

WAVLI Executive Meeting
Monday, September 12, 2005 at Douglas College Room 1811
Arrival: 6 – 6:30; Meeting: Promptly- 6:30 to 8:30
MINUTES

1. Call to Order

Present: Suzie Giroux, Sara MacFayden, Karen White, Pamela Hooff, Brenda Carmichael, Jessica Siegers, Rebecca Froese, Denise Zaplotynsky, Patricia Menjivar, Jen Yim, Francois Pepin, Brenda Pitcairn, Geoff Chaisson, Nadya Malakoff, Heather McRae,

Regrets: Robyn Albert,

2. Approval of Agenda: Karen, Geoff

3. Accept Minutes from May 3, 2005 Executive Meeting and June 11, 2005 Board Retreat Meeting: Karen, Rebecca

5. Executive Reports: 6:40 to 7:00

5.1 President - Suzie

Activities to Date

- attended board retreat meeting on June 11, 2005
- provided assistance to a local parent seeking qualified interpreting services for her high-school aged child
- confirmed new Professional Standards chair
- confirmed new Fundraising co-chairs
- met with Vice President to discuss liaising with board positions and committees
- worked with Vice President and Membership Co-Chair (Geoff) to proof read directory
- devised proof reading strategy for next issue of the directory with Membership Co-Chairs and Vice President
- sent email to the membership re: directory concerns
- personally responded to membership concerns regarding the directory
- picked up directories and gave 300 to FNDC with a letter for parents (letter is attached)
- mailed out requested directories
- met with Past President and Treasurer to transfer signing authority on the bank account
- provided guidance and answered questions for committee chairs
- responded to WAVLI emails when appropriate and forwarded WAVLI emails to appropriate individuals
- picked up, sorted, and forwarded WAVLI postal mail
- fielded questions from membership and consumers
- liaised with Member-at-Large to plan for feedback meeting for the AVLIC Membership Criteria Committee after the WAVLI meeting in October
- discussed, with Vice President, whether or not some posting to the WAVLI list should be allowed
- submitted report to The Ripple

Ongoing Activities

- continue to provide support to a local parent seeking qualified interpreting services for her high-school aged Deaf child
- planned dinner meeting with Vice President and representatives of ISP on September 30, 2005
- preparing for October general meeting

Discussion:

- timeliness of submitting reports, one day past deadline acceptable, anything more than that triggers a delay in the meeting package; please be prompt.
- reading email – Board members to read emails at least every 2 days to keep up-to-date- and responsive in a timely manner
- email discussions – remember: change of topics = subject line change for emails

5.2 Past President – Sara

Activities to Date:

- Represented WAVLI, with Vice-President Robyn Albert, at the Chapter Presidents' Meeting and the AVLIC General Meeting in Edmonton in June 2005
- (Also in Edmonton did committee work on AVLIC's Membership Categories & Criteria – I am co-coordinator with Tracy Hetman)
- Met with Suzie & Karen to change signing authority at WAVLI's banks
- Communicated with Jen Yim about facilitating the MCC focus group session following our GM in October

Ongoing Activities:

- Need to confer with Robyn to make plans for developing WAVLI's Policies & Procedures
- Continuing MCC work and preparations for focus group

Discussion:

- waiting for Oct 15th GM for more discussion on Policy and Procedures directive.

5.3 Vice President – Robyn – REGRETS

Activities to Date:

- attended board retreat
- Liaised with the fundraising committee regarding the auction and Croatian Cultural Centre options
- Responded to emails from various members
- Wrote a Ripple report
- Proof read directory

Ongoing Activities:

- liaise with various committees
- assist President as required

5.4 Treasurer – Karen

Excel spreadsheet format for financial report to be attached with GM minutes. Not available at this time.

5.5 Secretary – Jessica

Activities to Date

- sorted the old secretary boxes. Two boxes full of minutes from old exec meetings/old Ripple editions/bylaws and procedures, etc
- got the AVLIC laptop up and running and discs to match!

