

1. CALL TO ORDER

Call to Order – 12:04 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 Board Composition

President (Chair)	Larissa Chen
Vice President Finance	Hangue Kim
Board of Directors Member	Alan Lee (phone)
Board of Directors Member	Thadoe Wai
Student At-Large	Christina Thompson
Student At-Large	Vacant
Student At-Large	Vacant

3.2 Society Staff

SFSS Administrative Assistant	Zoya Nari
SFSS Chief Executive Officer	Martin Wyant
General Office Coordinator	Lawrence Jones
SFSS Accessibility Worker	Alyssa Chan
SFSS Student Union Organizer	Anna Reva

3.3 Guests

Director of Centre for Students with Disabilities	Mitchell Stoddard
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3.4 Absents

Student At-Large	Christina Thompson
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3.5 Regrets

Vice President Finance	Hangue Kim
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4. RATIFICATION OF REGRETS

4.1 MOTION AFAC 2017-03-03:01

Thadoe/Alan

Be it resolved to ratify regrets from Hangue Kim (Out-Of-Town).

CARRIED

5. ADOPTION OF THE AGENDA

5.1 MOTION AFC 2017-03-03:02

Alan/Thadoe

Be it resolved to adopt the agenda as presented.

CARRIED

6. NEW BUSINESS

6.1 Hi-Five ME Week 2017 Grant Proposal - MOTION AFC 2017-03-03:03

Thadoe/Alan

Be it resolved to recommend up to \$810 from Accessibility Fund for the Hi-Five ME Week 2017 Event, taking place March 27th to 31st, 2017.

POSTPONED

- Refer to attachment.
- Committee will be requiring a revised proposal, follow-up report, and proper documentations with facilities and AV costs considered.
- The committee is supportive of this initiative.
- The Chair will follow up with Hi-Five to confirm AV/facilities details.
- Motion postponed until next meeting.

7. DISCUSSION ITEMS

7.1 Update on the closed captioning services for the election/future events

- Dragon – may require self-identified individuals to open a document on personal devices.
- CART; used in the AGM, could possibly be an option.
- Further research will be done to confirm and gather details for companies.

7.2 Update on the revised Accessible Event Planning Checklist

- Will be further revised before confirmation.
- Survey may trigger individuals that are either self-identified or not who may prefer not to express their barriers.
- A course to be implemented in person or online to increase awareness.

7.3 Report on previous uses of the Accessibility Fund

- Refer to document.
- Suggestion: sensitivity workshops for club members.
 - May not be cost effective, given low attendance at previous similar initiatives.
- Suggestion to possibly holding an SFU wide event to help with awareness.
- Mental health and accessible washrooms to be considered in events.

7.4 Centre for Students with Disabilities (CSD)

- University Policy: GP26 – Services for studies with disabilities; to make sure students are protected.
- Stakeholders not limited to just students; includes instructors etc.
- Direct of CSD suggests that the name be changed to remove the negative connotation of the word disabilities.
- Accommodations and academic settings that affect student are not based on the label of that disability, but rather the functional impact for the student.
- Accommodation varies by the challenge the student faces and the essential learning

requirements for that course.

- Self-identify to facility and Centre of Disability office (not course instructor), documentation of that protected work (will be checking according to university standards), functional impacts (to assess accommodations).
- University is responsible for reasonable accommodations.
- Individuals with re-occurring mental relapses meet on a semester basis for assessment.
- Cannot strictly apply the policies as CSD not responsible for staff and faculty (SFU's GP40 policy does).
- The individuals creating an event, must make sure that it is accessible for all.
 - University does not have a clear line item.
- Awareness and attitude towards peers is taken into consideration.
- Suggests for funding to go towards training individuals who run clubs on awareness and inclusiveness.
- Customer Service Module about Disability – to be nested under the values of diversity and inclusion.
 - To allow individuals to be more aware.
- Marketing promotions to possibly include visual icon for disabilities to imply that they are welcome.

8. ATTACHMENTS

- Past Uses of the Accessibility Fund - Report.docx
- HiFIVEMEWeek2017GrantRequest.pdf
- Closed Captioning Services - Report.docx
- Checklist for Accessible and Inclusive Event Planning.docx

9. ADJOURNMENT

MOTION AFAC 2017-03-03:04

Thadoe/Alan

Be it resolved to adjourn the meeting at 12:30 PM.

