

1. CALL TO ORDER

Call to Order – 3:37 PM

2. TERRITORIAL ACKNOWLEDGMENT

We acknowledge that this meeting is being conducted on the unceded territories of the Coast Salish peoples; which, to the current knowledge of the Society include the Squamish, Musqueam, Stó:lo, and Tsleil-Waututh people.

3. ROLL CALL OF ATTENDANCE

3.1 Accessibility Committee Composition

VP Student Services (*Chair*) Jimmy Dhesa
VP University Relations Erwin Kwok
Faculty Representative (Communications, Art, & Technology) Juvina Silvestre
Faculty Representative (Education) Jamie Zhu
Student At-Large Paige Nock
Student At-Large Vivian Ly

3.2 Society Staff

Administrative Assistant Zoya Nari
Accessibility Worker Alyssa Chan
Campaigns, Research, & Policy Coordinator Pierre Cassidy

3.3 Regrets

Student At-Large Paige Nock

4. RATIFICATIONS OF REGRETS

4.1 MOTION AFAC 2018-03-26:01

Jamie/Erwin

Be it resolved to ratify regrets from Paige Nock.

CARRIED

5. ADOPTION OF THE AGENDA

5.1 MOTION AFAC 2018-03-26:02

Jamie/Erwin

Be it resolved to adopt the agenda as presented.

CARRIED

6. MATTERS ARISING FROM THE MINUTES

6.1 MOTION AFAC 2018-03-26:03

Vivian/Jamie

Be it resolved to receive and file the following minutes:

- Accessibility Committee 2018-02-26.pdf

CARRIED

7. NEW BUSINESS

7.1 SFSS Let's Get Accessible Surrey – MOTION AFAC 2018-03-26:04

Jamie/Erwin

Be it resolved to approve \$300 from the Accessibility Fund for the SFSS Let's Get Accessible Event on the Surrey Campus.

CARRIED

- Snacks will be provided at the event instead of popcorn and it will be similar to the previous event
- Date has been changed to April 5th, 2018

** Juvina Silvestre arrived at 11:40 AM**

8. UPDATES

8.1 Let's Get Accessible Event Debriefs

- Refer to attachment
- Some things to note would be that dates were announced last minute, periods of low attendance throughout event and feedback was given on the number of volunteers
- Committee to remind students of the uses of the Accessibility Fund for on-campus events

8.2 Parking Lot Lights

- Currently working with SFU as a long-term plan to implement and change lights in certain areas

9. ATTACHMENTS

- Let's Get Accessible - after-event report.pdf
- Let's Get Accessible Burnaby 2- after-event report.pdf
- Let's Get Accessible Surrey - proposal.pdf

10. ADJOURNMENT

MOTION AFAC 2018-03-26:05

Jamie/Erwin

Be it resolved to adjourn the meeting at 11:50 AM.

CARRIED

LET'S GET ACCESSIBLE FEBRUARY 2018

AFTER-EVENT REPORT

Summary

- Using what we learned from the disability movie night, we recognized that short-term engagement is best for busy students, rather than long events that students have to commit hours to attending.
- Alyssa proposed a short-term popcorn engagement on Thursday, February 22nd to raise awareness of the accessibility fund, which is largely unknown by students, and to assess students' current knowledge of our accessibility initiative
- SFSS representatives were able to engage around 70 students, and kept track of students' responses to discussion questions

Event Highlights

- Though engaging students was a bit awkward at first, Alyssa and Paige became more accustomed to asking discussion questions with more practice
- Increased efficiency during peak hours by asking multiple students discussion questions simultaneously instead of asking students one at a time

Vendors

- N/A

Payments:

- N/A

Expenses:

- Catering: \$94.95
- Catering administrative charge: \$14.24

Revenue:

- N/A

Event Setup:

- MECS
 - Booking request in front of B9200
 - Catering request

Event Schedule and Timelines

- 6 weeks before event:
 - Research strategies for effective engagement and event planning

- 1 month before event:
 - Create event proposal for possible SFSS short-term engagement event, Let's Talk Disability
- 2 weeks before event:
 - Change event name to Let's Get Accessible
 - Approve budget
 - Complete event logistics
- 1 week before event:
 - Create information cards for students to take after engagement
 - Begin promotions through Facebook and posters
 - Create separate document with messaging at the event
 - Send in catering order; ensure that there is enough popcorn for event
- 2 days before event:
 - Put up posters around AQ
- Day of event:
 - Set up popcorn machine, coffee and water at event site
- After event:
 - Put away popcorn machine and clean up event site
 - Create after-event report

Event data

- Have you ever been to an event at SFU?
 - 58 yes, 19 no
- Have you ever organized an event on campus?
 - 35 yes, 45 no
- Do you or anyone else you know have accessibility needs?
 - 22 yes, 56 no
- Do you know about SFSS's Accessibility Fund?
 - 10 yes, 58 no

Issues:

- Preparation
 - Feb. 22nd, 11:00
 - As Alyssa and Jimmy were preparing to set up materials in the AQ, Alyssa realized that her information cards were missing. It took almost ten minutes for Alyssa to finally retrieve the cards on the shelf in her office, which she initially didn't search through.

