

WAVLI BOARD MEETING MINUTES

Monday, June 6, 2016

Douglas College, New Westminster, Room 4650

7.30 p.m. – 9.00 p.m.

Chaired by Caroline Tetreault

ATTENDEES: Amanda Noiles, Amanda Zimmer, Brenda Carmichael, Caitlin Barker Gore, Caroline Tetreault, Diana Lane, Jasmine Watters, Jenny Cowan, Jessica Siegers, Julia Menzies, Keith Brougham, Miriam West, Sarah Williams, Sarah Zelitt, Silas Woodsmith, Simon Dorer, Spring Herold, Trevor Leyenhorst, and Tyler Churchman.

1. CALL TO ORDER

7.40 p.m.

2. APPROVAL OF THE AGENDA

Moved: Miriam West

Seconded: Brenda Carmichael

Motion: CARRIED

3. HOUSEKEEPING

Limit discussion to 5 minutes per agenda item

Moved: Tyler Churchman

Seconded: Sarah Williams

Motion: CARRIED

4. APPROVAL OF MARCH 2016 MINUTES

Moved: Brenda Carmichael

Seconded: Miriam West

Motion: CARRIED

5. EXECUTIVE REPORTS

- 5.1. President – Report attached
- 5.2. Past President – Report attached
- 5.3. Vice President – Report attached
- 5.4. Treasurer – Report attached
- 5.5. Secretary – Report attached
- 5.6. Member-at-Large – Report attached

6. COMMITTEE REPORTS

- 6.1. Membership – Report attached
- 6.2. Newsletter – No report
- 6.3. Professional Development – Report attached



- 6.4. Professional Standards – Report attached
- 6.5. Public Relations – Report attached
- 6.6. Technology Committee – Report attached

Motion to accept reports

Moved: Diana Lane

Seconded: Brenda Carmichael

Motion: CARRIED

Motion to open Old Business

Moved: Trevor Leyenhorst

Seconded: Miriam West

Motion: CARRIED

7. OLD BUSINESS

- 7.1. **ACTION ITEM:** Member-at-Large student award update. **IN PROGRESS**
- 7.2. **ACTION ITEM:** Professional Development Committee will strike sub-committee to investigate future mentorship opportunities outside of current mentorship project and will report back at June board meeting. **COMPLETE**
- 7.3. **ACTION ITEM:** Past President will report back with updates on MIS changes at June board meeting. **COMPLETE**
- 7.4. **ACTION ITEM:** President will contact AVLIC President about announcing location for the April AVLIC Board meeting in Victoria. **COMPLETE**
- 7.5. **ACTION ITEM:** Technology will upload the April AVLIC Board meeting in Victoria information to the WAVLI website. **COMPLETE**
- 7.6. **ACTION ITEM:** Technology Committee chair will research the cost of this as well as if we can add their logo to our website. **COMPLETE**
- 7.7. **ACTION ITEM:** Secretary will start email discussion with board regarding upcoming vacant positions and ideas to fill them. **COMPLETE**
- 7.8. **ACTION ITEM:** Technology Committee will add link to deafbc.ca on WAVLI website. **COMPLETE**
- 7.9. **ACTION ITEM:** Secretary will start email discussion with Technology on ideas on how to link community events to WAVLI page. **IN PROGRESS**
- 7.10. **ACTION ITEM:** Vice President will send out reminder for three points. **COMPLETE**
- 7.11. **ACTION ITEM:** Board will develop policy for online viewers contributing to meeting. **IN PROGRESS**

Motion to close Old Business



Moved: Amanda Zimmer
Seconded: Sarah Zelitt
Motion: CARRIED

Motion to open New Business
Moved: Brenda Carmichael
Seconded: Julia Menzies
Motion: CARRIED

8. NEW BUSINESS

8.1. Accessibility Document Committee Update Jessica Siegers

Document has been in works for a while. Feedback has been collected and sent to authors of document. Title will change from "Accessibility Document" because it is easily confused with the White Paper. Document will be separated into parts to be uploaded to website, distributed at info sessions, etc. Writing committee seems satisfied with WAVLI Board's edits/feedback.