CARRIED



Checklist for Accessible and Inclusive Event Planning

Created by 2015
2nd Revision May 2017
Accessibility Designated Assistant

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Checklist for Accessible and Inclusive Event Planning

For SFSS Clubs, DSUs, FSUs, and Committees

This checklist is designed to assist all SFSS Clubs, DSUs, FSUs and Committees when planning events and other special occasions, so that they can be accessible and inclusive of all SFSS members. Events should take into consideration the fact that SFSS members with various types of disabilities may attend their event, and should be planned with accommodations in mind.

If your event is truly inclusive and accessible, you should be able to answer “yes” to the majority of these points.

Event Planning

- Consider the size of the space required for the event.
Estimate the number of attendees expected, and be sure to take into account space for attendees in wheelchairs, scooters, with assistance dogs, crutches, and other mobility aids.
Tip: If the space is too small, these attendees may end up stuck near entrances, or unable to do more than limited movement.
- Consider potential tripping hazards for all attendees, including those who may not be able to see the hazards.

- Consider the lighting, sounds, and airflow of the space. Some individuals who may attend the event may have a sensitivity to scents, ambient or loud noises, chemicals, etc.

Programming

- Make materials for the event available in alternate formats, such as electronic versions, and physical copies. Provide copies of any materials in advance of the event to individual attendees who request them.
- Make sure the event volunteers, Exec members, ushers, etc., understand all the accessibility features of the event and the space, so that they can offer attendees these resources in the event of an accessibility need during the event.
- If you are screening a video, it should be captioned.

Tip: There is lots of information online about doing this.

Getting There/Transportation

- Provide clear signage in busy locations, and remember to take them down as soon as the event is finished.
- Avoid using signage that blocks sidewalks, ramps, elevators, or creates a tripping hazard.
- Ensure that the route between parking/transit and the event location is accessible.
- Ensure there is accessible parking nearby.

Advertising and Promotional Material

- Consider how to promote the event as broadly as possible, so all SFSS members are privy to the event information.
- Ensure the advertising is carried out in a number of different ways, such as: social media, email blasts, posters around campus, CJSF, The Peak, etc., so all members have a chance to see or hear it advertised or have access to promotional material.
- Ensure the advertising occurs in advance, so any requested accommodations provided through the General Office (MBC 2250) can be accessed and implemented for the event, and attendees have enough time to organize necessary transportation, assistants, support, etc.
- All promotional material in physical form should include an accessibility statement, letting all members know they may contact the event planners should they require an accommodation. Make sure to state the telephone or email of the planner(s) so they may be contacted.
 - Sample statement: “If you require any kind of accommodation to make this event more accessible for you (ex. Interpretation, dietary requirements, ramp, portable fm transmitter) please contact ___ at (name, phone number, email address).”
- Include on advertisements a request for attendees to refrain from wearing strong perfumes to prevent scent reactions for others.
- All physical advertising material should take into account the following accessible communication principles:
 - Text size should be 14 point or larger. Small or italic scripts are not accessible to all.

- Use high contrasting colours – dark text on a light background is easiest, and coloured pages are also easier for SFSS members with dyslexia.
- Do not embed essential information on a graphic. Graphics cannot be read aloud by a screen reader, used by someone with a visual disability.
- Short simple sentences are best, especially for members with dyslexia.
- Try to use the following fonts: Arial, Comic Sans, Verdana, Helvetica, Tahoma, or Trebuchet, as they generate less difficulties for dyslexic readers.
- If video promotional materials are being used, they should be captioned.
- Make materials for the event available in alternate formats, such as both hard copies and an electronic version, and provide copies in advance to attendees upon request.

Event Site

- Ensure that all entranceways are accessible – no stairs or ledges to doorways; doors are at least 34 inches wide **to allow wheelchair users to roll through.**
- If there are no automatic door openers, make sure someone is nearby to assist attendees in accessing the space.
- Ensure the space has a smooth and accessible surface throughout – a venue with half the space up a flight of stairs is not accessible to all.
- Ensure that all displays and information are arranged at a height that all attendees can view, including those sitting in a wheelchair or scooter.

