# NOTES and ACTION ITEMS - ENABLE YORK

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| **Meeting Date:** | Wednesday February 26, 2015 | |
| **Meeting Attendees:** | **Voting Members:**   * Hengameh Saberi (Faculty Co-Chair) * Stef Mendolia (Graduate Student Co-Chair) * David Lewis (Undergraduate Student) * Yvonne Simpson (Graduate Student) * Leanne DeFilippis (Staff) | * Ruth Bramham (Staff) * 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) |
| **Apologies from:** | Voting Member:   * Lynx Cooper (Undergraduate Student)   Ex-Officio Member:   * Sheila Wilmot (CUPE 3903 Equity Officer) * Pam Broley (Glendon, Director of Counselling Services) | |
| **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 ASAP  March 25, 11am-1pm  April 29, 11am-1pm  Location: Kaneff Tower room 626 | |

**Agenda:**

1. **Updates**
2. **Approval of the Terms of Reference**
3. **Approval of “Accessible Meeting & Event Guidelines” and Review**
4. **Community Event Planning**
5. **Striking Ad Hoc Sub-committees**

**Items Discussed:**

1. **Updates**

* Enable York Webpage: There will be a webpage for Enable York on the Centre for Human Rights website. The launch date is Mar.9th?
* Enable York Email Address: The Centre for Human Rights have created an Enable York email address this week, this email will be used for the event RSVP’s, and eventually for all Enable York Business
* New Member: One of our Undergraduate Student members Amanda Suleiman has had to take leave, David Lewis, another Undergraduate student who applied for this position has joined the committee

1. **Approval of the Terms of Reference:**

-Movement to amend section 5.1.2 to include AODA coordinator as ex-officio

-AODA Coordinator as ex-officio member, to ensure continuous representation from AODA office

-**Decision Item:** Terms of Reference approved

1. **Approval of “Accessible Meeting & Event Guidelines” and Review**

* **Decision Item:** Change the term “policy” to “guidelines”
* Preamble about the spirit of the document, including date that it was adopted
* Change all reference from “Access York” to “Enable York”
* Include Contact Information (Enable York Email) in header or footer of document
* Andrea Daley has volunteered to assist with editing this document

1. **Community Event Planning**

**Inaugural Event with Ian Brown:**

* **Decision item:** March 9th target deadline for the website, launch the website in coordination with Ian Brown website.
* **Decision Item:** Change name of Event to “Enable York Inaugural Event: A Conversation with Ian Brown”

Promotional Ideas:

* YFile Publication – Enable York Website Launch and Ian Brown Event
* Post with calendar function on CHR website
* Circulate to Listservs, Colleges and Faculties
* Ask Professors to invite their class

Accessibility Information:

* ASL Interpreters still waiting for one to be secured
* Transcription services can a back up plan
* Consensus that Enable York should have ASL interpreters regardless of RSVP in order to set a standard of adopting Accessibility at our Events, in accordance with the “Accessible Meetings & Event Planning” Guidelines

**Community Forum/Roundtable**

* What is the goal of a community forum/roundtable event: Community consultation, Institutional Advocacy, informing committee of accessibility challenges on campus, creating a space people with disabilities to discuss barriers they face in general, education and awareness on disability, to ensure that everyone on campus is aware of Enable York and efforts to increase accessibility on campus
* Ensure that the event builds on institutional knowledge
* There should be a way to measure the responses from the event
* Idea to have roundtable on UN Day of Persons’ with Disabilities on Dec. 3rd
* Plan for Fall 2015 or Winter 2015/2016

1. **Striking Ad Hoc Sub-committees**

* Ruth provided update on Accessing the Built-Environment Sub-committee, and the need to strike ad-hoc sub-committee to address built-environment accessibility concerns
* Conversation will continue at next meeting

**New Actions**

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| Action Items | Who | Due By |
| Draft a Board Manual as a Working Document | Stef & Hengameh | Ongoing |
| Edit “Enable York: Accessible Meetings & Event Guidelines” | Stef & Andrea | Next Meeting |
| Secure ASL Interpreters for Inaugural Event | Stef | ASAP |
| Promote Inaugural Event to York Community | All  Committee  Members | ASAP once promo email and poster are circulated |

**Outstanding Actions**

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| Action Items | Who | Due By |
| Draft a Board Manual as a Working Document | Stef & Hengameh | Ongoing |