1. **CALL TO ORDER**

   Call to Order – 12:34 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.

4. **ROLL CALL OF ATTENDANCE**

   4.1 Committee Composition
   
   Interim President & VP Student Services (Chair)……………………………Larissa Chen
   VP External Relations………………………………………………………Christine Dyson
   VP Finance…………………………………………………………………….Hangue Kim
   VP University Relations……………………………………………………….Arr Farah

   4.2 Society Staff
   
   Administrative Assistant……………………………………………………..Mandeep Aujla
   Chief Executive Officer…………………………………………………………Martin Wyant

6. **ADOPTION OF THE AGENDA**

   **MOTION AFAC 2016-10-07:02**
   
   Christine/Hangue
   
   *Be it resolved to adopt the agenda as presented.*
   
   CARRIED

7. **MATTERS ARISING FROM THE MINUTES**

   **MOTION AFAC 2016-10-07:03**
   
   Hangue/Arr
   
   *Be it resolved to approve the minutes from:*
   
   - AccessibilityFundAdvisory_2016-09-23
   
   CARRIED

8. **OLD BUSINESS**

   8.1 **MOTION AFAC 2016-10-07:04**
   
   Christine/Arr
   
   *Be it resolved to recommend the Accessibility Worker Job Description.*
Be it further resolved to recommend the hiring committee be created and process initiated immediately.

Discussion:

- “Fall 2016 semester” should say “2016/17 term” instead.
- Will be on board agenda for next week.

Friendly Amendment: Be it resolved to recommend the Accessibility Worker Job Description as it reads on October 7th, 2016.

Be it further resolved to recommend the hiring committee be created and process initiated immediately.

CARRIED

9. DISCUSSION

9.1 Disability Awareness Week
Note: link for reference- https://sfssuds.wufoo.com/forms/mfr3nyw0rv1r9j/

- SUDS requested the link be shared through the SFSS communications department.

9.2 Rick Hansen Foundation Grant Opportunity

- Based on questions from last meeting, found out that the applications opened Sept. 19
- Deadline is March 31st.
- Applicant criteria were shared with the committee.
- SFSS is not a registered charity; therefore SFU would apply on behalf of the committee.
- Rick Hansen Foundation said they haven’t been in contact with anyone from SFU.
- It was suggested that the accessibility worker could look at this given that the deadline is March 31st.
- [Action item] Larissa: Send committee sample projects for what the committee could suggest.
- Larissa and Christine expressed interest for involvement in this and will relay information to the rest of the committee.

9.3 Accessibility Fund Proposal Changes

- Changes which could be made:
  - Establish a firm deadline for proposals.
  - Make it available online.
  - Format and Content.
  - Previous experience with such events.
  - Deadline could be 2-3 weeks.
  - Important to establish a firm deadline for this as well.
  - “Other” tab under accommodation requests.
  - Date received section (office use only).
  - More information of individual applying (take away the SFSS part).
- [Action item] Larissa: Relay this to the General Office.

Other discussion:
• An update to the financial status of the Accessibility Fund will be relayed to the committee at the subsequent meeting.
• Hangue will find a motion relating to the AFC and Build SFU holding account- this update of the budget will be given to the committee.
• Martin and Lucy are working on a Finance monitoring report (restricted funds that are set up will be included in this). One motion will be formed of all funds, which should be restricted; the Accessibility Fund will be included in this.

10. ATTACHMENTS
• Accessibility Fund Proposal Changes.pdf

11. ADJOURNMENT
MOTION AFAC 2016-10-07:05
Arr/Christine
Be it resolved to adjourn the meeting at 1:09 pm.
CARRIED
# GRANT AND ACCOMMODATION REQUEST

**SFSS Accessibility Fund**

For Meetings and Events Organized by the SFSS, Clubs, Student Unions and Constituency Groups

<table>
<thead>
<tr>
<th>Name:</th>
<th>Student Number:</th>
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<tbody>
<tr>
<td>SFU E-mail:</td>
<td>Phone/TTY:</td>
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<tr>
<td>Name of SFSS Group:</td>
<td></td>
</tr>
<tr>
<td>Name of SFSS Event:</td>
<td></td>
</tr>
<tr>
<td>Event Date(s):</td>
<td>Event Location:</td>
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<tr>
<td>Event Start and End Times:</td>
<td>Event Expected Attendance:</td>
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**Event or Project Description**

**Goals and Objective of Event or Project**

**Event or Project Target Audience**

**Planning and Historical Information**

**SFSS Services**
### Accommodations Requested

<table>
<thead>
<tr>
<th>Description</th>
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<tbody>
<tr>
<td>Assisted Listening Device*</td>
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<tr>
<td>Sign Language (ASL)*</td>
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<tr>
<td>Materials in Braille</td>
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<tr>
<td>Oral Interpreter*</td>
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<tr>
<td>Materials in Large Print</td>
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<tr>
<td>Captioning Services (CART)*</td>
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<tr>
<td>Wheelchair-Friendly Venue</td>
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<td>Assistance Arranging Attendant Care Service</td>
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<tr>
<td>Meet/Assist</td>
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<tr>
<td>Scent-Free Event</td>
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* For these services, please provide a basic agenda prior to the event

* For event organizers, please fill out an Equipment Loan form to secure the FM listening device

### Revenues

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<th>Description</th>
<th>Amount</th>
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Total Revenues: $  

### Expenses

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Total Expenses: $  

### Grant Funding Requested

**PLEASE SIGN BELOW**

By signing and submitting this form, I hereby declare that I am an undergraduate student at SFU and a member in Good Standing of the Simon Fraser Student Society.

Funding is normally provided through reimbursement once official receipts or invoices are provided. Direct payments can only be done if organizers are using SFSS services. Please provide a detailed report of the event outcome including the number of undergrads involved in the event including organizers, volunteers, and participants, and a reflection on how to improve or enhance future similar events.

Please return this form to the SFSS Organiser Office (organiser@sfss.ca) in person or online.