



REPORT

From the office of the...

Maccess Director

TO: Members of the Executive Board
FROM: Nat (Natalene) Sim (she/her)
SUBJECT: Maccess Report #2
DATE: September 30, 2024

Hello everyone!

We have been working hard to ensure a smooth start for Maccess for the 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 all exec and PSV hiring and training!
- We have since opened our space for peer support, beginning on September 16th, from 10am-4pm Mon-Fri
- We have met with groups on campus for various initiatives
- Our executive team has finished their training, and individual teams have met to work together on assigned tasks, such as planning for the 2024-25 school year and more recently DisVisibility Week (our campaign week).
- As of September 16th, we have finished all PSV hiring and interviews! In total, we have hired 36 PSVs who have all now completed training.

- 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

While Maccess was not fully open during the summer, we recognized that disabled students do not stop needing support during this time. Thus, we 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. For Welcome Week, we kept Maccess open as a sensory safe space where people could come to keep cool and take a break from louder and busier activities of Welcome Week and had a number of visitors.

Since we opened on September 16th, we've had a great response from the community! We have received feedback that people feel comfortable in our space and even want to stay longer just to hang out. In particular, we have also gotten many positive comments on our space upgrades, describing how they have made the space more welcoming, and a place they'd like to return to more often. Additionally, our rearrangements have made the space more accessible for mobility aid users and others who have accessibility needs. In our first week, we had an estimated 25 people come and visit our space, with numbers increasing as more people find out about us.

Projects & Events: PSV Hiring (Complete)

We closed our second round of PSV applications on September 8th, with interviews officially ending September 16th. In total, we hired and trained 36 PSVs. Due to this increase in our PSVs as compared to last year, we have added a third PSV shift to give more volunteers the opportunity to be in the space.

We have also made a few changes to our PSV procedures in order to address some of the attendance issues last year and provide more feedback about each shift. We now have a Microsoft form that is to be filled out by one PSV per shift, with questions about how many people accessed the space, if there were any issues on the shift, and who else was on shift. We have also made lanyards for PSVs to wear, so that new users can more easily gauge who is a PSV and who is a fellow space user if they want to ask our PSVs questions or for 1-on-1 peer support.

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

- Spark Summer Webinar

- Honey and I attended the Spark Sites and Services Webinar on August 11th, sharing information about Maccess, our space and activities, and information about becoming a volunteer.
- MacStart Transition Program
 - Myself and our Social and Political Advocacy (SPA) Team ran the “Art of Advocating” Workshop on Monday August 19th 2:30 - 3:30 pm discussing tips and resources useful for advocating for yourself as a student who experiences disability. We had a number of questions, and some of the audience members at the presentation visited our space during Week!
- McMaster Community Garden
 - Myself and two others from the executive team met with the McMaster Community Garden Coordinators on September 6th to give feedback on their Garden Orientation for new volunteers, with regards to accessible activities and language surrounding accessibility.
- CATS/LAS
 - Library Accessibility Services invited us to table with them at LibCrawl on September 24 10am-2pm. It was quite successful with a number of students inquiring about Maccess as well as LAS services and our partnership.
 - We also have a meeting scheduled with LAS for October 2nd, to discuss future collaborations and events that we hope to work on together.
- Student Researchers
 - I met with student researchers over the past 2 weeks to discuss 1) transit accessibility and 2) enhancing accessibility in buildings at McMaster.
- SAS
 - We met with the Director of SAS with Adam and Maya, to discuss changes that were made this summer to the SAS Portal and notetaking services. The meeting went really well, with SAS being very open to feedback and we have since scheduled a future meeting for Oct 4th to discuss community notetaking services.

Projects & Events: Space Upgrades (Completed)

We have completed a number of space upgrades thus far including expanding seating and purchasing new bookshelves. This has allowed us to expand our storage space and keep the space tidier and more accessible. We have also painted a mural on our wall, which has brought more positive attention and feedback for the space. It draws people’s focus and is a good point of conversation to invite people in and learn more about us.

Projects & Events: DisVisibility Week (Upcoming)

We have begun planning for our campaign week, with the aim to be finished planning and submitted EOHSS by October 13th. This will allow us enough time

for room booking and also proper promotion, which has been an issue in the past. We have discussed and decided that we would like our focus for this week to be disability and creativity/the arts, and we hope to design our events and activities around this theme.

Projects & Events: Community Circles (Upcoming)

We have opened our applications for Community Circle interest, with the goal of having multiple such support groups around a shared identity, interest, or activity. We hope to begin having our circles up and running by November, if not earlier.

