

Minutes of 12/16/24 1 pm – 2 pm subgroup meeting Accessibility Task Force

Attendees: Wendy Barrie, Michael Garrett, Don Argus, Alexandra Thompson

Alexandra's Notes:

Schedule launch for PPT – DONE

WB has of 12/17 spoken to Dean Steve about extending the timeline and inviting clergy and staff participation early in the process.

Proposed order of audit:

- Physical Plant
- Attitude and Culture
- Communications
- Worship/Events/Classes

AT make doodle poll; send out to committee DONE

AT send out names of people who have identified areas of preference DONE

AT prep email and send out for review. DONE

AT set up MG with tools to submit announcement to S&B.

AI generated/Wendy Barrie aedited Zoom notes:

Meeting summary for Wendy Claire Barrie's Personal Meeting Room (12/16/2024)

Quick recap

The team discussed the upcoming project, focusing on the scope of work, communication with interested parties, and task division, with a particular emphasis on understanding key terms and concepts related to diversity, equity, and inclusion. They also discussed the process of auditing the cathedral's current state in relation to four categories, with each category requiring separate meetings to define and discuss the audit and its findings. The importance of framing the audit process was stressed, to avoid finger-pointing and to ensure a productive information exchange. Lastly, they discussed the importance of accessibility and universal design in their work embracing accessibility as part of their work culture rather than merely complying with regulations; and at St. Mark's, the upcoming audit and the potential for improvements in various areas."

Next steps

- Alexandra to create a Doodle poll for the two meeting time options on January 16th and send it to all interested parties.
 - Michael to work with Alexandra on submitting the meeting announcement to Sundays and Beyond.
 - Wendy to review and edit Alexandra's text for the meeting announcement and Doodle poll.
 - Alexandra to write up meeting notes and send them to the group for review.
 - Wendy to append any missing information to Alexandra's meeting notes and post them on the accessibility web page.
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Summary

Project Scope, Communication, and Learning

The team discussed the upcoming project, focusing on the scope of work, communication with interested parties, and task division. They agreed to avoid confrontational language and instead use terms like "discovery process" and "collaborative process" to reduce anxiety levels. The team also discussed the importance of understanding key terms and concepts related to diversity, equity, and inclusion. They decided to approach the project as a learning journey, emphasizing the importance of recognizing and celebrating existing work while also identifying opportunities for improvement. The team agreed to have a follow-up meeting to discuss further details and next steps.

Planning Committee Audit Process

Michael proposed a kickoff meeting for the committee to review a PowerPoint presentation before starting the audit process. He suggested conducting one audit per month due to the volunteers' availability. Wendy initially proposed simultaneous audits by different groups, but Michael expressed concerns about the feasibility and workload. The group agreed to reconvene in mid-January to lay the foundation for the work and propose four categories of work. Alexandra expressed interest in focusing on neurodiversity, but Michael cautioned that this approach might require a longer process, considering the various disabilities involved.

Cathedral Audit Process and Meetings

Alexandra, Michael, Don, and Wendy discussed the process of auditing the cathedral's current state in relation to four categories: attitude and culture, communications, events and worship services, and

physical facilities. They agreed that each category would require a separate meeting to define and discuss the scope of the audit, with action items to be brought back in additional meetings. They also discussed the need to interview clergy or staff responsible for each area. Wendy suggested that the process might take longer than anticipated but agreed to ask Steve about the possibility of scheduling such meetings. Michael proposed recording the committee members' meeting and sharing it with clergy and staff and suggested that people listen to a recorded webinar before attending a meeting. They also discussed the importance of framing the audit process correctly to avoid finger-pointing and to ensure a productive information exchange. The team agreed to try to find a time in the second week of January for the first meeting, with the majority's preference being considered.

Addressing Culture and Capital Campaign

The team discussed the upcoming launch and the importance of addressing attitude and culture in the same conversation. They agreed to schedule a meeting date in mid-January for this purpose. Wendy highlighted the upcoming capital campaign and its impact on availability, emphasizing the need to address the physical plant as soon as possible. Alexandra suggested inviting Steve to the meetings, with the possibility of him sending a video message if he couldn't attend. The team agreed to start with their availability and offer times to the larger group via a Doodle poll.

Universal Design and Accessibility Discussion

The team discussed the importance of accessibility and universal design in their work. They agreed that the term "accessibility" might be appropriate but also considered the broader concept of "universal design" which aims to serve everyone, not just those with disabilities. They also discussed the need for a **societal** shift in attitude from **mere** compliance **with regulations, towards** accessibility as part of the culture. The team agreed to consider the principles of universal design in their future discussions. They also discussed the need for resources and accommodations for different kinds of disabilities, and the importance of prioritizing projects based on their value and cost.

Scheduling Meeting and Organizing Attendees

The team discussed scheduling a meeting to report back on their learnings. Wendy agreed to take a closer look at the PowerPoint presentation before the meeting and to ask Michael any questions that arise. Michael suggested organizing the attendees by category, which Alexandra agreed to do. The team also discussed the interest in different areas, with a significant group showing interest in communications.

Upcoming Audit and Improvement Opportunities

Michael, Don, Wendy, and Alexandra discussed the upcoming audit and the potential for improvements in various areas, including physical facilities, communications, and

worship/events/classes. Michael predicted that communications would find opportunities for improvement at a low cost, while physical facilities would have a high value and low cost. Wendy emphasized that improvements would not happen overnight, and that the task force will make recommendations that the vestry will then consider. Lastly, they touched on the carbon-neutral initiative that Mark, who oversees the properties, is working on.

Accessibility Committee and Meeting Notes

They also discussed the need for the mid-January to be open to anyone interested in learning more about the task force. Alexandra mentioned she would be out of the country until the 12th and would need assistance with submitting to Sundays and beyond. Michael offered to help with this task. The team also discussed the use of AI for meeting notes, with Wendy expressing its usefulness as long as they are edited for clarity and appropriateness. Alexandra suggested compiling a repository of meeting notes and asked for assistance in appending any missing information to her notes.

Scheduling Large Group Meeting

The team discussed scheduling a large group meeting for January 16th, with two time slots offered: 4:30-5:30 PM and 5:30-6:30 PM. They also considered an alternative date, January 21st, but decided against it due to Alexandra's vestry commitment that night. The team agreed to offer the January 16th meeting with two time slots, allowing participants to choose their preferred time. The meeting's duration was estimated to be around 90 minutes but could potentially be shorter.

Accessibility Initiative Planning Meeting Summary

Alexandra, Michael, Wendy, and Don discuss planning for an upcoming accessibility initiative at their church. They decide that Alexandra will create a poll to gather availability for a kickoff meeting. The meeting will be recorded and shared along with a PowerPoint presentation to orient clergy and staff. They plan to focus first on physical facilities, followed by culture/attitude, communications, and events/worship services/classes. Committee members, clergy and staff leads need to be identified for each area. Alexandra will create a work plan to track outreach efforts, scheduling the vestry presentation, and follow-up implementation steps. The kickoff meeting recording and materials will be hosted on an internal accessibility webpage for the task force. Wendy closes the meeting with a prayer.