physical accessibility on campus
Year 3 Goals (2025/26)	<ul style="list-style-type: none"> Above mentioned goals Continued planning for organizing a proposal for a Disability Studies Minor at McMaster Moving forward with timeline with plans towards physical accessibility on campus
Partners	Other MSU Services, EIO, SAS
How can VP Admin support you?	<ul style="list-style-type: none"> Promotions Advocating for and working towards providing mandatory training regarding disability and overarching EDI, antiracism, anticolonial, and other anti-oppressive trainings for all staff and volunteers Advocating for and working towards physically accessible spaces on campus

Project/Events Timeline

Spring/Summer Term

May	
Service Goal/Project/Event (#1):	Prepare for Executive team hiring
Why and how?	<ul style="list-style-type: none"> • Edit previous job descriptions • Reach out to previous Executive team to gain insight on the difficulties of their role; what they would like to see in the role in the future; what is viable and would best be changed in accordance with our vision of the service; and modify job descriptions accordingly
Potential difficulties? How can you overcome them?	N/A
Who?	Director, Assistant Director
Priority Level	High Priority Moderate Priority Low Priority
Service Goal/Project/Event (#2):	Connect with disability-focused groups (ex PACBIC, DIMAND)
Why and how?	<ul style="list-style-type: none"> • Nurture relationships • Share resources • Gain insight on between different disability groups on and off campus • Attend group meetings
Potential difficulties? How can you overcome them?	N/A
Who?	Director
Priority Level (highlight one)	High Priority Moderate Priority Low Priority

June	
Service Goal/Project/Event (#1):	Begin hiring for Executive team
Why and how?	<p>How:</p> <ul style="list-style-type: none"> • Outreach through different social media platforms, such as sharing information through other groups (ex other services); MSU website • Begin interviews
Potential difficulties? How can you overcome them?	<ul style="list-style-type: none"> • Difficulty: Creating space and promotion to BIPOC and/or LGBT+ individuals • Plan: Ensuring outreach to spaces and clubs created for BIPOC and/or LGBT+ individuals (ex McMaster Engiqueers, Queer and Trans Colour Club, Black Student Success Centre)
Who?	Director, Assistant Director
Priority Level (highlight one)	High Priority Moderate Priority Low Priority
Service Goal/Project/Event (#2):	Developing budget for 23-24 year
Why and how?	Create budget plan with AD to determine and track expenses for the year
Potential difficulties? How can you overcome them?	<ul style="list-style-type: none"> • Difficulty: Insufficient funds, especially for accessibility services (ex for sign language interpretation) • Plan: Budget accordingly for events to ensure they do not go over budget; reach out to MSU for alternative funding or resources prior to events
Who?	Director, Assistant Director
Priority Level	High Priority Moderate Priority Low Priority
July	

Service Goal/Project/Event (#1):	Finalize hiring Executive team		
Why and how?	<ul style="list-style-type: none"> • Finish interviews • Discuss with AD 		
Potential difficulties? How can you overcome them?	N/A		
Who?	Director, Assistant Director		
Priority Level (highlight one)	High Priority	Moderate Priority	Low Priority
Service Goal/Project/Event (#2):	Begin training Executive team		
Why and how?	<p>Why:</p> <ul style="list-style-type: none"> • Ensuring that volunteers/execs are trained adequately to the point where they feel comfortable providing peer support and are oriented to their roles <p>How:</p> <ul style="list-style-type: none"> • Create training slideshow for Executive team (including EDI, disability 101, and peer support) • Providing opportunities for them to suggest what training they would like to prepare them for their responsibilities 		
Potential difficulties? How can you overcome them?	N/A		
Who?	Director, Assistant Director, Training and Volunteer Coordinators		
Priority Level (highlight one)	High Priority	Moderate Priority	Low Priority
Service Goal/Project/Event (#3):	Begin hiring Peer Support Volunteers		
Why and how?	How:		

	<ul style="list-style-type: none"> • Post job descriptions • Outreach through different social media platforms, such as sharing information through other groups (ex other services); MSU website
Potential difficulties? How can you overcome them?	<ul style="list-style-type: none"> • Difficulty: Creating space and promotion to BIPOC and/or LGBT+ individuals • Plan: Ensuring outreach to spaces and clubs created for BIPOC and/or LGBT+ individuals (ex McMaster Engiqueers, Queer and Trans Colour Club, Black Student Success Centre)
Who?	Director
Priority Level (highlight one)	High Priority Moderate Priority Low Priority