- Ensure that tables are at an appropriate height to accommodate wheelchairs, scooters and other mobility aids.
- Ensure that emergency protocols take into account the needs of attendees with mobility, sensory and sight disabilities.
- Ensure there is enough space between rows of chairs or tables for navigation by wheelchairs, scooters, assistance animals, canes or other mobility devices.
- Ensure there are sufficient spaces available without chairs, for use by wheelchairs and scooters.

Tip: Avoid clumping all these areas together, so that attendees are free to sit with their friends. Disperse these accessible areas throughout the space, or assist attendees in sitting wherever they choose. **If the event is being held in an empty room, set up chairs as attendees enter and allow attendees freedom to choose where to sit.**

- Ensure the pathways to displays, stages, and tables are wide enough for wheelchairs, scooters and other mobility aids, and are without any tripping hazards.
- Provide seats near the front of the room for attendees with hearing or vision impairments, so they can more easily lip-read or hear the speakers/sound-enhancing devices, etc.
- Ensure there is at least one accessible bathroom located near the event site.
- If the event is being held outdoors, ensure there are areas that can provide protection from the elements (sun, rain, wind, etc.).
- Try your best to air out the space beforehand, to dispense any chemicals that may be lingering in the air (from construction materials, office supplies, etc.).

Presentations

- Speak clearly.
- Use simple language, or explain more complex terminology.
- Give people time to process information – **occasionally ask the audience whether they understood what was being said.**
- Be visible.
 - Stand in good light while speaking so that attendees can see your face when you are speaking, which can help some hear and understand better.
- Use a microphone.
 - Even in a small room, some may need to use an FM transmitter to hear you.
- Ensure that all relevant sound is heard through the microphone.
 - Ex. Repeat audience questions and comments before replying, all through the microphone.
- Read all displayed text.
 - If using a PowerPoint or other type of presentation system, always read aloud the information being presented. Cover all the visual information in what you say.
- Describe graphics, videos and other visuals.
 - Describe them to the extent needed to understand the presentation.
- Describe other visual information within the room.
 - Ex. If you ask a question, summarize the response if it is visually represented through raised hands.

- Have both audio and subtitles in presentations to ensure that visually impaired and hearing-impaired attendees have access to at least one aspect of the presentation.
- Provide a spoken and visual (map) description of the location of the emergency exits, washrooms, etc.
- If an event or workshop is longer than 1 hour, have stretch breaks every half hour – this will ensure that attendees can refresh their minds and stay awake during the event. This tip is mostly directed towards students with ADD and ADHD, but can apply to all students, as our attention spans can be quite short.

Food

- If providing food or drink for the event, ensure you can handle accommodation requests related to allergens (gluten, fish, nuts, lactose, etc.), food sensitivities, and preferences (vegan, vegetarian, etc.).
 - Make sure there is more than one food option for attendees with specific preferences, sensitivities and allergies.
- If buffet style, ensure all foods are clearly labelled to identify potential allergens and food sensitivities/preferences.

Final Check of the Event

Before the event takes place, following the event set up, try to walk through the space and review the upcoming event, while considering the experience from the perspective of:

- Attendees using mobility assistance devices,
- Attendees accompanied by an assistance dog,
- Attendees with low vision,
- Attendees with an auditory disability,

- Attendees with a chemical disability (**sensitivity to scents, certain foods, and/or things they touch**)

Please keep in mind all SFSS events are meant to be inclusive and accessible.

If for some reason you feel some attendees will not be able to participate or have a good experience at your event, please contact the SFSS General Office (MBC 2250) or the SFSS Organizing Office (MBC 2234), both of whom would be happy to assist you in finalizing your event or accessing the Accessibility Fund available through the SFSS.

ACCESSIBLE AND INCLUSIVE EVENT PLANING CHECKLIST

DONE Event Planning

- Venue accommodates all expected attendees (including those in wheelchairs, scooters, with assistance dogs, crutches, and other mobility aids)
- There are no potential tripping hazards for all attendees (including those who may not be able to see the hazards)
- Lighting, sounds, and airflow of the event take into considering those sensitive to scents, ambient or loud noises, chemicals, etc.