MOTION

I move that WAVLI accept the document written describing accessibility and the need for interpreters as a document to be posted on wavli.com and for the document to be used as promotional materials in whichever way the WAVLI Board deems fit.

Moved: Miriam West
Seconded: Brenda Carmichael
Motion: CARRIED

8.2. Health and Safety Document Committee Update Caroline Tetreault

Committee has not done any new work, they would like to be deemed as disbanded. Committee is deemed disbanded effective immediately.

8.3. Deaf Interpreter Training Brenda Carmichael

Had meeting with Anita Harding, Sarah Taylor, Forrest Smith, Diana Lane and Miriam West. Goal to get discussion on more formal DI training. Anita has curriculum for interpreter education for DI, contacted VCC. They are interested in offering a course/program but under a different program. Waiting until after AVLIC conference because DI criteria will change. Right now on hold. Sarah and Forrest requested WAVLI recognize program. WAVLI cannot do this. AVLIC has committee that has looked at DI criteria, will present at 2016 conference. Proposal to strike task force will come forward (different from committee because members are selected instead of putting their own names forward). Task force committee members will have IEP background, experience working in IEPs, will be able to research what is available for DIs and suggest what is should be available for DIs.

8.4. Bylaws Review Update Julia Menzies

Revised bylaws have been submitted to Registrar's Office in Victoria. George Bryce will inform Board of when they are filed. As of now, still operating under old bylaws. One



oversight in revised bylaws will require motion at Fall GM to amend bylaw 37(1)(a) to read that board elections should take place in odd years instead of even years.

8.5. AGM Recap Julia Menzies

Great meeting. VRI discussion group and revised bylaw info session took place in the morning, about 15 members attended. Afternoon AGM ran smoothly.

8.6. MIS Town Hall Recap Caroline Tetreault

Didn't go as planned. Thought many questions would be answered, when MIS representatives met with President beforehand, they said they couldn't answer some as they didn't see them falling under their policies and procedures. This meeting hopefully gave MIS the push to get their new policies and procedures out there. President encouraged people to contact MIS if they have further questions. Policies and procedures were handed out only for current MIS contractors. MIS would like to do another info session in the fall.

8.7. 2020 AVLIC Conference Bid Update Diana Lane

Diana been approached. Co-chair is Nigel Howard, after expressing interest in co-chairing. Put together a video. Theme will be culture and diversity. Slogan "We Are Culture". Will compile clips of membership signing we are culture. Showed rough draft of video.

8.8. StreetLeverage 2017 Caroline Tetreault

Anita Harding has connection with Brandon Arthur, founder of StreetLeverage. Wants to bring SL conference here in 2017 (possibly April).

ACTION ITEM: Past President will contact Anita Harding and let her know WAVLI is interested in helping host StreetLeverage conference in 2017.

8.9. Okanagan Valley Association of the Deaf concern Miriam West

Deaf community contacted WAVLI regarding social media. There are comments being said online that are inappropriate, and possibly being said by Deaf community. OVAD wants WAVLI to establish guidelines. Interpreters need to think about what they are posting.

ACTION ITEM: Professional Standards will contact Vice President to form an action plan regarding Okanagan Valley Association of the Deaf's social media concern, will form an action plan and report back at the fall Board meeting.

8.10. Journalism student email Spring Herold

A high school student has contacted WAVLI looking to do an interview on a day in the life of an interpreter.

ACTION ITEM: Public Relations Committee Chair will look into email from journalism student and respond accordingly.

8.11. Educational Interpreting document review Caroline Tetreault

Sent link by FNDC to make sure it's up to date. Document made in conjunction with WAVLI



in 2007. Professional Standards has looked at it with OTP eyes. President and Vice President could look at it too.

ACTION ITEM: Past President, President and Professional Standards will review the Educational Interpreting document and report back to FNDC with any revisions.

8.12. AVLIC 2016 AGM

Jessica Siegers

Will represent WAVLI with President at 2016 in July. AVLIC AGM package is out. There are many committees out there. Would be in best interest to get clarification on what they are doing at how that will impact WAVLI in the future. Those going should attend conference's special topic sessions too. Board members need to be vigilant in reading AGM package. Jessica Siegers would love to have people's feedback.