August	
Service Goal/Project/Event (#1):	Welcome Week events and participation
Why and how?	<p>Welcome Week Events:</p> <ul style="list-style-type: none"> • Kinesiology Faculty Event • Archway Movie Night • SAS Welcome Week Toolkit Event • SAS MacStart Who/What/Where Panel Event • Presentation about Maccess for the SSC <p>Why:</p> <ul style="list-style-type: none"> • Outreach to incoming students so they know what the service provides and may be interested in applying in the future <p>How:</p> <ul style="list-style-type: none"> • Involve Executive team participation • Director and Assistant Director present at events

Potential difficulties? How can you overcome them?	<ul style="list-style-type: none"> • Difficulty: Lack of availability • Plan: involve multiple members of the team to share the responsibility
Who?	Director, Assistant Director, Executive team
Priority Level (highlight one)	High Priority Moderate Priority Low Priority
Service Goal/Project/Event (#2):	Complete Executive team training
Why and how?	<p>Why: See above point on training in July</p> <p>How:</p> <ul style="list-style-type: none"> • Conduct virtual training session with entire team • Director has 1 on 1 sessions with executive team to ease them into their roles and address any questions or concerns • Host additional trainings as the Director, AD, and Executive team see fit
Potential difficulties? How can you overcome them?	N/A
Who?	Director, Assistant Director, Executive team (particularly Training and Volunteer Coordinators)
Priority Level (highlight one)	High Priority Moderate Priority Low Priority
Service Goal/Project/Event (#3):	Circulate Accessibility Guidebook with staff and faculty
Why and how?	<ul style="list-style-type: none"> • Why: provide basic accessibility training and information for faculty, particularly teaching staff so they are prepared for the upcoming teaching term • How: Executives will further edit; circulate with faculty deans and other offices the existing Maccess Accessibility Guidebook;

Potential difficulties? How can you overcome them?	N/A
Who?	Director, AD, Executive team
Priority Level (highlight one)	High Priority Moderate Priority Low Priority
Service Goal/Project/Event (#4):	Prepare for Peer Support (online and in-person)
Why and how?	<p>Why:</p> <ul style="list-style-type: none"> • Ensure that peer support can start as early as possible (projected: mid-late September) <p>How:</p> <ul style="list-style-type: none"> • Begin cleaning out physical space • Finish hiring and begin training Peer Support Volunteers (PSV) • Create Exec-on-Call system (ensure that Executive members can be reached during peer support) • Reach out to other services re: peer support groups
Potential difficulties? How can you overcome them?	<ul style="list-style-type: none"> • Difficulty: Certain items may be delayed due to Welcome Week • Plan: Have created enough buffer room to push certain items to September
Who?	Director, AD, Executive team
Priority Level (highlight one)	High Priority Moderate Priority Low Priority

Fall Term

September	
Service Goal/Project/Event (#1):	Team Bonding and Volunteer Social

Why and how?	<ul style="list-style-type: none"> • Why: Introduce Maccess team to each other (Executive team to each other, Executive team and volunteers) • How: Organize socials with Executive team
Potential difficulties? How can you overcome them?	<ul style="list-style-type: none"> • Difficulty: Lack of availability • Plan: Potentially push back social
Who?	Director, AD, Executive team, PSV
Priority Level (highlight one)	High Priority Moderate Priority Low Priority
Service Goal/Project/Event (#2):	Finish PSV training and open Maccess space/Peer Support!
Why and how?	<p>How:</p> <ul style="list-style-type: none"> • Finish cleaning physical space; open physical space • Finish creating online space (Discord); open online space • Finish training PSV • Finalize peer support schedule
Potential difficulties? How can you overcome them?	N/A
Who?	Director, AD, Executive team, PSV
Priority Level (highlight one)	High Priority Moderate Priority Low Priority
Service Goal/Project/Event (#3):	Nurture relationships with other services and disability-focused groups
Why and how?	<ul style="list-style-type: none"> • Why: Collaborate on future events • How: Connect with other Ontario university disability groups
Potential difficulties? How can you overcome them?	N/A