DONE Programming

- All materials are available in alternative formats (electronic, physical, etc.)
- Copies of material are available to individuals that request for them
- Event volunteers, executives, staff, etc. understand all accessibility features of space and are able to provide resources for accessibility
- Video screening is captioned

DONE Getting There/Transportation

- Clear signage is provided in busy locations
- Signage does not pose as a tripping hazard (on blocks, sidewalks, ramps, elevators, etc.)
- Route between parking/transit is accessible to all

DONE Advertising and Promotional Material

- All SFSS members are privy to event information
- A variety of advertising methods are used (social media, email, posters, radio, etc.)
- All promotional material contains contact information of event planners to request accommodations
- Promotional material requests refraining from wearing strong perfumes
- Printed advertisements are 14 points or larger
- Font for advertisements are not italic
- Advertisements use high contrasting colours (e.g. dark text on light background)
- Electronic graphics are not embedded and is accessible to individuals with a visual disability
- Advertisements have short, simple sentences
- One of the following fonts are used for advertisements: Arial, Verdana, Helvetica, Tahoma, Trebuchet
- Promotional videos are captioned
- Promotional material is available in multiple formats (hard copy, electronic, etc.)

DONE Event Site

- All entranceways are accessible
- All doors are at least 34 inches wide
- Assistance is available if there are no automatic door openers

- Venue surface is smooth and accessible
- All displays/information are arranged at a viewable height for all individuals
- Tables are an appropriate height to accommodate wheelchairs, scooters, etc.
- Emergency protocol takes into account needs of attendees with mobility, sensory, and sight disabilities
- Adequate space between rows of chairs or tables for navigation by wheelchairs, scooters, assistance animals, canes, or other mobility devices
- There is sufficient space available without chairs for use by wheelchairs and scooters
- Pathways to displays, stages, tables are wide enough for wheelchairs, scooters, and other mobility aids and are without tripping hazards
- Attendees are given assistance to choose where to sit
- Attendees with hearing or vision impairments are seated near the front of the room
- At least one accessible bathroom is located near the event site
- If outdoors, ensure there are areas of protection from the elements (sun, rain, wind, etc.)
- Venue space is aired out beforehand to dispense chemicals lingering in the air (from construction, office supplies, etc.)

DONE

Presentations

- Speak clearly
- Use simple language, or explain more complex terminology
- Give people time to process information
- Be visible
- Stand in good light
- Use a microphone
- All relevant sound is heard through the microphone
- Read all displayed text (e.g. from PowerPoint)

- Describe graphics, videos, and other visuals
- Describe visual information within the room (e.g. raised hands)

DONE Food

- Allergies, food sensitivities, and dietary needs can be accommodated
- If buffet style, all foods are clearly labelled to identify potential allergens, food sensitivities, and dietary preferences

DONE Final Check of the Event

- Walk through venue and review upcoming event considering:
 - Attendees using mobility assistances devices
 - Attendees accompanied by an assistance dog
 - Attendees with low vision
 - Attendees with an auditory disability
 - Attendees with a chemical disability (sensitivity to scents, certain foods, and/or things they touch)

Name of Service	Description	Price
Speechnotes (by Speechlogger)	Press the mic to dictate, basically an online notepad. Requires google chrome	Free
Dragon NaturallySpeaking	Speech-to-text software in which speech shows up on Microsoft Word, in natural speech no punctuation would be shown. Quite accurate, but has polarized user reviews – users either really like it or really hate it. Supported best on Internet Explorer.	One-time purchase of \$200 to install on Windows.
CaptionLink	Website that provides live and on-demand broadcasts	Quote 615-673-7801 info@captionlink.com
CCS (Closed Captioning Services)	Offers real time captioning – captions are fed from the caption-creating site to the client's encoding site, where the captions are integrated with the program or signal	Quote 1-800-278-4822 or email on website
Caption Reporters Inc.	Based in Washington, DC	Quote 301-599-1899 (Georgia) or 301-599-1899 (Maryland) or email on website
DynamicCaptioning	Provides real-time captions in English and Spanish	Quote 866-355-0811 or email on website
U.S. Captioning Company	Provides real-time closed captioning and post-production captioning	Quote 920-338-9201