Recommendations for future events

- Targeted engagement strategies for students with disabilities and club/student union organizers rather than the general population?
- For future tabling events, book table across from crowded lecture hall instead of on the same side of the lecture hall – may be more visible to students
- Potentially print out more posters and use tape to put them around campus during work shift instead of on a non-work day
 - Alternatively, printed posters may not be necessary for such a small-scale, casual event

LET'S GET ACCESSIBLE MARCH 2018

AFTER-EVENT REPORT

Summary

- After the success of the first Let's Get Accessible tabling event in February, Alyssa proposed another short-term popcorn engagement on Monday, March 12th to raise awareness of the accessibility fund, which is largely unknown by students, and to assess students' current knowledge of our accessibility initiative
- The event started half an hour late
- Engagement was lower than expected, about half of the first event
- SFSS representatives kept track of students' responses to discussion questions

Event Highlights

- Increased efficiency during peak hours with two committee members in charge of distributing popcorn and two committee members engaging students through discussion questions

Vendors

- N/A

Payments:

- N/A

Expenses:

- N/A

Revenue:

- N/A

Event Setup:

- MECS
 - Booking request in front of AQ3005

Event Schedule and Timeline

- 2 weeks before event:
 - Approve second short-term engagement event on Burnaby campus
- 1 week before event:
 - Change event date to Mar. 12th
 - Complete event logistics
- 3 days before event:

- Create Facebook event page to promote event
- Day of event:
 - Set up popcorn machine at event site, promote event through social media on-site
- After event:
 - Put away popcorn machine and clean up event site
 - Create after-event report

Event data

- Have you ever been to an event at SFU?
 - 27 yes, 9 no
- Have you ever organized an event on campus?
 - 13 yes, 23 no
- Do you or anyone else you know have accessibility needs?
 - 11 yes, 26 no
- Do you know about SFSS's Accessibility Fund?
 - 4 yes, 26 no

Issues:

- Scheduling
 - Feb. 26th, 11:45
 - Event was originally scheduled for Mar. 15th at Surrey, but because preparations for the Surrey event had not been completed, the location had to be changed to Burnaby
 - Mar. 1st, 12:25
 - Burnaby event was proposed for Mar. 8th, but Alyssa learned that SFSS offices were closed on that day – proposed a change in date
 - Mar. 9th, 10:47
 - The date, time, and location of the event were finalized last minute, leaving almost no time for marketing
- Committee attendance
 - Mar. 12th, 10:20
 - Ten minutes before the event was scheduled to begin, Vivian and Alyssa were the only committee members present for set-up; popcorn machine was not available yet
 - 10:35
 - Jimmy messaged Alyssa to say that he was running late and that the event would start at 11 instead
 - 11:00
 - Jimmy and other committee members arrived; there were more volunteers than needed, so some didn't have enough to do

Recommendations for future events:

- Confirm date, time, and location with participants earlier to give enough time for marketing, set-up, ordering catering, and deciding roles for committee members
 - Choose a different location to engage a wider range of students, such as West Mall Centre, Saywell Hall, or in front of Images Theatre

- Have no more than 4 committee members tabling at the same time – having too many volunteers may intimidate students and leave some volunteers feeling like they don't have enough to do
- Targeted engagement strategies for students with disabilities and club/student union organizers rather than the general population?

SFSS Let's Get Accessible Surrey – Proposal

Time and Date

Suggested date: Thursday, April 5th, 2018 11:30 am-1:30 pm

Overview of event

- Theme: free Timbits and coffee for students with a brief explanation of our new accessibility granting program
 - Briefly engage with students while they are in line with a few discussion questions relating to disability

Location

SFU Surrey Mezzanine

Purpose

- To gauge students' current awareness of our accessibility initiatives and to inform members of the availability of the accessibility fund, which is taken from student tuition to make events more accessible

Targeted Attendance

- ~ 100 people (students getting in/out of class)
- Main audience is event organizers and attendees with and without disabilities

Who will I request support from?

- Request that 2-3 Accessibility Committee and Board members be present to help facilitate discussion and actively engage students
 - If Accessibility Committee and Board members are unable to make it, ask Surrey Campus Committee members to help table
- Accessibility request – Alyssa has worries about going to Surrey safely and would like to be driven by another AFAC/Board representative if possible

Preparation

- Provide messaging for students; have about three (no more than four) people there at a time

- Track responses to survey questions
- Book table/space in Surrey campus mezzanine
- Materials: coffee, Timbits, information cards

Stakeholders

- SFU students
- SFSS Accessibility Committee
- SFSS Board Members

Survey questions

- Have you ever been to an event at SFU?
- Have you ever organized an event on campus?
- Do you or anyone else you know have accessibility needs?
- Do you know about SFSS's Accessibility Fund?
 - If "yes": That's great!
 - If "no": That's okay! We can give you an introduction now. Basically, we set aside some money from every undergraduate student's tuition to "help remove barriers to participation in Student Society activities". Here are just some examples of how the Accessibility fund can be used:
 - Printing meeting minutes in Braille
 - Hiring a sign language interpreter for a club event
 - Captioning services at an SFSS political debate
 - Building a ramp to get to an SFSS meeting
- (For both "yes" and "no" responses) We recently developed a granting program for our accessibility fund. All the resources are available in PDF form on our website under the "grants" tab. Here are some information cards so that you don't forget!

Metrics/Measurables

- Number of RSVPs on Facebook event
- Attendance at event
 - Tally responses and include them on post-event report

Costs

- Use information cards from Burnaby event – no cost
- Timbits - \$30 for 150 Timbits
- Coffee - buy 60 cups' worth from Blenz (\$200-\$250)
- Total costs: \$230-\$280
- Be it resolved to set aside \$300 from the Accessibility Fund for this event.

Next Steps

- Approve event date by March 26th and finalize details
- Submit work order to Sindhu to create marketing graphics and Facebook event one week in advance
- Print out another copy of discussion questions for tallying event attendance
- Order coffee from Blenz and Timbits from Tim Hortons 3 days in advance