Who?	Director, Community Outreach Coordinators, Peer Support Services		
Priority Level (highlight one)	High Priority	Moderate Priority	Low Priority
Service Goal/Project/Event (#4):	Create year plans for our social media campaigns		
Why and how?	<p>Why:</p> <ul style="list-style-type: none"> • Prepare for social media campaigns • Create space for students to report accessibility concerns via social media <p>How:</p> <ul style="list-style-type: none"> • Brainstorm and develop year plan for social media campaigns about disability related topics (i.e., language use, masking, disability policy in Ontario, etc) • Distribute Accessibility Concerns form on social media – we will use this to inform our future campaigns, events, and more • 		
Potential difficulties? How can you overcome them?	<ul style="list-style-type: none"> • N/A 		
Who?	Director, Social and Political Advocacy Coordinators, Promotions Executive		
Priority Level (highlight one)	High Priority	Moderate Priority	Low Priority

October	
Service Goal/Project/Event (#1):	Social Media Campaign (October-November)

Why and how?	<ul style="list-style-type: none"> • Why: Develop first social media campaign to address responses to the Accessibility Concerns form and/or educate about disability-related topic of interest • How: Social and Political Advocacy Coordinators research and begin to create campaign; communicate with Promotions Executive and Underground
Potential difficulties? How can you overcome them?	N/A
Who?	Director, Social and Political Advocacy Coordinators
Priority Level (highlight one)	High Priority Moderate Priority Low Priority
Service Goal/Project/Event (#2):	General meeting/game night open to community
Why and how?	<ul style="list-style-type: none"> • Why: connect with disabled community on campus; introduce people to Maccess • How: Plan event with Community Outreach Coordinators
Potential difficulties? How can you overcome them?	<ul style="list-style-type: none"> • Difficulty: Lack of interest • Plan: Outreach with other services, clubs, and EIO, SAS, etc
Who?	Director, Community Outreach Coordinators
Priority Level (highlight one)	High Priority Moderate Priority Low Priority
Service Goal/Project/Event (#3):	Begin Community Groups
Why and how?	<p>Why:</p> <ul style="list-style-type: none"> • Create distinct space for people who would like to discuss the intersections of their identities and experiences to find community <p>How:</p>

	<ul style="list-style-type: none"> • Coordinate with other services to create community groups • Find volunteers to help facilitate and lead community groups
Potential difficulties? How can you overcome them?	<ul style="list-style-type: none"> • Difficulty: Lack of interest/awareness • Plan: Promote with other services, SAS, EIO
Who?	Assistant Director, PSV, Training and Volunteer Coordinators, other services
Priority Level (highlight one)	High Priority Moderate Priority Low Priority

November	
Service Goal/Project/Event (#1):	DisVisibility and History Week
Why and how?	<p>Why:</p> <ul style="list-style-type: none"> • To shine light on the experiences of disabled individuals/students • To educate others on disability justice issues • To educate others on disability history <p>How:</p> <ul style="list-style-type: none"> • Introduce in early September; finalize by end of Reading Week (October) • Executives will do bulk of planning (organizing guest speakers, events (both in-person and online), etc. with assistance from Director •
Potential difficulties? How can you overcome them?	<ul style="list-style-type: none"> • Difficulty: planning difficulties, Executive members struggling with their role, not enough time • Plan: Director to assist with planning and will meet with Executive team weekly to discuss plans and updates. Smaller group meetings will be conducted if

	needed. Collaboration with other services if needed/desired
Who?	Director, Executive team
Priority Level (highlight one)	High Priority Moderate Priority Low Priority
Service Goal/Project/Event (#2):	Accessibility Guidebook
Why and how?	<p>Why:</p> <ul style="list-style-type: none"> • Modify existing guidebook as needed to reflect current environment • Prepare to send out to faculties / professors prior to winter semester <p>How:</p> <ul style="list-style-type: none"> • Resources Coordinator, with guidance from Accessibility Concerns form, EIO, SAS, and other sources, to modify guidebook
Potential difficulties? How can you overcome them?	N/A
Who?	Director, Resources Coordinator
Priority Level (highlight one)	High Priority Moderate Priority Low Priority
Service Goal/Project/Event (#3):	1-on-1 meeting with Executive team and PSV
Why and how?	<p>Why:</p> <ul style="list-style-type: none"> • Check in with PSV and Executive team to determine progress, debrief, and implement feedback for winter semester • Gain Executive team input on current role to modify existing Job Descriptions; potential skill-sharing workshops; feedback for winter semester

