

WAVLI Executive Meeting
Wednesday, January 17, 2007 Yahoo Conferencing Online Meeting
Arrival: 6:00-6:30 PM Meeting 6:30-9:15 PM
MINUTES

The first part of the meeting was spent trying to define online meeting rules/regulations to follow; "e-manners".

Decision for online meetings: (1) everyone will pick a separate colour for their text.
(2) if a person wants "the floor" they type in @@@their-name@@@

1. Call to Order: 6:42 PM

Present: Suzie Giroux, Robyn Albert, Geoff Chiasson, Brenda Pitcairn, Karen White, Jen Yim, Sara MacFayden, Lisz Keallen, Brianne Braun,

Regrets: Jessica Siegers, Rebecca McCormick, Denise Zaplotynsky

Student Representative: Kyla Maertz

2. Approval of Agenda: Sara MacFayden, Geoff Chiasson,

3. Accept Minutes from September 19, 2006 Executive Meeting: as amended Robyn Albert, Accept minutes from October 19, 2006 as amended: Robyn, Geoff

4. Introduction of Guests (None)

5. Executive Reports: 6:30-6:50 pm

5.1 President - Suzie

Activities to Date:

- corresponded via email on a weekly basis
- received and attended to WAVLI emails and inquiries
- corresponded with AVLIC on various issues
- tested online meeting environment with members of the executive
- prepared online meeting protocols

Ongoing Activities:

- continue to correspond via email on a variety of issues
- preparing for March general meeting

For Discussion:

- under new business

5.2 Past President – Sara

Activities to Date:

- corresponded via email
- assisted AVLIC with bylaw changes

Ongoing Activities:

- preparing motions for WAVLI bylaw changes

For Discussion:

-under new business

5.3 Vice President – Robyn

Activities to Date:

- liaised with various committees as required
- corresponded with Suzie regarding community and committee issues

Ongoing Activities:

- liaise with committees as required
- assist President as required
- Policies and Procedures Manual

For Discussion:

- nothing at this time

5.4 Treasurer – Karen

WAVLI Statement of Income and & Expenses 2006 - 2007

	Year-to- Date Dec. 31,2006	Budget
REVENUES		
Membership Dues	4260	6000
Fundraising	0	2000
Miscellaneous	1754	300
TOTAL REVENUE	6014	8300
EXPENSES		
Admin	75	600
Postage/Office	216	1500
Bank Charges	262	300
Interpreting	420	600
Care/Gifts/Donations	344	500
Legal		
Insurance	1460	1800
Ripple	1348	2200
Web Site	252	200
Directory	1412	2400
Public Relations		500
Pro-D		
Overhead SUB-TOTAL	5789	10600

Professional Standards		
WASLI Sponsorship		
Developing World		
Outreach		1200
Deaf Community		
Outreach	1000	1000
Policy & Procedures		
Manual		2000
Legal Defence Fund		
K - 12 Outreach		
Project Sub-Total	1000	4200
TOTAL EXPENSES	6789	14800
Bank Balances Sept. 30		
CT/TD	3262.09	
BMO	576.26	
Savings	3381.69	
Legal Fund	5000	
	12220.04	

For Discussion:

Question: Are we on track for membership payments this year??

Answer: It has me a little puzzled, so I need to go through it in detail for year end. Maybe consult with membership to find the answer as to where the udes are.

ACTION FOR KAREN: TO DISCUSS WITH MEMBERSHIP WHY WE SEEM SHORT ON MEMBERSHIP REVENUES THIS YEAR

Question: Is there only \$180 left in the budget for interpreting? And if so, what does that mean for he GM in the spring, will there be enough \$\$ for interpreting costs for the GM?

Answer: Well, that is enough to cover the costs, esp. if one of the people who interpret there will donate their time. Which is a regular occurrence anyway.

Questions: and if no one donates services?

Answer : Then we go over budget on that item for this year, but I expect we will be under on several, so it comes out in the wash

Discussion around the possibility of having practicum students interpret the GM, brought up a review of the new policy of having ALL General Meetings interpreted only by qualified interpreters. Decision – hire two professionals, we will make the budget balance in the end.