Hi-FIVE MOVEMENT

The Hi F.I.V.E. Movement for Mental Health is led by a group of SFU student volunteers from various academic disciplines that aim to encourage, educate, and inspire open conversation, kindness and friendship among students. Our events and outreaches are focused on student's mental health and ensuring they know and understand how to take care of themselves and each other. This group, with support from SFU Health and Counseling Services and the Simon Fraser Student Society, seeks to sustain campaign activity throughout the years and eliminate stigma against those struggling with mental health issues on campus. Please contact one of the co-coordinators with any questions or concerns.

Contact information:

Jennifer Hoffmeister
Hi FIVE Co-coordinator
(778) 871 0504
hifivesfu.coordinator@gmail.com

Natalie Morin
Hi FIVE Co-Coordinator
(778) 319 6542
hifivesfu.coordinator@gmail.com

Grant Proposal for Hi-FIVE's 4th Annual ME Week

What: The Hi-FIVE 4th Annual ME Week

Who: All SFU community members

When: March 27th-31st

Where: Various - Convocation Mall, AQ Table, an AQ lecture hall, Saywell Atrium or Safe Study Area

Why:

Me Week is a week long event that touches on many areas of mental health. Each day has its own unique theme with events for SFU students to partake in at no cost. The goal of this week is to open up conversation about mental health while guiding SFU students to resources that help maintain good mental health. ME Week encourages students to take care of themselves throughout the semester and beyond. It

is aimed to be educational and stress-relieving while also increasing awareness and on-campus dialogue about mental health.

We are excited to host our ME Week for the fourth concurrent year. Each year has gotten bigger and better. Each year, we see increased student engagement, build stronger connections with the SFU community and become more focused about mental health and stigma. From our records last year alone, we had in excess of 100 students which we individually held conversations with on each day alone. Furthermore, thousands of students were engaged in total from the combination of our various events. Mental health is a pressing issue affecting all people regardless of demographics. This is particularly true for undergraduate students who are often transitioning into an entirely different lifestyle. ME Week is an opportunity to connect these students with resources and reaffirm the importance of self-care for the purpose of mental well-being. As of now, there are still no events run by either SFSS or SFU on the scale of Hi-FIVE's ME Week that is entirely focused on mental health and promoting increased accessibility for those experiencing mental health distress. The provision of funds towards this event allows SFSS to affirm its support in enhancing student wellness. As a student-led, student-focused non-profit organization, this affirmation is important to demonstrate SFSS' commitment towards students. After all, Hi-FIVE has significantly grown in recent years with approximately a dozen volunteers that attend our weekly volunteer meetings. We also have several hundred students on our mailing list and volunteers that attend our events as assistants exceed over 50 from this semester alone.

With regards to particular costs, our grant request has been reduced from \$2500 to \$810. In previous years, less emphasis was placed on sponsorships and pancake batter was also largely responsible for hiking monetary figures. We have also reduced the asking price by using homemade supplies which are put together by us and our volunteer team. This year, we have also approached local vendors who, upon realizing our emphasis on mental health, have gratuitously supported our endeavours. As well, we have been able to adjust our events to become more focused and less costly. Were SFSS to not fund this, it might suggest to some that external off-campus vendors are valuing student mental health more than SFSS which is a student-dedicated organization. Finally, please note that all our claims are documented and evidence can be provided per request.

Daily descriptions:

March 27 - Mind, Body & Spirit: This day will have guided yoga and mindfulness sessions, as well as post-card making.

March 28 - Art Therapy Day: This will be our most interactive Art Therapy Day yet by incorporating a sensory component. We will be providing colouring sheets and a large canvas to paint on as well as slime, sand and DIY stress balls.

March 29 - Coffee & Conversation: This event will open up guided dialogue surrounding mental health and stigma, as well as encouraging students to de-stress by taking a few minutes to relax and enjoy themselves.

March 30 - Careers in Mental Health Night: This event aims to provide students who are interested in a career in mental health with some real life experiences from professionals in the work force.