	<p>How:</p> <ul style="list-style-type: none"> • Meetings November-December • Director meet with Executive team 1-on-1 to discuss feedback (for Director and for team) • AD meet with PSV 1-on-1 (if possible) to discuss feedback (for Executive team – including Director and AD - and for PSV)
Potential difficulties? How can you overcome them?	<ul style="list-style-type: none"> • Difficulty: Scheduling difficulties due to lack of availability • Plan: Have meetings from November to December – if needed, have during the break before January
Who?	Director, AD, Executive team, PSV
Priority Level (highlight one)	High Priority Moderate Priority Low Priority

December	
Service Goal/Project/Event (#1):	Collaborative Events (ex Winter Wonder Care or for International Day of of Persons with Disabilities (IDPD))
Why and how?	<p>Why:</p> <ul style="list-style-type: none"> • Foster relationship with other services or groups (ex SHEC and/or PACBIC) – potentially one OR the other • Provide event for students prior to exams to de-stress (Winter Wonder Care) • Educate on, celebrate, or commemorate disabled persons in collaboration <p>How:</p> <ul style="list-style-type: none"> • Communication and planning via Community Outreach Coordinators and relevant groups (ex SHEC or PACBIC)
Potential difficulties? How can you overcome them?	<ul style="list-style-type: none"> • Difficulty: too many events – not enough time to plan for all of them

	<ul style="list-style-type: none"> Plan: Director or other Executive members to assist; alternatively, only help with 1 of the above events; create social media plan or statement only if needed
Who?	Director, Community Outreach Coordinators
Priority Level (highlight one)	High Priority Moderate Priority Low Priority
Service Goal/Project/Event (#2):	Volunteer and Executive team Appreciation / Exam De-stressor
Why and how?	<p>Why:</p> <ul style="list-style-type: none"> Demonstrate appreciation for all the hard work from volunteers and the Executive team! <p>How:</p> <ul style="list-style-type: none"> AD and Volunteer and Training Coordinators to plan appreciation night based on volunteer interest (ex paint night)
Potential difficulties? How can you overcome them?	N/A
Who?	AD, Volunteer and Training Coordinators
Priority Level (highlight one)	High Priority Moderate Priority Low Priority
Service Goal/Project/Event (#3):	Hiring for winter semester PSV
Why and how?	How: hire over winter break (outreach, interviews)
Potential difficulties? How can you overcome them?	<ul style="list-style-type: none"> Difficulty: Creating space and promotion to BIPOC and/or LGBT+ individuals Plan: Ensuring outreach to spaces and clubs created for BIPOC and/or LGBT+ individuals (ex McMaster Engiqueers, Queer and Trans Colour Club, Black Student Success Centre)

Who?	AD		
Priority Level (highlight one)	High Priority	Moderate Priority	Low Priority

Winter Term

January	
Service Goal/Project/Event (#1):	Training and hiring of incoming PSV
Why and how?	<ul style="list-style-type: none"> • Why: Complete training and onboarding of new PSV for winter semester • How: using previous training materials, AD and Volunteer and Training Coordinators to conduct training
Potential difficulties? How can you overcome them?	N/A
Who?	AD, Volunteer and Training Coordinators
Priority Level (highlight one)	High Priority Moderate Priority Low Priority
Service Goal/Project/Event (#2):	Community Skill Sharing Workshop (if interest)
Why and how?	<ul style="list-style-type: none"> • Why: to provide community members and volunteers the opportunity to get involved in creating a workshop event for the Maccess community where they can teach a skill • How: Interested community members would fill out a form with their ideas; meet with an executive to discuss logistics; the executive team would determine feasibility
Potential difficulties? How can you overcome them?	<ul style="list-style-type: none"> • Difficulty: lack of interest/availability • Plan: Determine the feasibility of having a guest speaker or workshop

Who?	Director, PSV, Executive team		
Priority Level (highlight one)	High Priority	Moderate Priority	Low Priority
Service Goal/Project/Event (#3):	PSV welcome event		
Why and how?	<ul style="list-style-type: none"> • Why: to welcome new PSV • How: AD and Volunteer and Training Coordinators to plan event according to interest 		
Potential difficulties? How can you overcome them?	N/A		
Who?	AD, Volunteer and Training Coordinators		
Priority Level (highlight one)	High Priority	Moderate Priority	Low Priority

