# NOTES and ACTION ITEMS - ENABLE YORK

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| **Meeting Date:** | Wednesday April 29, 2015 | |
| **Meeting Attendees:** | **Voting Members:**   * Hengameh Saberi (Faculty Co-Chair) * Stef Mendolia (Graduate Student Co-Chair) * Leanne DeFillipis (Staff) * Lynx Cooper (Undergraduate Student) * Andrea Daley (Faculty) * Dragan Spasojevic (Staff) | **Ex-Officio members:**   * Marc Wilchesky (Exec. Director of Disability Services, Keele Campus) * Josephine Tcheng (Centre for Human Rights - Advisor) * Sheila Wilmot (CUPE 3903 Equity Officer) * Pam Broley (Glendon, Director of Counselling Services) |
| **Apologies from:** | Voting Member:   * Ruth Brahman (Staff) * David Lewis (Undergraduate Student) * Yvonne Simpson (Graduate Student) | |
| **Absent:** | Ex-Officio Members:   * Paul O’Brien (YUGSA Equity Representative) * Marta Awad (YFS Access Centre) | |
| **Minutes taken by:** | Stef Mendolia | |
| **Next Meeting Date:** | Save the date, to be confirmed:  Wednesday May 27 | |

**Agenda:**

1. **Updates**
2. **Enable York Website Launch**
3. **Approve “Accessible Meeting & Event Guidelines”**
4. **Strike Ad Hoc Sub-committee: By-laws**
5. **Co-Chair Elections**
6. **Mental Health Action Group/Steering Committee**

**Items Discussed:**

1. **Updates**

* As a result of the labour disruption the Enable York Webpage Launch and Inaugural Event were cancelled. Enable York will have to strategize about how to do outreach for the website, now that we do not have an event to advertise it.

1. **Enable York Webpage Launch**

* Soft launch, raise awareness of webpage to the York Community. Plan and promote a concentrated launch in the Fall as an official Inaugural Event.
* Outreach ideas:
* Build awareness in the summer months leading up to an event
* Track web analytics: compare Yfile website traffic to CHR Enable York webpage, find metrics comparing who number of visitors to site versus who attends
* Inform York committees about how the website is live
* Connect with chairs of departments to send info on student listservs
* CHR newsletter is monthly during the Fall/Winter Term
* Alice Pitt in the beginning of fall term sends info to Departments about accommodation
* Enable York Webpage Details:
* Will include information about the committee derived from Terms of Reference
* Documents: Terms of Reference, Accessible Meeting & Event Guidelines, Meeting Minutes
* Contact Us: Email Address

1. **Approve “Accessible Meeting & Event Guidelines”**

* How does this document relate to other documents on accommodation and accessibility? Provides an extensive overview of accessibility guidelines to follow when planning events compared to other documents that explain “duty to accommodate” i.e. <http://rights.info.yorku.ca/files/2012/08/disability.pdf>
* Working document will be circulated for feedback and approved via email

1. **Strike Ad Hoc Sub-committee: By-laws**

-The Co-Chairs have asked to form a working group to discuss committee by-laws more thoroughly because they cannot make executive decisions about by-laws, ie. “what is good standing?” without consulting the membership

-Lynx, Andrea, and Dragan volunteered to join this working group

1. **Co-Chair Elections Process**

* **Decision Item: The following Elections Process was agreed upon, and will be included in our By-Laws:**

1. The CHR staff person assigned ex-officio to the EY Committee sends out a notice the first week of May inviting nominations for either or both Co-Chair positions. That is, one faculty and one graduate student Chair position. People may nominate someone on the committee, not currently on the committee, and/or themselves. Contact information of the nominee will be provided to the CHR staff. A deadline for response is provided, usually within 2 weeks.
2. The CHR staff checks individually with each nominee to ask if they accept the nomination. A deadline for response is provided, usually within 1 week.
3. The CHR staff sends a notice to all EY committee members, listing the people nominated for each position. Voting members of EY are invited to submit a vote for each Co-Chair position, in confidence, to the CHR staff only. A deadline for response is provided, usually within 2 weeks.
4. At the end of the election period, the CHR staff notify the EY committee of the elected members. The CHR staff person keeps the committee emails as ballots, in confidence, until a subsequent meeting at which a motion may be made to destroy them.
5. The whole process would thus be carried out over a maximum of 6 weeks from the beginning of May until mid June.
6. **Mental Health Action Group/Steering Committee**

* Andrea Daley (Voting member, Faculty) is a committee member of the Mental Health Action Group/Steering Committee at York University, Keele Campus. She proposed to have Enable York representation on the committee, EY members expressed interest in this proposal.