



Board Meeting
Douglas College, Room 1222
Tuesday, September 23, 2014 (6.30 p.m. – 8.30 p.m.)

Attendees: Caroline Tetreault, Brenda Carmichael, Jessica Siegers, Spring Herold, Julia Menzies, Janet Lewis, Jessie Dawson, Trevor Leyenhorst, Miriam West, Brooke Oviedo, Amanda Noiles, Caitlin Barker Gore, Kristie Walters, Jenny Cowan, Brittni Vandusen.

Students: Jamie Wilson, Kristin Daly, Jessica Smith, Jess Benedicto, Carmanagh Carson-Austin, Stephanie Hu, Erik Tayag, Nadya Lina, Aron Jones, Antonia Buono, Jena Lenning, Melanie Avanthay, Keith Brougham, Teresa Taylor, Jasmine Watters, Morgan McCallum, Sarah Williams, Kyle Cardno, Kathy Paulic, Stephanie Wishart, Natalie Kriss, Linda Ko.

1. Call to order, welcome and housekeeping

6.30 p.m.

2. Approval of Agenda

Mover: Jessica Siegers

Seconder: Brenda Carmichael

MOTION: CARRIED

3. Motion to limit discussion

Motion to limit discussion to 10 minutes

Mover: Brenda Carmichael

Seconder: Spring Herold

MOTION: CARRIED

4. Approval of April 2014 meeting minutes

Mover: Trevor Leyenhorst

Seconder: Miriam West

MOTION: CARRIED

5. Executive Reports

5.1 President – Report attached

Caroline Tetreault

5.2 Past President – No report

Jessica Siegers

5.3 Vice President – Report attached

Brenda Carmichael

5.4 Treasurer – Report attached

Simon Dorer

- | | |
|---------------------------------------|---------------|
| 5.5 Secretary – Report attached | Julia Menzies |
| 5.6 Member-at-Large – Report attached | Spring Herold |

6. Committee Reports

- | | |
|--|--|
| 6.1 Fundraising | VACANT |
| 6.2 Membership – Report attached | Jenny Cowan
Erica Kosciuk |
| 6.3 Newsletter – Report attached | Caitlin Barker Gore
Kristie Walters |
| 6.4 Professional Development – Report attached | Janet Lewis
Jessie Dawson |
| 6.5 Professional Standards – Report attached | Miriam West |
| 6.6 Public Relations – Report attached | Brooke Oviedo |
| 6.7 Technology Committee – Report attached | Trevor Leyenhorst
Bryan Corry |

Motion to accept reports
Mover: Jenny Cowan
Seconder: Jessica Siegers
MOTION: CARRIED

7. Old Business

7.1 ACTION ITEM: Secretary will contact Forrest to see if WAVLI can help in the promotion of selling/donating the DVDs. **IN PROGRESS**

7.2 ACTION ITEM: Professional Development Committee will look into to hosting an event for WAVLI Membership with the goal of educating on WAVLI complaints and disciplinary policy procedures. **IN PROGRESS**

7.3 ACTION ITEM: Board will discuss Douglas College students' bursary request via email and come back with reply at May meeting. **COMPLETE**

7.4 ACTION ITEM: Technology Committee will give Student Members access to Members Only section on wavli.com. **IN PROGRESS**

7.5 ACTION ITEM: Vice President and Secretary will look into potential auction items and bring findings back to the May Board Meeting. **COMPLETE**

7.6 ACTION ITEM: Secretary will look into rules around students being on WAVLI ad hoc and standing committees. **COMPLETE**

7.7 ACTION ITEM: Past President will look into legalities and process to disband Fundraising Committee. **IN PROGRESS**

7.8 ACTION ITEM: Vice President will contact AVLIC publications (contact person: Misty) in regards to reading circles and publishing papers. **IN PROGRESS**

Motion to close Old Business

Mover: Miriam West

Secunder: Brenda Carmichael

MOTION: CARRIED

8. New Business

8.1 Deaf and Hard of Hearing Provincial Resources Programs Review

Caroline Tetreault
Jessica Siegers

TABLED TO OCTOBER MEETING

8.2 Bylaw Changes

Caroline Tetreault
Miriam West

Bylaw changes made at AVLIC 2014. WAVLI must run new bylaws by George Bryce to make sure they are in accordance with WAVLI's bylaws and Society Act. WAVLI will be tweaking some bylaws in regards to WAVLI Executive Committee, but not before Spring GM.

8.3 Social Media Site Responsibility

Caroline Tetreault

Historically, Member-at-Large did this because Public Relations chair wasn't interested. Effective immediately, social media will go back to being the responsibility of Public Relations.