March 31 - Interactive Visual: This event aims to catch people's eyes and teaching them about mental health at SFU. We will be making a giant, visual representation of an SFU mental health related statistic.

Listed below are the expenses for this event. No revenue is expected from this event.

Date	Details	Expenses
Week-long costs	<p><i>Giveaways and prizes will be by donation/sponsorship</i></p> <ul style="list-style-type: none"> - <i>Confirmed sponsorships include the Vancouver FC Whitecaps, Starbucks Canada, Wear Your Label</i> <p>Promotional materials</p> <ul style="list-style-type: none"> - Posters - Flyers for week of to encourage return to later events - Hi-FIVE materials - Snapchat Geofilter for social media 	\$150
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March 27 <i>mind, body & spirit</i>	<p><i>Blank post-cards have been donated</i></p> <ul style="list-style-type: none"> - Thank you cards for instructors and volunteer massage therapists - Materials to decorate post cards with - Home made cookies to snack on 	\$30 \$50
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March 28 <i>art therapy day</i>	<p>Kinetic Sand (purchasing is cheaper than making it)</p> <p>Ingredients to make slime (liquid glue, liquid watercolour, detergent, glitter)</p> <p>DIY Stress balls (balloons, rice and flour)</p> <p>Large Blank Canvas</p> <ul style="list-style-type: none"> - Already have crayons, felts - Paints (have some but will need more) - Paper - Gloves for finger painting <p>Painting Rocks</p> <ul style="list-style-type: none"> - Modge podge - Rocks - Magazines for cutting out words 	\$35 \$25 \$15 \$100 \$25
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March 29	Coffee to offer students for free (provided they engage in our	\$350

<i>coffee & conversation</i>	conversation) - Food and beverage services through SFSS Catering	
	Sweets	\$200
	- Doughnuts	
	- Cotton candy	
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March 30 <i>Careers in mental health night</i>	Panelist Appreciation Gifts (5 panelists + 1 MC x \$25)	\$150
	Careers Night refreshments (through SFSS Catering)	\$300
	Facilities - 2 handheld microphones	\$40
	<u>Accommodation request:</u>	
	- ASL Translator for the panel	
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March 31 <i>Giant visual</i>	Balloons (portion of which will be customized with the HiFIVE hand logo) Helium Construction paper	\$150
	TOTAL EXPENSES	\$1620
	SFU Health and Counseling Contribution	\$810
	SFSS Contribution - Grant Request	\$810

What has AFAC (Accessibility Fund Advisory Committee) striven to do in the past?

Materials Purchased

- ALDS FM Transmitter model (assistive listening device) (\$2000)
- Installing a wheelchair-height computer table at the SFSS Copy Centre (up to \$2000)

Building Accommodations

- Installing a motorized pub patio door (up to \$7000)
- Making the Out on Campus Lounge door more accessible (up to \$10 000)
- Automatic door for Women's Centre (up to \$9000)
- Student Union Building: emergency call buttons in accessible washrooms and photo luminescent paint for handrails (up to \$22 000), accessible elevators
- A second passenger elevator in Build SFU
- A second passenger elevator in Build SFU

Sensitivity and Awareness Training

- Hi-Five campaign (\$2900)
- Organizing accessibility workshops/sensitivity training workshops
 - Sensitivity Training Video (\$3000)
 - Suggestion from Mitchell – have all club/DSU/FSU presidents go through sensitivity training workshops before being able to run a club to know how to interact with students with disabilities
- Disability awareness web surveys for SFU students
- Hiring student employees for accessibility positions (Accessibility Project Worker, Accessibility Designated Assistant, Accessibility Projects Assistant, Accessibility Admin Assistant, etc.)
- Designing an accessible anonymous feedback form within the SFSS website for members to bring forth concerns regarding accessibility issues on campus
- Working on a campaign to reach students affected by accessibility issues to gather their feedback

Mental Health

- Mental Health First Aid workshop
- Friendship bench (Hi-5)
- Free stress relief massages (\$2000)
- Live Radio Event and mental Health Community Gathering (\$200)

Event Accommodations

- Making the Fall Kickoff concert more accessible (\$1075)... but how?
- Enhancing accessibility for washrooms in the MBC
- Interpretation organizers