Ongoing Activities

- nothing to report

5.6 Member-at-Large – Jen

Activities to Date

- Attended board retreat in June
- Organized and ordered for WAVLI nametags
- booked rooms for upcoming board and general meetings
- communicated through e-mail with MAPSLI and AVLI-NB regarding AEIP student bursary

Ongoing Activities

- booking interpreters for the upcoming AGM
- organizing MCC meeting: to follow AGM
- booking interpreters for MCC meeting- if needed

Discussion: re: MCC portion of October GM, Jen will be away, any decisions needing to be made by Mmb-at-Large will be made by Care committee during Oct 1 - 16th.

6. Committee Reports: 7:00 to 7:20

6.1 Professional Standards – Lisz

Activities to Date:

- Met as a committee July 4th.
- Corresponded with Deaf Access Office and MIS to introduce new Chair.
- Submitted a report/introduction of new Chair to Ripple.
- Email response to concerned parent of a Deaf child + follow-up letter

- to VSB re benefits of hiring WAVLI interpreters.
- Email response to CUPE Special Ed task force representative, Ashcroft, BC. Committee presented concerns around K-12 interpreting standardization. These to be agenda items at their September 21st - 22nd Vancouver meeting.
- F2F, telephone, and email discussions with WAVLI members re frustration around working conditions /contract policies of suppliers.
- Meetings & email correspondence with WBP re their current "missed appointment" contract policy; WBP promised to issue a formal letter acknowledging their verbal agreement to recognize the industry standard of full payment for appointments cancelled within 48 hrs.
- Summarized survey results & discussed possible next steps.
- Contacted three facilitators; have two quotes out of three re potential WAVLI forum in response to survey.
- Recruited 3 (possibly 5) new committee members – restructuring committee responsibilities.

Ongoing Activities:

- Committee to meet before October GM to finalize possible "next steps" from survey; every 4-6 weeks thereafter.
- Attend MIS/DAO meetings.
- Prepare "Deaf Education" – WAVLI initiative proposal/motion for October GM

Discussion:

- legalities of hiring a facilitator to be present at discussion to follow up the freelance interpreters survey that was completed earlier this yr. Will bring discussion to the membership at the Oct GM

• **Motion: Lisz/Sara**

I move that Professional Standards attend "Negotiating the Special Education Maze" workshop (Oct 22, 2005) and that the forty dollar fee be paid by WAVLI.
carried

6.2 Professional Development – Brenda P.

Activities to date:

- Recruited Amanda Macintosh and Kirsten Hagemoen
- Corresponded with members about workshop requests
- Corresponded with Lisa Anderson about Deaf Interpreter workshop
- Sent emails to Roger Chan and Astrid Flanjack asking them to host a workshop at the CAEDHH-BC conference. Roger has accepted.
- Contacted Miriam West about co-hosting/hosting Common Ground workshop at CAEDHH-BC
- Met with small group (Karen, Deloris, Allison, Kirsten) to discuss oral interpreting credits

Ongoing Activities:

- In the process of setting up a date and time for a committee meeting
- Committee to discuss setting up workshops: working with Deaf interpreters, speech reading workshop with Beth Brooks, and CAEDHH conference
- Kirsten in process of putting together information/library for oral interpreting and looking into another workshop for oral interpreting

Discussion:

- Request from one member to set up Greg Evans workshop 'Working in Legal Settings'
action: ascertain interest level in the rest of the community before setting this up.
- CAEDHH-BC conference: planning of workshops; concerns over schedule changes being dictated by CAEDHH not WAVLI. Decision: if CAEDHH is making decisions it is not a WAVLI workshop. Brenda will speak to the organizers on this subject at the next meeting.