8.4 Health and Safety Committee Update

Brenda Carmichael

Bryan Corry, Lisz Keallen and Emily Drew. Vice President tried to get in touch with committee a few times but has not been able to make much contact.

8.5 Accessibility Paper Committee Update

Caroline Tetreault

OASLI has papers written that are being compared with other community documents. Difficult to get people from various organizations together. When papers are available, President will send them out to the board.

8.6 Referral Agency Relations Update

Caroline Tetreault

Two surveys being made: one for independent contractors and one for agencies. Goal of surveys is to gain insight on how to improve relationships between the two. Jane Pannell (WAVLI member and AVLIC Administrator) has informed WAVLI her husband has offered to help develop the surveys for minimal cost.

I move that the WAVLI Board contract a survey consultant to review our Agency and Independent Contractor Surveys before they are sent to the membership. Cost not to exceed \$300.00

Mover: Caroline Tetreault

Secunder: Jenny Cowan

Goal of survey is to find gaps between what agencies do and what interpreters need when being contracted out (e.g. some do not like mass emails for work, some Deaf people are under the impression that there are no interpreters available when in fact there are). Consultant (Jane's will review survey to make sure WAVLI is getting the information they are looking for.

TABLED to October meeting

8.7 Calendar of Events

Caroline Tetreault

Amanda Noiles put together Google event calendar for WAVLI Board to keep interpreting community abreast of various community events. Some issues when opening with Apple products.

8.8 Legal Interpreting Parameters

Caroline Tetreault

wavli.com has no info regarding legal interpreting (history, background, who is qualified, no info regarding issues that happened in the 1990's). There is no concrete list (known of) for who to contact for legal work. Some individuals have independent contracts with Attorney General to do legal work. WIDHH has legal interpreting services. It is unclear as to who has a proper list of who is qualified to do legal work.

ACTION ITEM: Professional Standards will contact Lisz Keallen and review process for hiring courtroom interpreters versus general legal interpreters.

8.9 Retreat Follow Up Caroline Tetreault

June retreat. Board came together to discuss goals over the next two years. Some goals are more long-term than two years, some are already complete. Goals have been compiled and will be presented to the Membership at the Fall GM.

8.10 Policy and Procedures Manual Caroline Tetreault

WAVLI needs everyday working policies for WAVLI made available (e.g. language policy for meetings). The Board is not sure who has these documents.

ACTION ITEM: Secretary will send Member at Large and PR welcome packages.

ACTION ITEM: President will contact Sara MacFayden and Rebecca McCormick in regards to policies and procedures to see what they have available.

8.11 AVLIC AGM 2015 Vancouver Caroline Tetreault

Last time Vancouver hosted in 2011, Douglas College New Westminster was not a great location since most amenities in the neighbourhood were closed. President is in touch with Jane Pannell in regards to hosting downtown. Will be same time as BCSD 100 year anniversary. Looking to tie that in with the AVLIC weekend.

8.12 Fall GM Julia Menzies

All reports must be in to Secretary by Thursday, September 25. Past President will take minutes for Secretary.

8.13 Website Inquiry Trevor Leyenhorst

New website in the works, but some glitches beyond committee's control. Committee would like to hire Cole Sanderson to fix glitches. Would cost under \$100.

8.14 PR Co-Chair Caroline Tetreault

I move that Amanda Noiles be accepted as the co-chair for the Public Relations Committee.

Mover: Miriam West
Secunder: Trevor Leyenhorst
MOTION: CARRIED

Motion to close New Business: Janet Lewis
Secunder: Jessica Siegers
MOTION: CARRIED

9. Announcements

Spring will take on agenda and minute taking for October 21 board meeting.

10. Motion to Adjourn

Motion to adjourn: Jessica Siegers
7.50 p.m.

Vice President

September 2014

Brenda Carmichael

ACTIVITIES TO DATE

- i) Planned and attended our WAVLI Retreat meeting June 21
- ii) Skyped into part of the President's meeting at the AVLIC Conference.
- iii) Organized and typed notes from our retreat weekend for Julia to distribute.

ONGOING ACTIVITIES

- i) Responding to emails:
- ii) Contacting committee's to incorporate retreat weekend notes and create a plan of action.

FUTURE INITIATIVES

- i) Continue to support President and role of VP.
- ii) Complete action plan from retreat weekend (with each committee) by October 15st, 2014.

