# NOTES and ACTION ITEMS - ENABLE YORK

|  |  |  |
| --- | --- | --- |
| Meeting Date: | Friday January 30th 2015 from 11AM-1PM | |
| Meeting Attendees: | * Hengameh Saberi (Faculty Co-Chair) * Stef Mendolia (Graduate Student Co-Chair) * Noël Badiou (Director of the Centre for Human Rights) –as observer | * Ruth Bramham (Staff) * Andrea Daley (Faculty) * Yvonne Simpson (Graduate Student) * Marc Wilchesky (Exec. Director of Disability Services, Keele Campus) * Josephine Tcheng (Centre for Human Rights - Advisor) |
| Apologies from: | * Amanda Suleiman (Undergraduate Student) * Lynx Cooper (Undergraduate Student) * Leanne DeFilippis (Staff) * Dragan Spasojevic (Staff) * Sheila Wilmot (CUPE 3903 Equity Officer) | |
| Absent: | * Paul O’Brien (YUGSA Equity Representative) * Pam Broley (Glendon, Director of Counselling Services) * Marta Awad (YFS Access Centre) | |
| Minutes taken by: | Stef Mendolia | |
| Next Meeting Date: | Last week of every month, date/time to be selected via doodle poll | |

**Agenda**

* 1. Introductions
* 2. Approval of the Terms of Reference
* 3. Priorities for Winter 2015

**Items Discussed**

* **Item 1: Introductions**
* Co-chairs shall gather contact information from Committee members for situations where members may be running late, absent, transportation coordination, emergencies etc.
* Committee meetings will follow Access York’s “Best Practice Recommendations”. Document will be circulated to committee members, updated and approved, \*add to document when sending meeting information indicate accessible directions and where closest Accessible/Gender-neutral washrooms are per meeting location.
* Thank you to the Centre for Human Rights for providing Meeting location space and catering, unfortunately this space is not large enough for a full committee. meeting, we will book previous ACCESS YORK Space in accordance with “Best Practice Recommendations” document.
* Stef took minutes at meeting, it is difficult to Co-Chair and act as minute-taker, Hengameh will follow up with Gary Spraakman about a Research Assistant position that can take minutes for ENABLE YORK, otherwise we will request committee member(s) to volunteer as minute taker(s).
* **Item 2: Approval of the Terms of Reference**
* Question on Funding for Enable York: (Refer to **Section 10.** In Terms of Reference) Centre for Human Rights will fund Enable York initiatives, budgets and resources permitting. There were funds in CSBO allocated to previous Access York Committee for accessing the built-environment; Ruth Bramham and Stef Mendolia will continue the discussion on built-environment accessibility and funding.
* Marc Wilchesky, Executive Director of Disability Services has suggested that a delegate be sent on his behalf in the case where he cannot attend meetings.
* **Decision Item:** The Terms of Reference, **Section 5.1.2.** on Ex-officio members indicates that Ex-Officio members have the option of sending delegates by use of inclusive language of “Representatives”, however this does not apply for the Executive Director of Disability Services, therefore we agree to change the Terms of Reference, **Section 5.1.2.** to state: **“(Executive) Director(s) or their designated delegates” and 5.1. to state: “up to 7 ex-officio”.**
* **Decision Item:** ENABLE YORK requires a Board Manual with By-laws to explain further the business of the committees, for instance how members are appointed to terms for 2 years (or less) in relation to “Conditions on Graduate Students inclusion” and “Guidelines on Maintaining Good Standing”.

* **Item 3: Priorities for Winter 2015**
* **Scheduling Meetings**
* **Decision Item:** Schedule a meeting date/time via doodle poll, select four -2 hour blocks on days that take place during the last week of the month, ask members for availability- not preference.
* **ENABLE YORK Website**
* **Decision Item:** ENABLE YORK will have a page on the Centre for Human Rights (CHR) website, Stef will meet with Josephine and Regan in CHR to coordinate the web page. The site will contain documents such as our Terms of Reference and meeting minutes.
* **Community Events**
* **Decision Item:** ENABLE YORK will plan a social event with Ian Brown, author of “The Boy in the Moon”, date to be determined in March, best location is N280 York Lanes, expecting 80-20 participants.
* **Decision Item:** Agenda Item for next meeting will be on “Planning a Community Forum” to facilitate an in-depth discussion on how this event can build on previous community feedback reports such as “Access York Community Forum 2013” (unpublished), “Task Force on Graduate Students with Disabilities: Policy Recommendations to the Senate 2014” link: <http://gradstudies.yorku.ca/files/2014/06/deans-task-force-on-graduate-students-with-disabilities.pdf>
* **Sub-committees and Working Groups**

- Terms of Reference, **Section 7**: “**7.1.** The Committee may strike ad hoc sub-committees to manage specific projects and responsibilities of the Committee.

**7.2.** The sub-committees will report regularly to the Co-chairs and the Committee.”

* **Decision Item:** The Board Manual will contain guidelines on how subcommittees will work with and report back to the Executive ENABLE YORK committee.
* Sub-committees and working groups will aim to gather community feedback from a structural advocacy perspective in order to document unmet needs, this would include writing reports, gathering qualitative and quantitative data, etc. in order to create recommendations and influence change.
* For issues of confidentiality, all members of the committee, and of related sub-committees, should be required to sign a confidentiality document. Ruth will circulate this document to the group.
* **Ideas for Sub-committees:**
* Reviving “Accessing Built Environment” Sub-committee from ACCESS YORK
* Report from Disability Services: Report from Students & Staff on unmet needs, ie. what is working and what isn’t.
* **Decision item:** More strategizing on sub-committees and their efforts is needed prior to striking sub-committees, will continue conversation at next meeting.

**New Actions**

|  |  |  |
| --- | --- | --- |
| Action Items | Who | Due By |
| Draft a Board Manual as a Working Document | Stef & Hengameh | Next Meeting |
| Enable York Page on the CHR Website | Josephine & Regan Stef & Hengameh | Next Meeting |
| Contact Ian Brown to schedule a date for event during first week of March | Hengameh | ASAP |
| Confidentiality Document | Ruth to send to  Co-Chairs | ASAP |
| SUB-COMMITTEE Idea Proposal:  Reviving the “Accessing Built Environments” Sub-committee from ACCESS YORK | Ruth & Stef will follow up about the specifics of an ABE committee | ASAP, report back next meeting |
| Schedule Next Meeting via Doodle Poll | Stef to Circulate & Response Needed by Committee | Response needed ASAP no later than Feb. 10th |
| Circulate ACCESS YORK’s Accessible Meetings & Events Document “Best Practice Recommendations” for review, to edit and approve as an official ENABLE YORK working document | Circulate by Stef & Response needed by Committee | Review for Next Meeting |

**Outstanding Actions**

|  |  |  |
| --- | --- | --- |
| Action Items | Who | Due By |
| Approval of the Terms of Reference | Voting Committee Members | Next Meeting |

**Draft Agenda for ENABLE YORK MEETING on February 23-27th 2015**

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