February	
Service Goal/Project/Event (#1):	General meeting/game night open to community
Why and how?	<ul style="list-style-type: none"> • Why: connect with disabled community on campus; introduce people to Maccess • How: Plan event with Community Outreach Coordinators
Potential difficulties? How can you overcome them?	<ul style="list-style-type: none"> • Difficulty: Lack of interest • Plan: Outreach with other services, clubs, and EIO, SAS, etc
Who?	Director, Community Outreach Coordinators
Priority Level (highlight one)	High Priority Moderate Priority Low Priority
Service Goal/Project/Event (#2):	Resource Acquisition

Why and how?	<ul style="list-style-type: none"> • Why: To address accessibility concerns and needs for the Maccess space and McMaster community • How: provide form for people to fill out regarding what accessibility needs they would like to see addressed via resources (ex halal/gluten-free foods, mobility aids)
Potential difficulties? How can you overcome them?	<ul style="list-style-type: none"> • Difficulty: insufficient budget • Plan: If possible, budget planning should account for this. Communication with the MSU regarding funding may be necessary for larger purchases (ex mobility aids)
Who?	Director
Priority Level (highlight one)	High Priority Moderate Priority Low Priority
Service Goal/Project/Event (#3):	Social Media Campaign
Why and how?	<ul style="list-style-type: none"> • Why: Develop social media campaign to address responses to the Accessibility Concerns form and/or educate about disability-related topic of interest • How: Social and Political Advocacy Coordinators research and begin to create campaign in January; communicate with Promotions Executive and Underground
Potential difficulties? How can you overcome them?	N/A
Who?	Director, Social and Political Advocacy Coordinators
Priority Level (highlight one)	High Priority Moderate Priority Low Priority

March	
Service Goal/Project/Event (#1):	Disability & Mad Pride Week

Why and how?	<p>Why:</p> <ul style="list-style-type: none"> To advocate for an understanding of disability as a positive factor people can be proud of as opposed to a deficit that needs to be accommodated. <p>How:</p> <ul style="list-style-type: none"> Connect with other MSU services, Hamilton organizations, find speakers, plan events, etc. Begin brainstorming and planning in January/February; complete bulk of planning by end of winter reading week (Monday, February 19 to Sunday, February 25)
Potential difficulties? How can you overcome them?	<ul style="list-style-type: none"> Difficulty: planning difficulties, Executive members struggling with their role, not enough time Plan: Director to assist with planning and will meet with Executive team weekly to discuss plans and updates. Smaller group meetings will be conducted if needed. Collaboration with other services if needed/desired
Who?	Director, Executive team
Priority Level (highlight one)	High Priority Moderate Priority Low Priority
Service Goal/Project/Event (#2):	Disabled Day of Mourning (Event or Social Media mini-Campaign)
Why and how?	<ul style="list-style-type: none"> Why: to commemorate and mourn the lives of disabled people
Potential difficulties? How can you overcome them?	<ul style="list-style-type: none"> Difficulty: Same month as other large events – may not have the capacity to hold another event Plan: Create social media plan or statement only if needed
Who?	Director, Executive team
Priority Level (highlight one)	High Priority Moderate Priority Low Priority

Service Goal/Project/Event (#3):	1-on-1 meeting with Executive team and PSV
Why and how?	<p>Why:</p> <ul style="list-style-type: none"> • Check in with PSV and Executive team to determine progress, debrief • Gain Executive team feedback <p>How:</p> <ul style="list-style-type: none"> • Meetings from March-April • Director meet with Executive team 1-on-1 to discuss feedback (for Director and for team) • AD meet with PSV 1-on-1 (if possible) to discuss feedback (for Executive team – including Director and AD - and for PSV)
Potential difficulties? How can you overcome them?	<ul style="list-style-type: none"> • Difficulty: Scheduling difficulties due to lack of availability • Plan: Have meetings from March-April; if needed, meet with AD or have group meetings
Who?	Director, AD, Executive team, PSV
Priority Level (highlight one)	High Priority Moderate Priority Low Priority