6.3 Fundraising – Pamela

Activities to Date

Meetings:

- Telephone meeting with Cecelia regarding Golf tournament: flyer, pricing, agenda etc.
- Telephone meeting with Pamela to discuss golf tournament and auction responsibilities.
- Meeting regarding Auction – donations.
- July 21, 2005 – Meeting with Cecelia at Golf Club.
- August 2005 Meeting with Fundraising Committee
- Sept. 06/05 Telephone meeting with Cecelia
- Sept. 08/05 Meeting with Cecelia finalizing golf numbers and agenda

Ongoing Activities:

GOLF TOURNAMENT UPDATE:

- Donation letters have been mailed
- Prize table / game to be set up by Cecelia (assisted by Brenda)
- Collected registration information to include in the registration packages
- Finalized details for the contract.
- Emailed flyers to associations. (GVAD, WAVLI listserv, WIDHH, WBP, South Slope, Burnaby South, Happy Hands Club)
- Call out for volunteers. (Darcie Kerr, Angie, Pamela, Cecelia, DYT)

- We have 25 confirmed golfers and a few golf prizes.
- **To Do this month:**
- Finish collecting golf prizes,
- Drop off golf prizes to Cecelia Tuesday.
- Call people who have not registered yet, but have registered in the past,
- Put together registration packages,
- Inform volunteers details.

AUCTION:

- Donation letters have been mailed.
- Contacted Creative Packaging for decorations.
- Sent email requesting certain people to be donation pick up for certain areas.
- Updated mailing list (**Discuss at Sept. 12/05 meeting**)
- Emailed WAVLI members seeking donations and forwarded letter of donation.
- Organized volunteers for donation pick ups.
- Signed contract and confirmed prices. (Still in process of doing)
- **To Do this month:**
- Tickets to be printed and start selling:
- Advertise
- Have volunteer meeting in beginning of Oct.

SCRABBLE TOURNAMENT:

- Leona Parr-Hamel agreed to host the scrabble tournament on October 08th 2005.
- Checked to ensure there were no conflicts with other organizations.
- Phoned Leona to see if she needed any help advertising or organizing.

To do:

Check with Leona to see if she wants to keep that date.

PUB NIGHT:

Phoned Scruffy's for Feb. 04/06

To do:

Print tickets and start selling.
Inform GVAD enews, put on Wavli calendar

Discussion:

-Golf tournament clash with unexpected Deaf Golf event, low numbers as a result.
-Auction will be "No Dinner" - some advertising needs to be done to emphasize that point.

6.4 Membership -Denise

Membership Committee

Activities to Date

-answering emails

- sending out membership forms
- processing memberships
- mailed out the Ripple and Directory to members
- developed a master list of members

Ongoing Activities

- answering emails
- processing memberships
- mailing out membership forms upon request
- updating master membership list

Discussion

- 184 members

6.5 Newsletter –Rebecca

- Leah and Emily stayed and did the last issue with some help from Brianne (much appreciated)
- We are looking forward to doing the Fall issue. Deadlines TBA.
- We are going to be picking up the box of archive issues and extra envelopes from Emily
- There has been some interest in advertising in the Ripple so we will be following up on that.

6.6 Care Committee – Patricia

Activities to Date

- Sent cards on behalf of WAVLI to members.

Ongoing Activities

- Continue to send cards to WAVLI members for various events.

Discussion

Introduction of Heather McRae

6.7 Directory Committee – Francois

In the summer of 2005, all given membership information was received and re-typed and using the recently purchased InDesign software, the Directory was designed and printed in time for the Ripple mail-out date. There were a few mistakes and omissions, which

were mostly corrected using the WAVLI list-serve email service. The Deaf-Blind version will be ready shortly and will be ready before the month of October. Membership is also planning to set-up a computer "membership log" which will not only facilitate the printing of the directories next year, but will limit the number of misprints and/or omissions in the years to follow.

A list of regular WAVLI directories recipients will also be compiled (Gov. agencies, Deaf Associations, Colleges and Universities) with the number of directories requested, in order to expedite the mailing and receiving of directories in the future.