Projects & Events: Team Social (Upcoming)

Our V&T Team has made great progress on planning for our Team Social, having made a template for a promotions graphic, outlined the itinerary and other details. We have also been working on getting quotes from different venues and catering services on campus.

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 have met with Shemar for the MSU communications training, and Honey and I have met with our Promotions team to discuss our plans for this year. We have discussed creating more casual reels, as well as a podcast and have plans to begin filming within the next two weeks.

Before our space opening, we:

1. Posted the Space Opening 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.

Promotional Materials

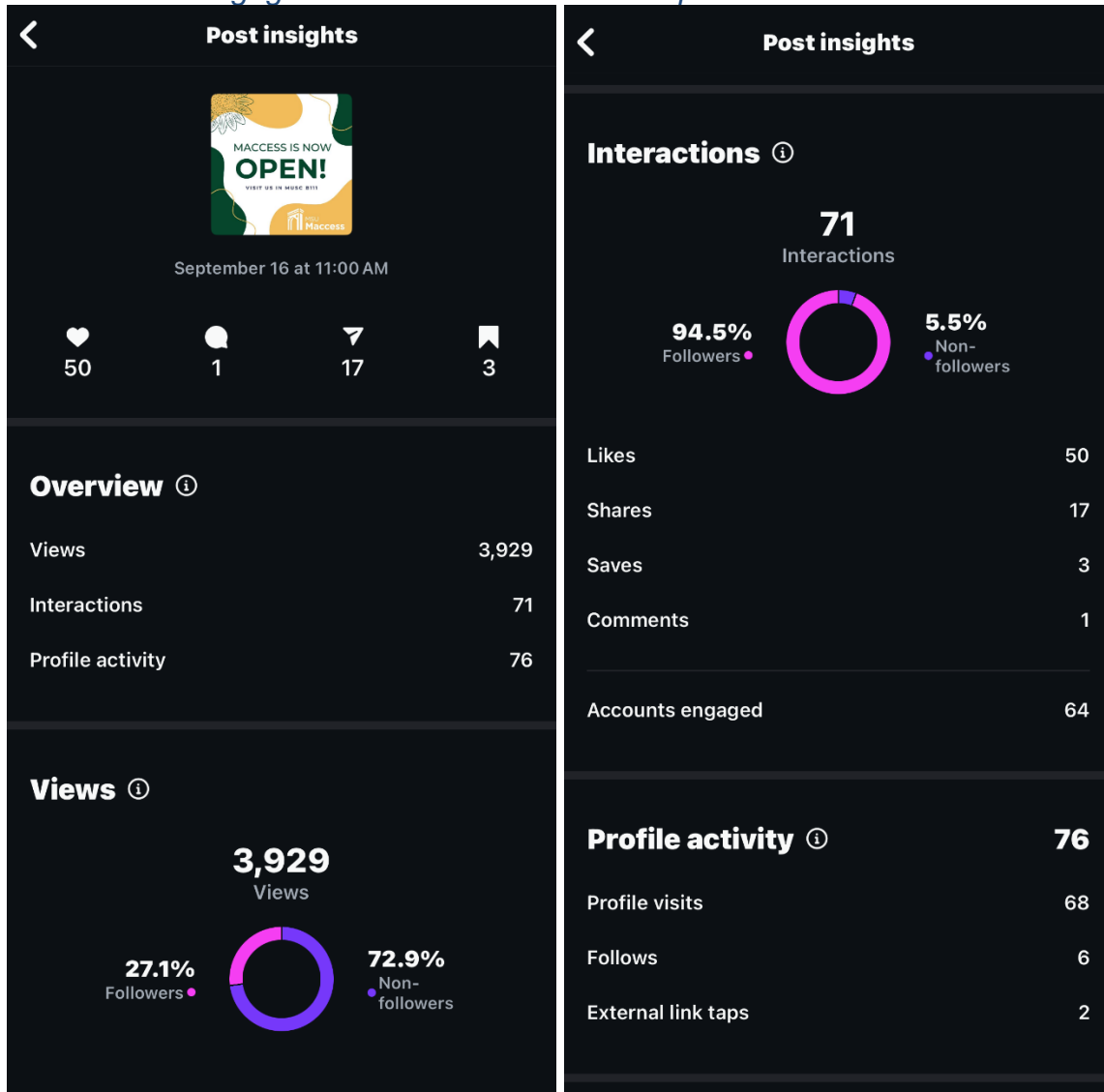


The wait is over: The MSU Maccess space is now open for the Fall 2024 semester! Drop by our room in MUSC B111 to access peer support, sensory items, snacks and more.

Our current hours are 10:00 AM to 4:00 PM from Monday to Friday. We're looking forward to seeing you there!