April	
Service Goal/Project/Event (#1):	Volunteer and Executive team Appreciation / Exam De-stressor
Why and how?	<p>Why:</p> <ul style="list-style-type: none"> • Demonstrate appreciation for all the hard work from volunteers and the Executive team! <p>How:</p>

	<ul style="list-style-type: none"> AD and Volunteer and Training Coordinators to plan appreciation night based on volunteer interest (ex paint night)
Potential difficulties? How can you overcome them?	N/A
Who?	AD, Volunteer and Training Coordinators
Priority Level (highlight one)	High Priority Moderate Priority Low Priority
Service Goal/Project/Event (#2):	MSU Services collaborative event
Why and how?	<ul style="list-style-type: none"> Potentially: Collaborate with FCC for a cooking event for disabled folks How: open event to disabled community at McMaster; collaborate with FCC and organize in mid-March
Potential difficulties? How can you overcome them?	N/A
Who?	Director, Executive team, FCC
Priority Level (highlight one)	High Priority Moderate Priority Low Priority

Increasing Maccess Presence

Service Webpage

We plan on updating the service webpage as necessary, such as with our updated hours. In particular, we hope to expand our hours both online and in-person to offer greater availability and flexibility for volunteers and the McMaster community.

Social Media

We aim to increase our social reach by a few hundred for each social media platform, with a particular focus on Instagram. We will also expand our presence on Facebook and Twitter. We may also create a TikTok account to reach a larger audience.

To increase our social reach, we plan on partnering with other services. This includes promoting each other's events, but also collaborating in events such as giveaways which would increase our social media presence. Additionally, we plan on attending a variety of events (such as Welcome Week, Clubs Fest, other events, and events hosted by other disability-centred organizations) for outreach. We also will create and promote educational campaigns on our social media. We also hope to share stories of folks with lived experience of disability, neurodivergence, chronic illness, and mental illness to connect with the community on a deeper level.

Merchandise & Apparel

Merchandise will be purchased for distribution at different events. Key events include Welcome Week, Clubsfest, giveaways, and appreciation events. In particular, we have distributed stress-balls and there is a noted interest in stickers. Executives and volunteers will receive shirts. More merchandise will be ordered if the budget allows.

Physical Promotions

The majority of rave cards and physical promotions will be produced for Welcome Week and Club Fest. Beyond that, we may create posters for giveaways or to put in the spaces of other MSU Services or disability-focused organizations. Pamphlets may be made and distributed if needed. Our advocacy campaigns and other information will primarily be disseminated online, such as through social media.

Team Management

Executive Management

1. Frequent, open, and transparent communication
 - a. 1-on-1s: with Director. One will occur while Executives transition into their roles, and one will occur at the end of each semester (3 total). These will be opportunities to get feedback (for both the Director and the Executive), learn about the Executive member's goals and how to achieve them, demonstrate appreciation, and otherwise address questions or concerns
 - b. Weekly Executive meetings: allow for open and consistent communication on how Executive members are doing and how they are finding their responsibilities while connecting with the Maccess team
 - c. Emphasizing open communication: I appreciated the previous Director's open communication and felt more comfortable in my role in Maccess as a result. I hope to emphasize that this year so that Executives feel comfortable in reaching out if they need help, have a problem, or have feedback
 - d. Calling people "in", not "out": if someone makes a mistake, it is better to discuss why someone acted in a certain way and address next steps in a community-focused manner
 - e. Emphasizing that Maccess is a service for disabled students, *by* disabled students: we recognize that there may be times that Executives cannot complete their responsibilities for their role. They are encouraged to take the time they need
 - f. Emphasizing the value of collaboration and asking for help: the world is not all on your shoulders alone, Atlas! The Executive team is a team for a reason – fulfilling Executive responsibilities, managing school, and everything else in life is difficult for everyone. These responsibilities can be eased by working and planning with other Executive members and even through inter-service collaboration. There is no harm in asking for help.
2. Skill-building workshops
 - a. Interest in different topics will be gathered (could range from resume-writing to knitting to ASL and so on)
 - b. If Executives are also interested in hosting a workshop themselves, this will be arranged
 - c. Opportunity to further connect with the Maccess, McMaster, and Hamilton communities through building skills together
3. Socials and appreciation events

- a. Appreciation events: one each semester to celebrate Executive and volunteer contributions to Maccess
- b. Provide merchandise and food

