



REPORT

From the office of the...

Maccess Director

TO: Members of the Executive Board
FROM: Esther Liu (she/he)
SUBJECT: Maccess Report #6
DATE: January 24th 2024

Year Plan Update

Good afternoon! Most significantly, since the last EB meeting, Maccess has completed our weeklong campaign, DisVisibility Week, begun hiring our new peer support volunteers, and connected more with other services to streamline our processes.

In particular:

1. Completed DisVisibility Week
2. Begun hiring new peer support volunteers
3. Completed 1-on-1 meetings with each executive
4. Completed first executive meeting of the winter semester
5. Met with other services to learn more about community circles, the logistics of peer support, and managing practices

Events, Projects, & Activities

General Service Usage

Maccess has not opened peer support yet as we are finalizing hiring and setting up the online peer support space. This space will be hosted on Discord. Other services have reached out with interest to learn how to set up an online peer support space as well. We are scheduled to open in late January-early February.

Projects & Events: Weeklong campaign (Complete)

We have completed our first weeklong campaign, DisVisibility Week, last semester. I have debriefed with the executive team to gain feedback and will be using that to inform event planning this semester.

Projects & Events: Executive 1-on-1 meetings (Complete)

I have completed 1-on-1 meetings with my executive members from November-January. This is to gain feedback, better understand their experience, and improve for next semester. Upon completion, we will now be implementing more initiatives to promote connection between the executive team, such as hosting biweekly in-person meetings.

Projects & Events: Peer Support Volunteer Hiring and Training (Ongoing)

Before each winter semester, Maccess hires new peer support volunteers. Currently, we are completing interviews and preparing the training for new volunteers. We are reaching out to the Disability Justice Network of Ontario for external support as well.

Projects & Events: Setting up Online Peer Support Space (Ongoing)

I am currently setting up the online peer support space on Discord with part of my executive team. Maccess has previously hosted online peer support to increase accessibility. We are very excited to start this up again and connect with other services to also spread this initiative!

Projects & Events: Meetings with Other Services (Ongoing)

I have met with the other PTMs to discuss community circles, collaboration, logistics, and so on. It has been very helpful to gain insight on what works for other services. I will be implementing feedback from these meetings, such as creating an incentive system for engagement with executive members and with attending events.

Projects & Events: Planning for Disability and Mad Pride Week (Future)

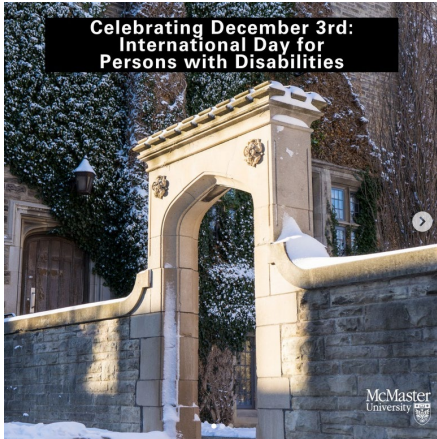
Our weeklong campaign will tentatively occur from March 18-22. As such, the executive team has begun to brainstorm event planning. Additionally, I have reached out to AccessMac, a component of the EIO, to collaborate.

Outreach & Promotions

Summary

Most notably, we have promoted for International Day of Persons with Disabilities and hiring for new winter peer support volunteers and my promotions executive has also promoted for the upcoming SWHAT Wellness Week Maccess event. She will also be starting weekly disability trivia posts and volunteer highlights in the future.

Promotional Materials



Instagram Post #1

Instagram Post #1 Statistics:

- Likes: 29
- Saves: 6
- Comments: 0
- Shares: 6
- Accounts reached: 425



Instagram Post #2

Instagram Post #2 Statistics:

- Likes: 18
- Saves: 4
- Comments: 0
- Shares: 0
- Accounts reached: 228

Social Media Engagement since the Previous Report

I have included the insights for the time since the last EB meeting (November 15th to January 18th). As seen below, Maccess has had a larger reach (+38.4%) in comparison to September 11 – November 14. We have also increased our total followers on Instagram (+1.5%). I believe this is a result of our increased posting. Otherwise, continued and consistent use and largely because of cross posting from other services has helped us gain a wider audience.



Finances

Budget Summary

Since the last EB report, we have used our budget for payments to the Underground for graphics, PPE, and materials for DisVisibility week. Additionally, we have used part of our budget for SWHAT Wellbeing Week and to purchase snacks for the Maccess space.

6501-0118-0		MACCESS - ADV. MACCESS - ADV. & PROMO	\$2,000.00		
6501-0118-030	MACCESS - ADV. & PROMO	wellbeing week - other expenses (ex UG)	\$33.33		
6603-0118-0		MACCESS - SPECIAL PROJECTS	\$1,000.00		
6603-0118-030	MACCESS - SPECIAL PROJECTS	costco snacks for swhat event	50	18/01/2024	
5003-011	MACCESS - OFF	MACCESS - OFFICE SUPPLIES	\$500.00		
6003-0118-030	MACCESS - OFFICE SUPPLIES	costco snacks and drinks	\$130.00	18/01/2024	
MACCESS					
<i>DISCRETIONARY EXPENDITURE</i>					
<i>Summary</i>					
TOTAL BUDGETED DISCRETIONARY SPENDING			\$7,500.00		
TOTAL ACTUAL DISCRETIONARY SPENDING			\$2,662.32		
REMAINING DISCRETIONARY SPENDING			\$4,837.68		

Executives & Volunteers

As I have touched base with each executive member, I feel that their morale for the new semester is high. However, we have encountered some scheduling conflicts for our executive meeting time and I am worried about lack of engagement from the team. To address this and better understand why this is occurring, I will be asking for advice from other PTMs, connect with the executives to best determine what they require from me to stay engaged, and have implemented the incentive system.

Successes

DisVisibility Week went well! Although things were pushed back a bit, I believe it will run fairly smoothly. In the future, we are now explicitly communicating to executives that they are expected to show up to each other's events.

Current Challenges

Current challenges include engagement and time conflicts. Not all executives can attend the weekly meeting so I will be debriefing with them monthly and ensuring that they read the meeting minutes. I am implementing the initiatives, as seen above, to address lack of engagement.

Miscellaneous

Thanks for your attention!