# Accessibility Task Force: First Meeting Agenda

Welcome everyone and thank them for joining the Accessibility Task Force.  
Share that this is a short-term initiative running from November 2025 to January 2026, designed to bridge the gap between CNIB’s strategic accessibility goals and the everyday barriers staff experience.

## 1. Purpose of the Task Force

The Task Force is grounded in feedback from staff, especially insights gathered during National Accessibility Week.  
It aims to develop practical, actionable solutions that support:

* The Accessibility & Inclusion Roadmap
* The Multi-Year Accessibility Strategy

We’ll be launching pilot projects by January 2026 to test and refine these solutions.  
A key deliverable is to propose a structured model for how CNIB can bring together the various teams working on accessibility initiatives—whether that’s through a committee, working group, or ongoing task force. This model will help ensure coordination, continuity, and shared accountability moving forward.

## 2. What We’ve Heard: Key Themes from Staff Feedback

* **Hiring and Onboarding:** Accommodation forms are limited and narrowly focused; no process to revisit needs post-onboarding.
* **Training:** Onboarding accessibility training is outdated; low awareness of digital accessibility.
* **Technology Barriers:** Platforms like SAP Concur are not consistently accessible; no standardized testing or vendor communication processes.
* **Assistive Tech Support:** Support is informal; limited training and no centralized help or community of practice.
* **Reporting & Accountability:** No safe or consistent way to report barriers; lack of tracking and systemic accountability.

## 3. Objectives of the Task Force

* Provide strategic recommendations to improve internal accessibility standards.
* Advise on reporting and tracking systems for accessibility barriers.
* Form subcommittees focused on themes such as : Training, System design, Monitoring.
* Lay the groundwork for a long-term advisory body of accessibility experts.
* Develop a proposal for a future structure—a unified body that can carry forward accessibility work across departments.

## 4. How We’ll Work Together

Estimated time commitment: 10 hours total between November and January.  
Meeting schedule:

* Meeting 1: Kickoff (1 hr) – Mandate, roles, the Task Force objectives
* Meeting 2: Subcommittee planning (1 hr)
* Meeting 3: Progress review (1 hr)
* Meeting 4: Wrap-up and advisory body planning (2 hrs)
* Subcommittees: ~2 hrs/month between meetings

## 5. Next Steps and Committee Member Commitments

* Confirm availability: All committee members are expected to confirm their availability for upcoming meetings by contacting Catheryne.
* Document review: Review all shared documents thoroughly before each meeting to ensure informed participation.
* Prepare feedback: Develop questions or feedback based on your document review, and be ready to contribute these insights during meetings.
* Active participation: Engage actively in subcommittee work, including attending monthly sessions and contributing to accessibility initiative discussions.
* Ongoing engagement: Remain involved and monitor progress regularly to support successful planning and implementation of the advisory body.

## 6. Recent Accessibility Updates

We’re pleased to provide an update on several ongoing accessibility initiatives and invite you to collaborate with us—your support and feedback are essential as we continue to build and improve these efforts together.

### Accessibility Hub

The Accessibility Hub is being developed as a centralized space where staff can access tools, guidance, and peer support to navigate accessibility challenges. Right now, Allie and I are leading this work, and we’re exploring an office hours-style support model to offer real-time help. We’re also inviting team members to volunteer an hour to help test the Hub and provide support once it launches. If you’re interested in contributing, we’d love to connect.

### Targeted Accessibility Training – Finance

We’re partnering with the Finance team to deliver targeted training focused on document accessibility, especially for forms and templates used in financial workflows—like credit card forms. This initiative also includes a review of SAP Concur, where we’re identifying opportunities to improve accessibility and usability. These efforts are helping us address broader challenges in testing and procurement processes, and we’re working toward more consistent standards and vendor accountability.

### GPT – CNIB Style Guider

We’re piloting a new AI-powered tool—the GPT CNIB Style Guider—to support inclusive and accessible language across CNIB communications. Edwin is leading the testing phase, and we’ll be inviting staff to collaborate and share feedback. This tool is designed to reflect CNIB’s values and make it easier to write in a way that’s respectful, clear, and empowering.

### Microsoft Word vs. PDFs – Vendor Guidance

We’ve also raised the importance of using accessible formats like Microsoft Word instead of PDFs in external communications. We hope that this recommendation will become part of our guidance for external facilitators and vendors, helping ensure that accessibility is built into every stage of engagement.