8.13. Council of Service Providers update

Brenda Carmichael

Went to CSP meeting as WAVLI rep. Had representatives from a variety of different agencies from different communities. Accessibility rep from provincial level was present and has a goal for BC will be most accessible province in Canada by 2024. Provincial level updates were given. Website will be provided to Board.

Updates from VCC. ASL and Deaf Studies program might be offered partly online, switching a few things up. Have not yet made any decisions. Still in talks. Leonor Vlug recapped what is happening in the Deaf-Blind community.

Motion to close New Business

Moved: Julia Menzies

Seconded: Tyler Churchman

Motion: CARRIED

9. ANNOUNCEMENTS

Douglas IEP graduation ceremony tomorrow at 6.30 p.m.

Thank you to outgoing board members.

10. ADJOURNMENT

Motion to adjourn

Moved: Silas Woodsmith

Motion: CARRIED

8.41 p.m.

President



June 4, 2016

Caroline Tetreault

ACTIVITIES TO DATE

- i) Email correspondence with:
 - a. AVLIC regarding membership renewals
 - b. WAVLI Technology Committee for WAVLI website projects: introduction to the WAVLI website – ASL version, board bios
 - c. Accessibility Paper Committee
 - d. Okanagan Valley Association of the Deaf regarding concerns about pro bono work
 - e. WAVLI Members regarding:
 - i. Changes to MIS screening/procedures
 - ii. Referral agencies
 - iii. Video remote interpreting
- ii) Planned and hosted information meeting for members and Medical Interpreting Services; provided notes from the meeting to members
- iii) Chaired final WAVLI Spring AGM
- iv) Met with incoming President to hand over duties
- v) Attended final affiliate chapter presidents' meeting
- vi) Submitted WAVLI REPORT TO AVLIC for conference

ONGOING ACTIVITIES

- i) Agency and Contractor Survey Committee, survey development
- ii) Board liaison to the Video Remote Interpreting Standards of Practice Committee

FUTURE INITIATIVES

- i) Provide support to the incoming President
- ii) Develop Policy and Procedure Manual for the association
- iii) Take over duties of Past President

Past President



June 5, 2016

Jessica Siegers

ACTIVITIES TO DATE

- i) Assisted in the organizing of the MIS informational night
- ii) Attended the MIS informational night
- iii) Corresponded with writers around “accessibility document”
- iv) Arranged for an alternative WAVLI representative for the May CSP meeting
- v) Responded to various Board requests:
 - a. Document revision/editing
 - b. Consultation

ACTIVITIES TO DATE

- i) Supporting Board as needed
- ii) Editing documents as needed

FUTURE INITIATIVES

- i) Support President as they transitions into the position of Past President

Vice President



June 6, 2016

Brenda Carmichael

ACTIVITIES TO DATE

- i) Attended WAVLI GM meeting
- ii) Attended Deaf Interpreter training meeting
- iii) Met with President to discuss transition from Vice President to President
- iv) Attended Council of Service Providers (CSP) meeting

ONGOING ACTIVITIES

- i) Planning the WAVLI Planning Meeting on June 22, 2016
- ii) Assisting new board members in their new positions
- iii) Preparing for role as President
- iv) Finalizing preparations for the WAVLI planning meeting

FUTURE INITIATIVES

- i) Work with Past President and Secretary on the policies and procedures manual

Treasurer



May 31, 2016

Simon Dorer

ACTIVITIES TO DATE

- i) Prepaid inslandnet.com until March 2017
- ii) Set up the ledger for the 2016-2017 fiscal year
- iii) Deposited AVLIC membership cheques
- iv) Transferred money from PayPal to chequing account
- v) Attended spring GM:
 - a. Proposed budget
 - b. Summarized year-to-date
- vi) Paid for WASLI membership, five year auto renewal through PayPal
- vii) Booked and confirmed BC211 "blogging" workshop
- viii) Created, signed, and forwarded financial statement report to our lawyer.
- ix) Met with incoming Treasurer: Handed over both digital and hard copy files, handed over PO Box key, went over bank statements and ledger
- x) Reimbursed incoming President's travel expenses to AVLIC 2016
- xi) Contacted one of the AGM interpreters in regards to their invoice not yet received. The interpreter has informed me that their service was pro bono, no invoice will be sent.
- xii) Met with incoming Treasurer and Secretary at TD Bank to transfer signing authority to incoming Treasurer
- xiii) Filled out the annual AVLIC affiliate chapter membership form and returned to AVLIC
- xiv) Reconciled April