Treasurer

September 17, 2014

Simon Dorer

ACTIVITIES TO DATE

- i) Attended the meet and greet.
- ii) Resolved imprinter charges – received credit of \$26.88.
- iii) Renewed officers and directors insurances.
- iv) Renewed web hosting fee – should be paid off until end of fiscal year.
- v) Completed filing statement.

ONGOING ACTIVITIES

- i) Emptying PO Box weekly, and distributing mail.
- ii) Paying bills.
- iii) Regular email correspondence.

FUTURE INITIATIVES

- i) None at this time.

Member at Large

September 17, 2014

Spring Herold

ACTIVITIES TO DATE

- i) Attended WAVLI Board Retreat (June 21, 2014)
- ii) Met with past MAL Darcie Kerr to discuss role & responsibilities (July 24, 2014)
- iii) Attended meeting with VP, Tech, Professional Standards to discuss ASL access on WAVLI website (September 5, 2014)
- iv) Set up MAL google account:
 - a. Logged in to MAL gmail account and set up signature
 - b. Added generic WAVLI board & committee email contacts
 - c. Input important dates in to calendar (meeting dates, report due dates)
 - d. Accepted to see WAVLI calendar in MAL calendar
 - e. Downloaded google drive to personal laptop
 - f. Started using google drive to save documents
- v) Started developing a comprehensive portfolio/guide for Member at Large through google account, electronic documents, and hard copy documents in a binder.
- vi) Research/Development for ASL access on WAVLI website
 - a. Researched Canadian websites with ASL access
- vii) Wrote and submitted MAL report for September 25, 2014 board meeting

ONGOING ACTIVITIES

- i) Responding to email correspondence as necessary
 - a. Review Student Award wording with board before replying to Douglas College email inquiry regarding WAVLI awards/bursaries/scholarships for interpreting students
- ii) Setting up MAL google account:
 - a. Continue to add contacts
 - b. Continue to update MAL calendar
 - c. Organize emails into folders
 - d. Continue to create and save documents to google drive
- iii) Continue developing MAL portfolio/guide through google account, electronic documents and hard copies in binder.
- iv) Research/Development for ASL access on WAVLI website
 - a. Develop script for ASL introduction to WAVLI website
 - b. Check with tech regarding vision of ASL intro clip

- c. Contact President regarding ASL script and production for website
- d. Continue to participate in ASL access on website group

FUTURE INITIATIVES

- i) Check with Technology Committee about the possibility of developing a PDF of the new directory for the website.

Membership Committee

Co-Chairs: Erica Kosciuk and Jenny Cowan
September 2004

ACTIVITIES TO DATE

- i) Attended WAVLI Meet and Greet with Douglas College IEP Grads
- ii) Shared updated Membership spreadsheet with Technology Committee
- iii) Provided Membership numbers to Newsletter Committee:
Active Members: 208
Deaf Interpreters: 11
Student Members: 20

ONGOING ACTIVITIES

- i) With Technology Committee, continuing research and investigation of establishing online proxies for WAVLI.
- ii) Supporting AVLIC in its outreach to all who are listed on current WAVLI membership lists as expired/lapsed with a goal to finding out why they have allowed membership to lapse.

FUTURE INITIATIVES

- i) Partner with Technology Committee, consider how to support one another with respect to the upcoming online directory.
- ii) Prepare for Fall GM.

Newsletter Committee

September 17, 2014

Co-Chairs: Kristie Walters and Caitlin Barker Gore

Committee Members: Gitte John

ACTIVITIES TO DATE

- i) Issued third newsletter through listserv
- ii) Emailed reminder notices to members for submissions
- iii) Requested official AVLIC/WAVLI membership numbers

ONGOING ACTIVITIES

- i) Responding to e-mail correspondence as necessary
- ii) Discussing deadlines, content, and ways of involving the members who reside outside of the Greater Vancouver area
- iii) Obtaining copies of past issues in order to archive
- iv) Researching ways to encourage article submission
- v) Corresponding with members and community members about submissions

FUTURE INITIATIVES

- i) Investigate policies related to printing photos of members
- ii) Archive past issues and set up online access for members
- iii) Revise position outline for future chairs

Professional Development Committee

Co-Chairs: Janet Lewis and Jessie Dawson

September 23, 2014

ACTIVITIES TO DATE

- i) Attended the June Board meeting.
- ii) Maintained email correspondence with Anita Harding regarding Oct 4 workshop.
- iii) Rebooked October 4 workshop with Campbell McDermid.
- iv) Corresponded with Campbell McDermid, Technology committee and Douglas College regarding technology requirements of conducting a workshop remotely.
- v) Sent out announcement for Workshop.
- vi) Responded to registrants and compiled list of attendees so far.
- vii) Corresponded with Karen Malcolm regarding November workshop.
- viii) Corresponded with and sent announcement to listserv regarding VCC Ethics night on November 6.

