

ADVISORY COMMITTEE ON ACCESSIBILITY  
MINUTES for MONDAY, MARCH 18, 2024 at 3:00 PM  
CHAMPLAIN ROOM  
3rd FLOOR, BURLINGTON CITY HALL  
VIA ZOOM

Attendees

- Nate Besio, Chair
- Vanessa Santos-Eugenio
- John Adams-Kollirz
- Tim Williams
- Karen Downey
- Sophie Sauvé
- Laura Wheelock
- Kelly Monham
- Katherine Schad
- Scot Barker
- Elana Rosen
- Laura Siegel
- ASL Interpreters: Abigail Murray, Bobbi

**Agenda Items and Discussions**

- **Approval of Previous Meeting Minutes**
  - Call for approval of January meeting minutes by VCIL Burlington.
  - Motion to approve made by Sophie and seconded by Elena.
- **Agenda Adoption**
  - Motion discussed to adopt the minutes and agenda
- **Accessible Meeting Practices Discussion**
  - Vanessa introduced NEOGOV: a training tool focusing on accessibility practices for city employees.
- **Accessibility in Venues**
  - Vanessa working with departments to list accessible rooms/venues.
  - Interactive map by Public Works showing accessible parking spaces introduced.
  - Venue checklist discussed: visibility, acoustics, mobility, technology, and service animals.
- **Preparation for Actual Events**
  - Presenters should be aware of accessibility needs.

- Responsibilities for accommodations at events highlighted.
- **Presenter Guidelines for Accessibility**
  - Checklist for presenters to include materials in advance, describe visuals, and use large, high-contrast fonts.
  - Suggestions by Laura Wheelock on font types and colors.
- **Event Publicity and Preregistration**
  - Importance of disability accommodation statements in materials.
  - Suggestion for a set time frame for providing accommodation information.
  - Discussion on options for accommodation requests.

#### Action Items

- **Refinement of Accessibility Training Content**
  - Integrate feedback into the training material.
  - Establish clearer protocols for responding to accessibility requests.
- **Improvement of Meeting Setups**
  - Implement solutions for audio and communication issues in hybrid meetings.
- **Finalize and Distribute List of Accessible Venues**
  - Complete and share the list of accessible rooms and venues.
- **Event Accessibility Planning**
  - Develop plans for event publicity, including accommodation statements and symbols.
  - Address logistical issues for smoother future meetings.
- **Next Meeting Preparation**
  - Continue the discussion on accessibility at the next meeting.

#### Additional Notes

- Acknowledgment of ongoing adjustments needed in accessibility practices.
- Recognition of the need to adapt and learn from practical experiences in hosting accessible meetings.

#### Concluding Remarks

- Vanessa to follow up with the committee via email with revised notes and questions.
- Next meeting scheduled for the third Monday of April to continue the discussion.