ONGOING ACTIVITIES

- i) Reconciling ledger monthly
- ii) Paying bills
- iii) Regular email correspondence
- iv) Providing ongoing support for the incoming Treasurer

FUTURE INITIATIVES

- i) Create a document summarizing the ledger expense categories

Secretary



June 6, 2016

Julia Menzies

ACTIVITIES TO DATE

- i) Attended AVLIC board meeting in Victoria
- ii) Spring AGM:
 - a. Took minutes
 - b. Submitted minutes and list of new directors to George Bryce for filing
 - c. Put forward motion to pass new WAVLI Bylaws and WAVLI Constitution
- ii) Revised bylaws and constitution
 - a. Attended April 16 info session and answered questions on revised documents for general membership
 - b. Approved submission of both documents to the Registrar's Office in Victoria via George Bryce
- iii) MIS information session
 - a. Collected condensed questions from membership
 - b. Took minutes at info session
- iv) Partook in board email discussions regarding:
 - a. Putting outgoing and incoming board and committee chairs in touch
 - b. Future of Interpreters' Cafes
 - c. WAVLI joining WASLI
 - d. MIS info session
 - e. 2020 bid
- v) Met with
 - a. Outgoing Membership chair to draft portfolio for chair position
 - b. Vice President to review 2014-2016 goals
 - c. Outgoing and incoming Treasurers to transfer over signing authority
- vi) Sent letter to TD bank stating names of directors with signing authority (Treasurer and Secretary)
- vii) Created Student Representative portfolio and submitted copy to Cheryl Palmer, Douglas College IEP Program Coordinator

ONGOING ACTIVITIES

- i) Waiting on confirmation of registration of new bylaws and constitution from George Bryce
- ii) Uploading meeting minutes to website via Technology Committee
- iii) Preparing standardized board position portfolios for board members. Currently in progress:
 - a. Membership Committee Chair
 - b. Public Relations Committee
 - c. Secretary

FUTURE INITIATIVES

- i) Motion for WAVLI board to accept revised Code of Ethics
- ii) Transfer WAVLI archived VHS to digital format



- iii) Transfer paper documents to digital format for simpler storage purposes
- iv) Create updated portfolios for the following positions:
 - a. President
 - b. Past President
 - c. Vice President
 - d. Treasurer
 - e. Member-at-Large
 - f. Membership Committee
 - g. Newsletter Committee
 - h. Professional Standards Committee
 - i. Technology Committee

Member at Large
June 6, 2016



Spring Herold

ACTIVITIES TO DATE

- i) WAVLI April 16, 2016 AGM
 - a. Secured interpreters
 - b. Secured and organized student interpreter volunteers
 - c. Attended and participated
 - d. Purchased and brought refreshments/snacks, set up and cleaned up refreshments and snacks
 - e. Prepared and presented appreciation certificates for volunteers
- ii) Responded to or referred emails as necessary for Member at Large and wavli.com accounts
 - a. AVLIC 2016 travel/accommodations
 - b. AVLIC 2020 bid
 - c. MIS information session
 - d. Student Meet and Greet
 - e. Board meeting for May/June
 - f. Member at Large transition
- iii) Sent donation and ticket information about WIDHH 60th Gala via listserv to membership
- iv) Attended MIS Information Session for Active WAVLI members on May 19, 2016
 - a. Secured interpreters
- v) Organized Student Meet and Greet:
 - a. Communicated with Douglas College IEP Program Coordinator to get student email addresses, program end date, and potential commencement date(s)
 - b. Worked with Secretary to confirm date (combine Meet and Greet with Board Meeting)
 - c. Worked with Secretary and Professional Standards Committee Chair to secure room
 - d. Invited IEP graduates to attend Meet and Greet
- vi) David Still Award of Excellence - sent first two calls for nominations
- vii) Member at Large transition
 - a. Organized all Member at Large emails
 - b. Organized and updated electronic documents in Member at Large Google Drive
 - c. Created a timeline for incoming Member at Large
 - d. Created expanded description of Member at Large GM duties
 - e. Met with incoming Member at Large to review all above and answer questions
- viii) Wrote and submitted June 6, 2016 Board report (final report)

