



# REPORT

*From the office of the...*

**Maccess Director**

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TO: Members of the Executive Board  
FROM: Nat (Natalene) Sim (she/her)  
SUBJECT: Maccess Report #1  
DATE: July 3, 2024

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Hello everyone!

I am so excited to get to meet you all and introduce you to the goals and plans we have for Maccess in the upcoming year and the progress we have made so far. Together with your feedback and guidance, we hope our dreams for Maccess will bloom into reality.

Here's to a great year ahead!

## **Yearplan Update**

Together with Honey Starr, Maccess' Assistant Director, we have decided our main goal for this year is:

*To create a more visible, warm, supportive, and welcoming Maccess*

To accomplish this, we plan to:

- Increase our focus on disability as it intertwines with narratives of race, gender, sex, queerness, economics, health, Indigenous narratives, and other marginalized narratives
- Increase our reach and presence on campus
- Increase collaborations with other MSU services, SAS, LAS/CATS, PACBIC/DIMAND, NEADS, and other disability-focused groups
- Expand our social and political advocacy work and initiatives, becoming a stronger resource and support for disabled students
- Increase our social media usage and content creation
- Increase event attendance and number of new and returning service users
- Improve accessibility and approachability of our physical and online spaces

Our current progress:

- We are in the process of finalizing our executive team, with the hope of having a team confirmed by the first week of July. We plan to finish training the team by mid-July.
- We have opened up Peer Support Volunteer (PSV) hiring
- We plan to do major space upgrades this summer, and have started looking into various avenues to acquire new furniture. We have also cleaned, organized, and inventoried the space.
  - We have worked on refining our budget plan in order to accommodate these purchases.

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

### *General Service Usage*

Although Maccess is not open during the summer, we recognize that disabled students do not stop needing support during this time. Thus, we have partnered with various services like SAS (for Disability Pride Month in July), and the MacStart Transition Program to plan collaborations and workshops for the summer. We also have begun inquiring into increasing our presence during Welcome Week as a disability-focused peer support service can be crucial to new McMaster students during such a time.

### *Projects & Events: Executive Team Hiring (On-Going)*

Our applications for Executive Team hiring were opened on May 21<sup>st</sup>, and closed June 7<sup>th</sup>. As of June 28<sup>th</sup>, we have one individual left to interview before we can proceed with confirming the team which we plan to do by early July.

This year we plan to hire 12 executive members:

1. Community Outreach Coordinators (2)
2. Social and Political Advocacy Executives (3)
3. Volunteer and Training Coordinators (3)
4. Promotions Executives (2)
5. Resources Executive (1)
6. Logistics Executive (1)

### *Projects & Events: Space Upgrades (On-Going)*

In order to make Maccess more warm and welcoming, we are working to improve the physical space this year. Last year, we received feedback from service users about the space which we hope to address this year. For example, we noted that there was a lack of seating in the space, and that a number of our furniture items needed to be replaced due to wear and tear. Thus, we are working with the MSU to try to acquire furniture items from various sources, including MSU Clubspace, various McMaster Departments, and others. We also have started making small purchases to make the space feel more inviting and cohesive (further described in *Finances*).

### *Projects & Events: Summer Collaborations (Upcoming/On-Going)*

Currently, we have met with both SAS and the MacStart Transition Program to discuss plans for summer collaborations.

- SAS
  - As July is Disability Pride Month, SAS has plans to run a month long social media campaign covering various topics including disability-focused services and organizations on campus. We have met with the SAS social media team, and are hoping to film a variety of content that shows Maccess as a service available for students who are experiencing and/or identify with disability.
  - Depending on our Promotions Team, we also hope to create content for this month/the summer
- MacStart Transition Program
  - We have met with MacStart to discuss our role in the Transition Program. Maccess plans to run a workshop during the week of August 19<sup>th</sup>, titled “The Art of Advocating”. Through this workshop we plan to share tips and tricks about advocating for oneself in university and also offer a Q&A session for attendees.

## **Outreach & Promotions**

### *Summary*

Both myself and our AD have been keeping active on our social media, although primarily our Instagram as that is where we have the most activity and engagement. I have also logged into the Twitter and Facebook, although have mainly engaged on those to promote our Executive Hiring. After assembling our Promotions Team, we hope to also become more engaged on these platforms. Additionally, a TikTok was created last year which we hope to make more use of this year with the help of our Promotions Team.

During our executive hiring period we:

1. Posted the new Executive Hiring graphic (seen below).
2. Posted the graphic to our Instagram story, and contacted a number of clubs and MSU services to repost it to their stories.
3. Posted the graphic and accompanying information to our Discord server from the previous year.
4. Posted “Ask Me Anything” stories on Instagram to answer any questions individuals might have regarding the positions and hiring for them.

