

Accessibility Advisory Committee

Meeting Minutes

Wednesday June 16, 2021

Start time: 6:00 pm

(Virtual Meeting)

In Attendance: Adam Dedrick, Robin Smith, Frances Scott, Elizabeth Chute, Kent Balish, Ron Coole, Sylvia Snow, Holly Perry, Terry Stacey, Bil Atwood, Wanda Buchanan, Ben Nickerson

Regrets: none

Call to Order: Meeting was called to order by Adam Dedrick at 6:03pm

Agenda Approval: Meeting Agenda was reviewed aloud. Approval of this agenda was moved by Adam and 2nd by Kent.

Minutes of Previous Meeting: Meeting minutes from May 19, 2021 were reviewed.

There was a motion to approve the minutes which was moved by Kent and 2nd by Ron

Business:

- a) **Review of RFP for Accessibility Plan:** The consultation working group made the decision to move forward with hiring a consultant as discussed by the whole committee at the previous May meeting. The Request for Proposal for this scope of work created was reviewed by Adam. A draft of the Request for Proposal is attached for reference. The RFP submissions will be due July 16, 2021 and will be initially reviewed by the Working Group. They will then bring their recommendations to the whole Committee at the next monthly meeting for a final determination on which submission to accept.

A motion to accept the proposed Request for Proposal was made by Terry. This motion was moved by Ron and seconded by Kent.

- b) **Funding to Support Cost of RFP:** There is grant money available which could possibly cover half the cost of this project.
- c) **Learning Opportunities for Committee Members:** In the planning toolkit that has been sent to all committee members, there is several suggestions for areas in which committee members can access some learning opportunities. Everyone is encouraged to contact Adam if there is interest in this.

Other Business:

- a) There is no other business

Next Meeting Agenda Items:

- a) Review submissions for the Request for Proposal

A motion to adjourn the meeting was made by Ron and 2nd by Bil.

Meeting Adjourned at 6:42pm

Next meeting will be held on July 21st, 2021 at 6pm