



# 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 #2  
DATE: July 3, 2024

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Hello everyone!

We have been working hard to prepare Maccess for the upcoming school year and to make progress on our main goal for this year of “creating a more visible, warm, supportive, and welcoming”.

As a reminder, 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

## Yearplan Update

Our current progress:

- We have finished hiring our executive team and have had an executive meeting. In this meeting, we began the process of getting to know each other and assigned tasks to our team and subgroups.
  - We are currently still training our team and aim to be finished by mid August.
  - Teams such as Promotions, Volunteer and Training (V&Ts), and Social & Political Advocacy have met and started planning for the 2024-25 year and for the rest of the summer/Welcome week.

- We have opened up Peer Support Volunteer (PSV) hiring (first round closing August 11<sup>th</sup>), and have reached our minimum target number of volunteers.
- We have almost finished our major space upgrades this summer, with just a few more bigger items to purchase. Feedback from our executives and other visitors (SAS, etc.) about our space and the changes we have made has been positive.

## 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 have also started planning and discussing how Maccess can be of the most help to disabled students / students who experience disability during Welcome Week.

### *Projects & Events: Executive Team Hiring (Complete)*

We have finished the hiring of our entire executive team. All the contracts are signed and submitted, and training is planned to be finished by mid August. We are planning to meet within the next two weeks to discuss progress on their assigned tasks, Welcome Week, and their role in PSV hiring.

### *Projects & Events: PSV Hiring (Ongoing)*

Our first round of PSV applications are planned to close for August 11<sup>th</sup>. We have met with our V&T Team to discuss their role in PSV hiring and how Peer Support will run this year. For example, to address our attendance issues last year, we plan to have a QR code in the space with a link to a form to fill out information such as how many people accessed the space, if any PSVs were missing, etc. We also discussed that we wanted to break down the disconnect between the PTMs, Executives, and PSVs. This would include getting to know them all better and consult PSVs for feedback as well, so they can feel more involved in the running of Maccess.

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

- SAS
  - We have met with the SAS social media team, and discussed upcoming collaborations for Welcome Week and the beginning of the school year. Honey and I have also filmed a number of content videos with them that are set to be released this year. Additionally, we talked about putting our Promotions Team in contact with the SAS team, so they can better plan future content collaborations.

- MacStart Transition Program
  - Our Social and Political Advocacy (SPA) Team has begun working on the “Art of Advocating” Workshop, planned for Monday August 19th 2:30 - 3:30 pm.
- McMaster Accessibility Social
  - Honey and I attended a networking event on July 8<sup>th</sup> speaking with other individuals engaged in Disability and Accessibility work at McMaster. We made a number of new connections and hope to grow those relationships in the future.
- CMFU
  - Honey and I did an interview with CMFU on July 17<sup>th</sup>, introducing Maccess, our plans for the year, and promoting our PSV hiring.
- McMaster Community Garden
  - The McMaster Community Garden has been looking to consult on making their planned expansion more accessible. Honey, myself, and 7 others from our executive team met with the Garden Coordinators on July 25<sup>th</sup> to do a tour of the current garden and planned expansions, and give feedback.
  - We also discussed further collaborations with the Community Garden in the school year, such as plans for programming for a number of weeks in the fall or spring.
- Spark Summer Webinar
  - Spark has invited us to be apart of their Sites and Services Webinar for August 11<sup>th</sup>. Honey and I have submitted our slides for the event and will be attending as speakers.

### *Projects & Events: Space Upgrades (Ongoing)*

We have completed a number of space upgrades thus far including expanding seating while also making sure the space is wheelchair accessible. We also purchased more power strips and sofa tables, based on feedback from last year about difficulties individuals had while trying to study / do work in the space. We are also still working to source new bookshelves before the beginning of the school year.

### *Projects & Events: Welcome Week (Upcoming)*

After discussions with our Executive Team, we agreed that Maccess could be the most useful as a chill cooldown space during Welcome Week for students. We plan to offer snacks, water, earplugs, etc. to incoming students and art activities to do as well.

## **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. We are currently in discussions about our Promotions team about our plans for the upcoming year, and how best to reach MSU members.

During our PSV hiring period we:

1. Posted the new PSV 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.

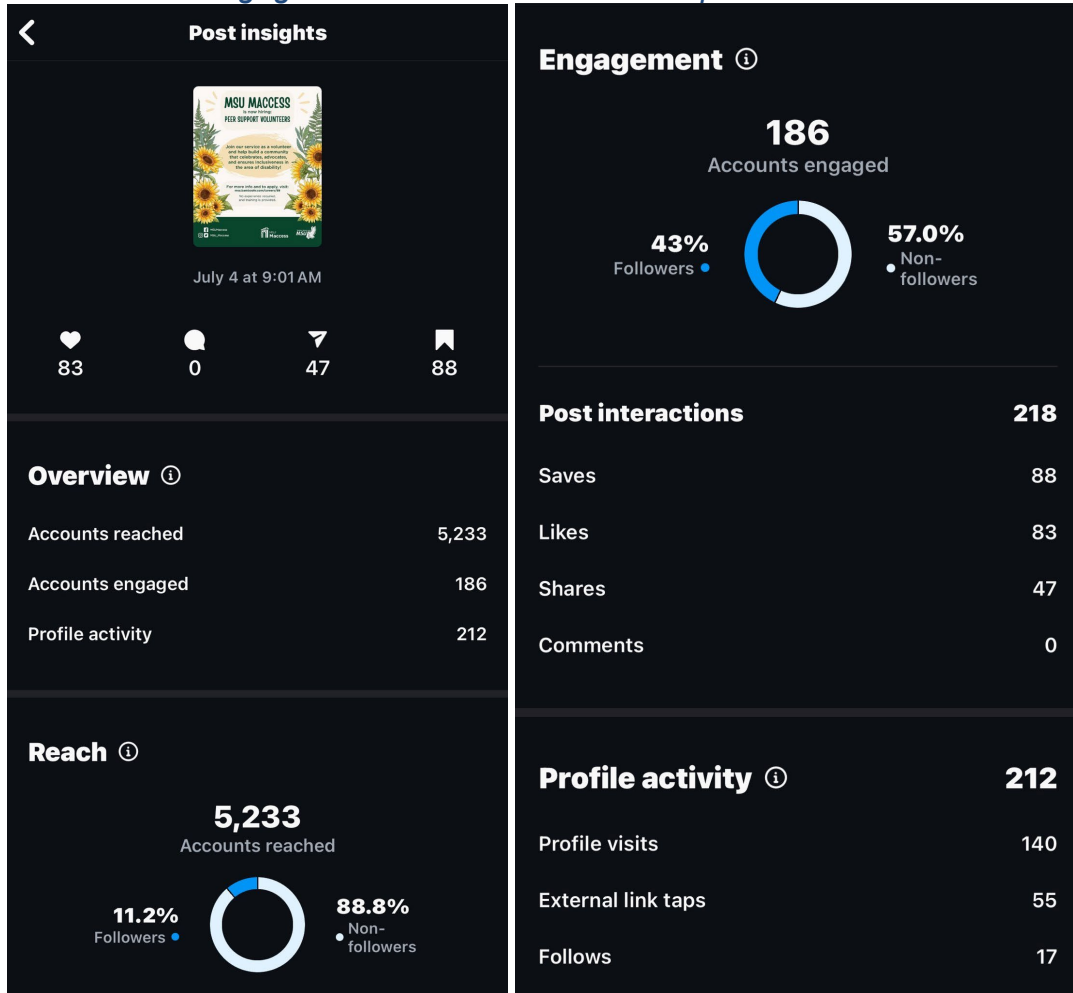
### *Promotional Materials*



[I.D.] A light cream background with leaves and yellow sunflowers along the left and right sides. Centered at the top, dark green text reads “MSU MACCESS is now hiring PEER SUPPORT VOLUNTEERS”. Below in a yellow oval, more dark green text reads “Join our service as a volunteer and help build a community that celebrates advocates, and ensures inclusiveness in the area of disability! No experience required and training is provided.” Below, a link reads [msu.bamboohr.com/careers/89](https://msu.bamboohr.com/careers/89) .

A dark green 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 bulk of our purchases thus far have been regarding space upgrades, which we are still in the process of making. Getting larger items such as bookshelves, within our budget has presented a bit of a challenge. Thus, we have started discussions with our Promotions executives about fundraising with Maccess merch. However, although we believe popular items such as bucket hats and water bottles would sell well, the cost of purchasing them seems a difficult barrier within our budget.

Purchases we have made since the last report include:

6603-0118-0300	MACCESS - SPECIAL PROJECTS	MACCESS - SPECIAL PROJECTS	\$900.00
6603-0118-0300	MACCESS - SPECIAL PROJECTS	<a href="#">DJUNGELSKOG - Plush Bear</a>	\$39.99
6603-0118-0300	MACCESS - SPECIAL PROJECTS	<a href="#">LACK - Coffee Table</a>	\$39.99
6603-0118-0300	MACCESS - SPECIAL PROJECTS	<a href="#">taxes for IKEA stuff</a>	\$10.40
6603-0118-0300	MACCESS - SPECIAL PROJECTS	<a href="#">Futon Cover</a>	\$31.99
6603-0118-0300	MACCESS - SPECIAL PROJECTS	<a href="#">taxes for futon cover</a>	\$4.16
6603-0118-0300	MACCESS - SPECIAL PROJECTS	<a href="#">Sofa laptop table (2)</a>	\$59.99
6603-0118-0300	MACCESS - SPECIAL PROJECTS	<a href="#">taxes for laptop table</a>	\$7.80
6603-0118-0300	MACCESS - SPECIAL PROJECTS	TOTAL SPENT IN LINE	\$302.39
6603-0118-0300	MACCESS - SPECIAL PROJECTS	REMAINING IN LINE	\$597.61

<i>Summary</i>	
TOTAL BUDGETED DISCRETIONARY SPENDING	\$7,500.00
TOTAL ACTUAL DISCRETIONARY SPENDING	\$521.58
REMAINING DISCRETIONARY SPENDING	\$6,978.42

## Executives & Volunteers

We met with some of the executive members in person on July 25th for accessibility discussions with the McMaster Community Garden. It was really amazing to be able to meet some of our team in person, as well as welcome many of them to the Maccess space for the first time after. Conversations about our plans for the space and for the year were easier in person. Our execs also started bonding with and getting to know each other, which I think was a great way to improve our team's dynamics.

## **Successes**

We have gotten feedback on our space from executives and others, and it has been overwhelmingly positive thus far! Our current space layout is more open and accessible last year, and little changes such as stuffed animals, lights, and fidget toys, have made the space more welcoming and inviting which was our goal. We hope to improve our space even further before the end of summer, such as through buying a few more items and painting a mural.

## **Current Challenges**

Our biggest challenge currently is keeping up with all the responsibilities and projects we have – now including coordinating with our 12 Executives. While we have been able to delegate some of our tasks to our subteams, this has meant planning more meetings and discussions so that everyone understands their tasks and coordinating with other outside organizations. However, we have been managing thus far with clear and open communication and diligent planning.