ONGOING ACTIVITIES

- i) Attending and facilitating Student Meet and Greet:
 - a. Purchasing and bringing refreshments/snacks, set up and clean-up of refreshments and snacks



- ii) Attending June 6, 2016 Board meeting (last meeting)
- iii) New Member at Large take over

FUTURE INITIATIVES

- i) Be an awesome and active member!

Membership
June 6, 2016



Jenny Cowan

ACTIVITIES TO DATE

- i) Attended WAVLI Spring AGM
- ii) Provided Secretary with list of both AGM attendees and proxies
- iii) Met with Secretary to discuss updating Membership portfolio
- iv) Contacted AVLIC regarding policy on how long membership information files are kept in order to determine how many years/months worth of membership files the outgoing Membership Chair should retain - was instructed by AVLIC that this is specifically a question for WAVLI
- v) Had preliminary meeting with incoming Membership Committee Chair in order to discuss and answer questions about the various duties and responsibilities of the position

ONGOING ACTIVITIES

- i) Assisting new Membership Committee Chair during the transition of duties

FUTURE INITIATIVES

- ii) Continue to provide support to the new Membership Committee Chair

Professional Development



June 3, 2016

Committee Chair: Diana Lane

Committee Members: Stacey Park, Roanne Greiff and Maggie Harkins (Toronto, ON)

Liaisons: Kristin Daly (Northern BC), Jillian Stanley (Island)

ACTIVITIES TO DATE

- i) Met with President, Professional Standards chair, Anita Harding, Sarah Taylor and Forrest Smith to discuss DI training
- ii) Attended Spring AGM

ONGOING ACTIVITIES

- i) Preparing for upcoming workshops
- ii) Attending board meetings
- iii) Responding to inquires and investigating various workshop ideas
- iv) Continuing discussions with liaisons regarding professional development for interpreters outside of the Lower Mainland
- v) Compiling materials for an application package for the next round of the Mentorship program (similar to the NB Stages program)
- vi) Mentorship sub-committee still investigating other programs for materials

FUTURE INITIATIVES

- i) Upcoming professional development:
 - a. Legal panel workshop – Date TBA
 - b. Specific Vocabulary workshop – Date TBA
- ii) Creating a document regarding the Professional Development Committee policies (e.g. fees, cancellation policies, etc.)
- iii) Investigate the course “Negotiations 101” for Registered Sign Language Interpreters with The Justice Institute

Professional Standards



June 6, 2016

Committee:

Professional Standards Chair – Miriam West

Resource to Members – Vacant

Resource to Public – Karen Malcolm

Members: Deloris Piper, Sara MacFayden, Tosca Burtenshaw, Jamie Wilson

ACTIVITIES TO DATE

- i) Letters:
 - a. Starbright Children’s Development Centre – OTP Information
 - b. School District #36 (Surrey) HR department – OTP information
- ii) Email and phone correspondence
 - a. Rhena Tevendale TODHH – re: Interpreter job titles and descriptions in the North Vancouver School district
 - b. Leanne Sjodin 2nd Vice President Burnaby Teachers Association – re: information about OTP and the WAVLI Complaints and Disciplines Policies and Procedures;
 - c. Meg Magel re: OTP in K-12
- iii) Investigated implications of American interpreters working in Canadian Post-Secondary institutions via VRI
- iv) OTP Point-People initiative:
 - a. Received ASL translation of OTP PowerPoint and forwarded to the Technology Committee to upload to the website
 - b. Sent update summary of activities since last year’s training:
 - i. Status of ASL translation and the OTP-PPT
 - ii. Since repeated notices in the WAVLI Ripple, asked to report how often members have taken advantage of their knowledge
 - iii. Solicited interest in taking on the PSC Chair (June 2017)
 - iv. Solicited interest in filling the RTM vacant position.
- v) Resource to Members
 - a. Received letter of resignation from Lisz Keallen
- vi) Resource to the Public
 - a. Continued to field requests for job postings (Approximately 8 since the fall GM, 4 were posted)
- vii) Responded to 3 inquiries regarding interpreter conduct