6.8 Post-Secondary Interpreters Committee – Allison not present. Action: Suzie will add Allison to email list.

6.9 Douglas College ITP Student Rep – Nadya Malakoff
-August 28- September 4th, all twenty one 2nd year students volunteered at Sebeck as interveners for DeafBlind campers. All came back touched and somehow changed.
-Students are looking for a larger variety of settings for volunteer interpreting.
-2nd year students will be frantically busy fundraising as much as possible to meet their goal of \$5000 by the end of December.
-Students are eager to start a new year and dive right into ASL and interpreting and developing their skills. They are also eager to provide any support possible to 1st year students who have many questions of what the program will look like. Looks like it will be a good year!

(more will be known about 1st year students after family meeting tomorrow and initial group introductions)

BREAK: 7:26 to 7:30

Invited Guest: CUPE Representative 7:30 to 7:45

Linda Barnes

Representative of CUPE's Special Education Task Force (for standardizing SCA/EA's throughout BC) which was struck ten years ago
The task force is working to establish standards for SCA/EA training at the post secondary level. At present the school districts prescribe standards, however CUPR feels that without provincial standardization there is an unfairness towards clients as well as practitioners.

The big questions remains: what happens when the standards are implemented?

Discussion: differentiating the role of SCA and that of "interpreter" in the school districts. Will this help.....?

7. Old Business 7:45 to 8

- 7.1 Procedures for Reimbursement -Karen
- bring receipts to meetings for reimbursement. Using the WAVLI P.O. Box takes at least two weeks for processing.
 - Contact Karen by phone to discuss large purchases, for any questions, etc.
- 7.2 CAEDHH Conference - Brenda P. - covered by previous discussions.
- 7.3 WAVLI Storage Facility - Karen
- cheapest storage facility would run \$55/month + tax for a 9X5 ft space.
- Decision, most people are fine with the information/boxes that they are storing for the time being.
- 7.4 Business Cards for President - Karen
- Sara has the format and will send to Karen for printing.

8. New Business: 8 to 8:30

- 8.1 Preparing for October GM - Suzie
- Reports need to be sent in a timely manner, as they need to be sent to the general membership on Sept 24th. Suzie will send due dates via email soon.
 - Discussion re: tables for advertising purposes for the outside/non-profit interests of WAVLI members. Decision, that might be better as advertising in the "Ripple"
- 8.2 Motions for October GM - Membership
- have all motions written and sent in with the GM Package.
 - Geoff will be making a motion to the effect that all active members will be mentioned (at least by name) in the directory from this point on. Discussion re: legalities of such a move, the question to be directed towards our legal representative
 - ACTION: Suzie** will find the contact information for George Bryce for Geoff to contact George re: legalities of such a proposition.
- 8.3 Directory - Suzie
- WAY less mistakes this year, well done!
 - Nice, noticeable colour: suggest every year be a distinct colour change.
 - new proof-reading circle already set up for next edition of the directory to eliminate mistakes
- 8.4 **Motion: Jessica/Lisz**
- I move that WAVLI pay for the president (or appointed persons) economy flight, accommodations at conference hotel, and food to a maximum of \$40/day for AVLIC Conferences. Food and accommodations for days that are dedicated to AVLIC business. Days dedicated to the conference would be paid for out of pocket by the president (or person in lieu)
- Carried*
- 8.5 Govt. Work/Contract Issues
- Professional Development and Professional Standards to develop

workshops on how to handle negotiations.

8.6 Golf Tournament

- discussion on making donations, paying the volunteer interpreters.

- Motion: Geoff/Sara

I move that WAVLI pays \$45.00 to cover the cost of dinner for three volunteer interpreters at the Golf Tournament

carried

9. Announcements

9.1 Upcoming community events – DYT Comedy Night: October 13th, Lafflines
New West, 7 PM

FNDC/WAVLI Golf Tournament: September 17

BCSD Alumni Gala Night

WAVLI Auction – November – Croation Cultural

Centre

CAEDHH Conference – October 21, Surrey

9.2 Next Exec Meeting – October 25, 2005 at Douglas College, Room 1811,
Arrive 6 to 6:30

10. Adjournment 8:36 pm – Jen Yim