Image Description: A white background with abstract yellow and green shapes. Green text in the center of the image reads "Maccess is now open! Visit us in MUSC B111." The MSU Maccess logo is located in the bottom right corner.

Social Media Engagement since the Previous Report



Finances

Budget Summary

We have recently had a few difficulties with our budget, as we have just been notified that some of our purchases from last year got carried over into this fiscal year and there are a few discrepancies with our trial balance for *Special Projects* due to inputting errors. I am working with accounting in order to sort everything out and get finalized trial balances to ensure that we stay within budget.

Purchases we have made since the last report include:

ACCOUNT CODE		ITEM	BUDGET / COST
5003-0118-0300	MACCESS - OFFICE SUPPLIES	MACCESS - OFFICE SUPPLIES	\$500.00
5003-0118-0300	MACCESS - OFFICE SUPPLIES	2 Ply Facial Tissues - 6 boxes	\$5.97
5003-0118-0300	MACCESS - OFFICE SUPPLIES	KN95 Disposable Face Mask (50)	\$32.99
5003-0118-0300	MACCESS - OFFICE SUPPLIES	Quaker Chewy Granola Bars (40)	\$11.97
5003-0118-0300	MACCESS - OFFICE SUPPLIES	Kellogg's Rice Krispies Bars (30) x2	\$19.94
5003-0118-0300	MACCESS - OFFICE SUPPLIES	Pepperidge Farm Goldfish (22) x2	\$18.20
5003-0118-0300	MACCESS - OFFICE SUPPLIES	Welch's Fruit Snacks (72) x2	\$43.18
5003-0118-0300	MACCESS - OFFICE SUPPLIES	Welches Fruit Snacks (72)	\$21.59
5003-0118-0300	MACCESS - OFFICE SUPPLIES	Gatorade Powder - Fruit punch x2	\$11.94
5003-0118-0300	MACCESS - OFFICE SUPPLIES	Gatorade Powder - Blue glacier x2	\$11.94
5003-0118-0300	MACCESS - OFFICE SUPPLIES	Blue Lizard Sensitive Sunscreen	\$11.25
5003-0118-0300	MACCESS - OFFICE SUPPLIES	Ear Plugs (200)	\$35.50
5003-0118-0300	MACCESS - OFFICE SUPPLIES	Band-aids (140)	\$10.47
5003-0118-0300	MACCESS - OFFICE SUPPLIES	Tax for above	\$24.85
5003-0118-0300	MACCESS - OFFICE SUPPLIES	discount for above	-\$3.96

6603-0118-0300	MACCESS - SPECIAL PROJECTS	MACCESS - SPECIAL PROJECTS	\$900.00
6603-0118-0300	MACCESS - SPECIAL PROJECTS	Mainstays 5-Shelf Bookcase x3	\$164.91
6603-0118-0300	MACCESS - SPECIAL PROJECTS	taxes for bookcases	\$21.44
6603-0118-0300	MACCESS - SPECIAL PROJECTS	Origami Stars Papers 1350 Sheets	\$9.99
6603-0118-0300	MACCESS - SPECIAL PROJECTS	tax for star paper	\$1.30

Summary	
TOTAL BUDGETED DISCRETIONARY SPENDING	\$7,500.00
TOTAL ACTUAL DISCRETIONARY SPENDING	\$1,323.53
REMAINING DISCRETIONARY SPENDING	\$6,176.47

Executives & Volunteers

We are excited to have finished hiring for our executive and volunteer teams (mostly)! We are still working on hiring a new resources executive, but this should hopefully be finalized by end of October at the latest. Executive meetings are going well, with everyone showing up to meetings having made progress on their assigned tasks. Due to our check-ins during our meetings and constant communication over Discord, our team is really starting to get to know each other and develop our bond.

Honey and I are also trying to get to know the PSVs by popping into the space more often and chatting. We are also planning our Team social for sometime in October which we hope will help the whole team develop their relationships with each other.

Successes

Honey and I are both really proud of everything we have accomplished so far – from the hiring of our executive team and PSVs, space upgrades, and various collaborations we have made with the community. We are really happy with how it is going so far and can't wait to see how our future endeavors will go!

Current Challenges

Our biggest challenge currently is keeping up with communications between executives, PSVs, and others now that school has started. It can be hard to keep on top of replying to many different people on different platforms. However, by working together as a team to remind each other of different tasks and sending gentle reminders on Discord and at meetings, we have been able to manage our responsibilities well. Another thing we have learned, is about figuring out which communication method works the best to reach certain people. Some people are very responsive to online messages whereas others are more receptive to information over an online or in person meeting.