ONGOING ACTIVITIES

- i) Contacting members to encourage interest in the Professional Standards Committee Chair position for the 2017-2019 term
- ii) Contacting members to encourage interest in the Resource to Members position currently vacant
- iii) Organizing transition for new Resource to Members
- iv) Developing of guidelines for pro bono interpreting work
- v) Continuing to work on the PSA, further report in old business

FUTURE INITIATIVES



- i) OTP Point-People initiative:
 - a. Extend invite to Deaf organizations to have OTP PowerPoint attend an upcoming meeting (this is pending the completion of the ASL translation upload)
- ii) Draft scripts for the WAVLI Complaints and Discipline Policies and Procedures moved to future initiatives - other priorities and potential changes in wording as result of bylaw update
- iii) Work with Piper and Janice Lyons re: presentation re: AVIC DRP/WAVLI process for filing complaints remains future initiative due to other priorities
- iv) Work with post-secondary institutions (via PCAS) regarding union postings that are not in line with OTP
- v) OTP education letters:
 - a. Second Letter to Ministry of Education – Special Education Manual update

June 6, 2016

Chair: Amanda Noiles

Committee Members: Emily York, Sarah Williams, Darcie Kerr

ACTIVITIES TO DATE

- i) Met with the Thunderbolt organization regarding the banner, upgraded it, paid the new fees and introduced the Thunderbolt worker to the new Public Relations Committee Chair
- ii) Met with the new PR Chair to ensure a smooth transition
- iii) Attended Deaf Deaf World
- iv) Documented dates/times of Deaf community/Interpreting events and created a contact list for incoming Public Relations Chair

ONGOING ACTIVITIES

- i) Corresponding with individuals about WAVLI related topics and forwarding questions to appropriate committees
- ii) Updating social media as needed
- iii) Continuing to reach out to organizations to promote Occupational Title Protection

FUTURE INITIATIVES

- i) Create new PowerPoint for presenting to the Deaf/Hard of Hearing classes at VCC and potentially for parents of Deaf/Hard of Hearing children

Technology Committee



June 6th, 2016

Chair: Trevor Leyenhorst

Members: Bryan Corry, Kristin Daly, Amanda Noiles

ACTIVITIES TO DATE

- i) **ACTION ITEM:** Technology Committee will upload the AVLIC board meeting information to the WAVLI website.
- ii) **ACTION ITEM:** Technology Committee Chair will research association membership cost and report back at next board meeting.
- iii) **ACTION ITEM:** Technology Committee Chair will link deafbc.ca on WAVLI page.
- iv) Thanked Brittini Vandusen for serving on the committee, and thanked Tyler Churchman for serving on the committee as the listserv facilitator.
- v) Welcomed Kristin Daly to the committee as the new listserv facilitator.
- vi) Added AVLIC and WASLI logos to wavli.com sidebar under "Partners." Sent WAVLI logo to WASLI secretary to add to wasli.org.
- vii) Updated Directory with AVLIC 2016 membership list and reminded members to update their listing and send changes to us. Managed changes.
- viii) Migrated wavli.com to IslandNet's new servers, now at Islandhosting.com.
- ix) Renewed annual subscription for GoToMeeting livestream platform.
- x) Resolved incorrect Google search for "wavli."

ONGOING ACTIVITIES

- i) Filming and uploading new board member intros for wavli.com.
- ii) Maintaining WAVLI listserv.
- iii) Updating wavli.com content, calendar, and plugins.
- iv) Providing tech support to Members as needed.
- v) Working on an ad hoc committee to create a PSA for OTP.

FUTURE INITIATIVES

- i) Film and edit WAVLI welcome in ASL for front page of wavli.com and other ASL videos for accessibility.
- ii) Create additional instructional videos for Technology Committee operability.
- iii) Establish a Print-On-Demand process for the Directory.
- iv) Upload Still Talking resource to wavli.com *Members Only*.