Volunteer Management

1. Frequent, open, and transparent communication
 - a. 1-on-1s: with Assistant Director. One will occur while PSVs transition into their roles, and one will occur at the end of their semester (~2). These will be opportunities to get feedback for the service, learn about the volunteers goals and how to achieve them, demonstrate appreciation, and otherwise address questions or concerns
 - b. Peer support shifts for Executives: To form connections between the PSVs and the Executive team, Executives will be on-call and encouraged to be in the Maccess space. These stronger connections will help clarify the Maccess processes to PSVs and better inform them on how decisions are made
2. Skill-building workshops
 - a. Interest in different topics will be gathered (could range from resume-writing to knitting to ASL and so on)
 - b. If volunteers are also interested in hosting a workshop themselves, this will be arranged
 - c. Opportunity to further connect with the Maccess, McMaster, and Hamilton communities through building skills together
3. Socials and appreciation events
 - a. Appreciation events: one each semester to celebrate Executive and volunteer contributions to Maccess
 - b. Provide merchandise and food

Master Timeline

Month	Tasks
May	<ul style="list-style-type: none"> • Prepare for hiring Executive team • Transition AD • Connect with other disability-focused organizations
June	<ul style="list-style-type: none"> • Plan budget • Post hiring for Executive team • Begin developing training for Executive team • Begin interviews for Executive team hiring
July	<ul style="list-style-type: none"> • Finish interviewing and finalize hiring for Executive team • Begin training for Executive team • Post hiring for PSV • Develop training for PSV
August	<ul style="list-style-type: none"> • Complete training for Executive team • Begin 1-on-1s between Executive team and Director • Finish interviewing and hiring PSV • Begin developing training for PSV • Welcome Week events • Connect with other MSU services • Begin preparing for peer support (physical and online space) • Circulate Accessibility Guidebook with staff and faculty
September	<ul style="list-style-type: none"> • Continue 1-on-1s between Executive team and Director • Begin planning for DisVisibility Week • Executive and volunteer bonding event • Open Maccess peer support (physical space and online) • Create year plan for social media campaigns • Create space/form for students to report accessibility concerns via social media
October	<ul style="list-style-type: none"> • General meeting/game night open to community • Social media campaign planning • Bulk of planning for DisVisibility week

	<ul style="list-style-type: none"> • Begin community groups
November	<ul style="list-style-type: none"> • DisVisibility Week • Social media campaign • Begin planning for Winter Wonder Care / collaboration with other services • Revise job descriptions • Begin 1-on-1s with Executive team • Begin 1-on-1s with volunteers
December	<ul style="list-style-type: none"> • Submit job descriptions for review • International Day of Persons with Disabilities (IDPD) event or social media statement/campaign • Continue 1-on-1s with Executive team and volunteers • End of Year Volunteer and Executive appreciation event • Launch skill sharing program interest form • Post hiring for PSV
January	<ul style="list-style-type: none"> • Incorporate 1-on-1 feedback • Finish hiring new semester PSV • Train PSV • Prepare skill sharing programs/workshops • Plan social media campaign • Circulate form for resource needs/purchases • Brainstorm for Disability & Mad Pride Week (March)
February	<ul style="list-style-type: none"> • General meeting open to community/volunteers • Finish planning Disability & Mad Pride Week (March) • Making resource purchases
March	<ul style="list-style-type: none"> • Disabled Day of Mourning (March 3rd) – event or social media campaign if possible • Disabled & Mad Pride Week • Social media campaign • Begin hiring process for new Director • Plan collaborative events for April (one open to community) • Begin 1-on-1s for Executives and volunteers
	<ul style="list-style-type: none"> • Collaborative event open to community (ex with FCC)

April	<ul style="list-style-type: none">• Volunteer and Executive appreciation event• End of year budget purchases• Finish 1-on-1s for Executives and volunteers• Complete Director and AD hiring
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Miscellaneous

Potential Future Events

There are many events that we would, given the capacity, love to host or create with other services. In alignment with the pillar of collective liberation, I believe that disability advocacy and, at the very least, education, should have a home in each service. Collaborative events are a great way to share and promote this beyond training. Although these events are not on the year plan, we will be in talks with other services to boost inter-service collaboration, opportunities, and relationships.