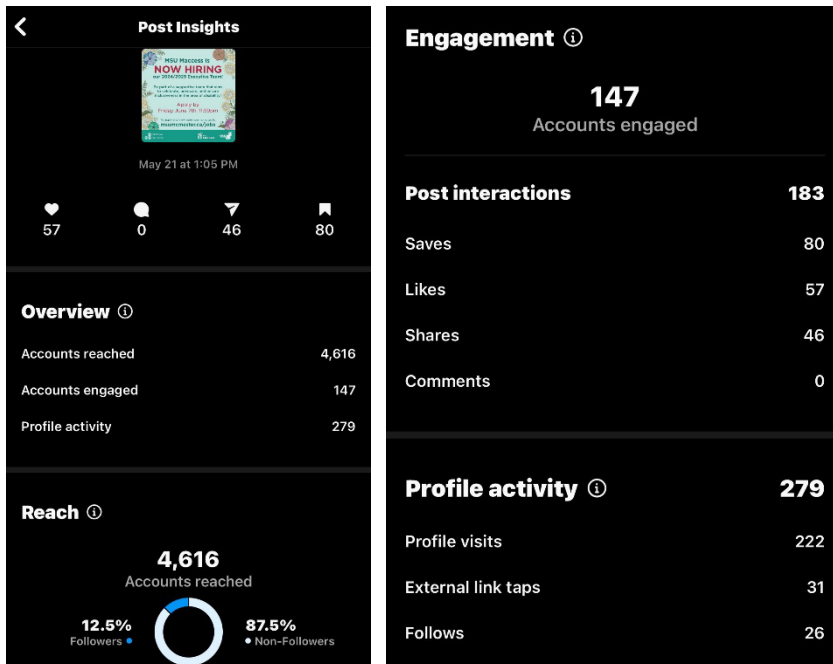
Promotional Materials



[I.D.] A light teal (blue green) background with colourful flowers and leaves along the left and right sides. There are a variety of flowers, including yellow sunflowers. Dark teal and red text reads “MSU Maccess is NOW HIRING our 2024/2025 Executive Team! Be part of a supportive team that aims to celebrate, advocate, and ensure inclusiveness in the area of disability! Apply by Friday June 7th, 11:59 pm. To apply and view open positions, go to msu.mcmaster.ca/jobs.”

A dark teal rectangle covers the bottom edge of the graphic. In white on the bottom right are the logos for both MSU Maccess and the MSU and on the left is our social media information: Facebook: MSUMaccess , Instagram & Twitter MSU\_Maccess

Social Media Engagement since the Previous Report



## Finances

### Budget Summary

The biggest challenge for us has been to accommodate our larger space upgrades in the budget. Thankfully, we were informed that purchases for items that can be used over multiple years can be taken from a different budget which puts less pressure on our special projects and office supplies lines which we had allotted these purchases to previously.

6501-0118-0300	MACCESS - ADV. & PROMO	MACCESS - ADV. & PROMO	\$2,000.00
6501-0118-0300	MACCESS - ADV. & PROMO	Exec Hiring Post - Digital Package	\$100.00
6501-0118-0300	MACCESS - ADV. & PROMO	Volunteer Hiring Post - Digital Package	\$100.00
6501-0118-0300	MACCESS - ADV. & PROMO	TOTAL SPENT IN LINE	\$200.00
6501-0118-0300	MACCESS - ADV. & PROMO	REMAINING IN LINE	\$1,800.00

6603-0118-0300	MACCESS - SPECIAL PROJECTS	MACCESS - SPECIAL PROJECTS	\$900.00
6603-0118-0300	MACCESS - SPECIAL PROJECTS	<a href="#">Border Trim - Corkboard</a>	\$10.17
6603-0118-0300	MACCESS - SPECIAL PROJECTS	<a href="#">Green Throw Blankets 2x</a>	\$35.98
6603-0118-0300	MACCESS - SPECIAL PROJECTS	<a href="#">Star String Lights</a>	\$17.99
6603-0118-0300	MACCESS - SPECIAL PROJECTS	<a href="#">Decorative Door Stopper</a>	\$21.99
6603-0118-0300	MACCESS - SPECIAL PROJECTS	taxes for space supplies	\$11.20
6603-0118-0300	MACCESS - SPECIAL PROJECTS	<a href="#">Power Strip (2)</a>	\$9.50
6603-0118-0300	MACCESS - SPECIAL PROJECTS	tax for power strips	\$1.24
6603-0118-0300	MACCESS - SPECIAL PROJECTS	TOTAL SPENT IN LINE	\$108.07
6603-0118-0300	MACCESS - SPECIAL PROJECTS	REMAINING IN LINE	\$791.93

5003-0118-0300	MACCESS - OFFICE SUPPLIES	MACCESS - OFFICE SUPPLIES	\$500.00
5003-0118-0300	MACCESS - OFFICE SUPPLIES	30 pcs pushpins - Amazon	\$11.29
5003-0118-0300	MACCESS - OFFICE SUPPLIES	GooGone	\$7.90
5003-0118-0300	MACCESS - OFFICE SUPPLIES	TOTAL SPENT IN LINE	\$19.19
5003-0118-0300	MACCESS - OFFICE SUPPLIES	REMAINING IN LINE	\$480.81

<i>Summary</i>	
TOTAL BUDGETED DISCRETIONARY SPENDING	\$7,500.00
TOTAL ACTUAL DISCRETIONARY SPENDING	\$327.26
REMAINING DISCRETIONARY SPENDING	\$7,172.74

### **Executives & Volunteers**

We plan to finish hiring our executive team by early July and hiring for the bulk of our PSVs by end of August. In the past we have opened the space a bit later than the start of the year, such as in October. This year we would like to open as soon as possible – ideally in September.

### **Successes**

One of our main goals this year is to increase our presence on campus, especially by increasing our collaborations with other services and organizations. We are really happy that we have already begun establishing connections this summer with our planned collaborations and are hopeful that this will lead to more service usage in the coming year!

Additionally, although progress has been a bit slow, we are already starting to see our space transform from the little improvements we have made so far. We cannot wait to see what it will look like when fully completed!

### **Current Challenges**

Our biggest challenge currently is managing all the responsibilities of Maccess with only two people thus far (myself and our Assistant Director). This has included meeting various disability-focused groups to plan future collaborations, physically cleaning, inventorying, and reorganizing the space, reviewing resumes and holding interviews for executive hiring, managing the Maccess social media accounts, and more. However, we have been managing thus far with clear and open communication and diligent planning. We are looking forward to finalizing our team and having them help us manage these many responsibilities of Maccess.