ONGOING ACTIVITIES

- i) Responding to e-mail correspondence as necessary.
- ii) Continue correspondence with presenters and planning October 4, November 6 and November 15 workshops.
- iii) Continue correspondence with potential future presenters.
- iv) Arranging meeting with Vice President to discuss future committee endeavors.

FUTURE INITIATIVES

- i) Research future professional development opportunities and present them to the Board.
- ii) Research possibility of setting up a mentoring program.

Professional Standards Committee

September 23, 2014

Miriam West

Committee:

Professional Standards Chair – Miriam West

Resource to Members – Lisz Keallen

Resource to Public – Karen Malcolm

Committee Members: Deloris Piper, Sara MacFayden, Tosca Burtenshaw

ACTIVITIES TO DATE

- i) Letters/emails forwarded to the following:
 - a. Language Linx Ltd – UUT
 - b. WorkSafeBC, Prince George – Education re: OTP and hiring qualified interpreters;
 - c. North Vancouver School District 44 – Cease and Desist warning;
 - d. PCAS – job adverts distribution to non-members;
 - e. Vancouver Aquarium – explaining OTP and congratulating them on Accessibility Program and use of Douglas College Student Volunteers;
 - f. Fluent Language Solutions – referral agency based in North Carolina recruiting interpreters for work in BC – letter explaining OTP and criteria for use of protected titles in BC (not certification but memberships status with WAVLI);
 - g. Holland America Cruise lines Access and Communication – educational email re: OTP and professional practice of interpreters in BC;
 - h. OTP Educational letter to the Catholic Dioceses in BC
 - i. OTP Educational Letter to St Jude’s Catholic School - Vancouver
- ii) Attended the AVLIC Conference
 - a. Presentation to the AC Presidents and AVLIC Board – What OTP means for Canada.
- iii) Meeting with Piper and Janice Lyons re: presentation re: AVIC DRP/WAVLI process July 23, 2014
- iv) Meeting with Vice President, Member-at-large and Tech Committee rep regarding planning day objectives.

ONGOING ACTIVITIES

- i) Continued work on promotional materials for OTP
 - a. Brochures
 - b. Display
 - c. Video vignettes for Website
- ii) Roster of interpreters as per Bylaw 5.2.4 taking into consideration recommendations from George Bryce.

FUTURE INITIATIVES

- i) Revamping the timeline for projects

Public Relations Chair

September 17, 2014

Brooke Oviedo

ACTIVITIES TO DATE

- i) Contacted VCC about Deaf Deaf World 2015.
- ii) Collected all PR materials (pens and old brochures)
- iii) Email correspondence and support board as necessary

ONGOING ACTIVITIES

- i) Keep updated with e-mail and correspondence as necessary
- ii) Obtain a PR committee (Amanda Noiles - research events and post onto our google calendar)
- iii) Survey members for ideas and what they want from WAVLI (another Gala, perks for members.)
- iv) Update old brochures

FUTURE INITIATIVES

- i) Create new promotional material
- ii) OTP promotion working with PR
- iii) Reach out to Douglas and VCC for PR presentations
- iv) Establish a PR committee
- v) Research benefits/perks for WAVLI members
- vi) Reach out to lapsed members
- vii) Increase non-member sign-up for Pro-D.

Technology Committee

September 23rd, 2014

Co-chairs: Bryan Corry and Trevor Leyenhorst

Members: Tyler Churchman and Brittini Vandusen

ACTIVITIES TO DATE

- i) Rebuilt website in WordPress (hope to be launched by this meeting).
- ii) Found effective solution for online Directory.
- iii) Created tutorials for members to register for new website and to create Directory listing profiles.
- iv) Modernized the WAVLI logo.

ONGOING ACTIVITIES

- i) Maintaining WAVLI listserv.
- ii) Updating wavli.com with current calendar events and other information.
- iii) Improving reliable broadcasting technology for professional development and General Meetings. Documenting broadcasting steps and process.
- iv) Improving online directory, incorporating member feedback.
- v) Providing technology related information and support to Board Members, Committees, and Members on an as-needed basis.

FUTURE INITIATIVES

- i) Broadcast the Fall General Meeting.
- ii) Help in creation of ASL videos on wavli.com for access.
- iii) Establish a Print-On-Demand process for the Directory.
- iv) Create additional instructional videos for tech committee operability.
- v) Enhance front page of wavli.com (President welcome in ASL).