Discussion on the amount of memberships required to make the \$6000 in the budget, meaning WAVLI would need to see 200 active members sign up this spring.

Question When is WAVLI's financial year-end??

Answer: March 31

5.5 Secretary – Jessica

No report submitted

5.6 Member at Large - Jen

Activities to date:

- Communicated with Board members via e-mail
- Contact Boyd McWilliam regarding room booking for meetings
- Sign up for Yahoo Messenger for online executive meeting
- Participated with a few executives with online meeting trial
- Communicate with Karen White regarding BCIT room

Ongoing Activities:

- Book room and interpreters for Spring GM
- Organize and plan for Spring GM -Organize bursary award panel if applicable
- Organize and plan for 'Meet and Greet' party for new grads

For Discussion:

Which room to use for the Spring GM: decision around using the same room as the Fall 2006 GM at BCIT; only concern was space as more members usually show up for the Spring GM than for the Fall GM.

ACTION FOR JEN...BOOK THE BCIT ROOM FOR MARCH MEETING

- Kyla- Reminder to 2nd year students about WAVLI Bursary

6. Committee Reports: 6:50-7:15 pm

6.1 Professional Standards – Lizz

Activities to Date:

- Legal (Deloris—Cyndi)

Will arrange a meeting time with Kate Kimberely (Victoria, Court Services) regarding further updates on hiring practices and training opportunities for court interpreters

- Mental Health (Karen)

Attended WBP therapist/interpreter meeting December 15th

- Education – K-12 (Barb & members)

Continuing to develop promotional material (bookmark)

Continuing to collect information from Alberta and Manitoba (Educational Interpreter Consultant) for WAVLI in-service package for interpreters and schools

Continuing to research video-conferencing for interpreters in remote areas as it relates to motion 4-10-05 "I move that WAVLI set aside \$600 to send a WAVLI representative to smaller communities to liaise with K-12 interpreters working alone in various schools"

- Community (Lisz—Leona)

Suddenlaunch3 ("parking lot")

Ongoing discussion with recent grads on developing "parking lot" questions

"Let's Talk" session – preliminary plans to facilitate a post GM session on professional norms and/or a "rates of pay" discussion at Burnaby Public Library (latter from e-mail request from Pro D - Brenda Pitcairn)

Community Education Outreach (formerly Deaf Education Outreach)
Report attached

WAVLI website renewal
No further updates to report

Post Secondary

Amanda MacIntosh in discussion with a number of members to fill vacant committee position; in discussion with Marna Arnell (PCAS) about rates of pay and interpreter hiring practices at Okanagan College

Okanagan WAVLI/PSC reps – no further updates to report

Request for Proposal (Barb Mykle-Hotzon – WAVLI/FNDC project)

Receive and respond to ongoing e-mail progress reports; edited WAVLI letter:
"Why hire a WAVLI member?"

For Discussion:

Question is about the LET'S TALK session, will it happen for sure at the GM?

Answer: it is not a for sure yet, still discussing with the PCS and Leona, if we do not go ahead at the GM, we will set up a night at the Burnaby Library for Feb 13th, 2007.

Concern raised that after the GM people just want to go home, too tired to stick around.

Discussion on the importance of offering more Pro-D and as that has not happened enough in the past year, WAVLI needs to offer its members something, and the GM seems to be a good place to do so as interpreters have already set aside time and are all in the same place already. The Let's Talk session could potentially be in the same room, but that needs to be looked into. If we are in the same room, maybe just extend the booking by one hour, but if we move rooms, two hours? I am sure the facilitators wont mind staying if the discussion runs over time....we will play it by ear.

Lisz: we can ask Kyla if she is willing to be a note-take for the Let's Talk session as well.

When we advertise the session, because it is NOT seen as a business meeting, we will ask participants if they NEED an interpreter for the meeting, and provide interpreting services as needed. Plus this would add to costs for WAVLI.

Discussion around seeing if PCAS will cover interpreting costs for the "Let's TALK" session as a pro-d option.

Discussion on the practicalities and the response of the members to having to sign through a "Let's Talk" session. Consensus was that members might feel as intimidated or more so than trying to go through a GM signing.

ACTION FOR KAREN AND JEN TO DOUBLE CHECK ROOM BOOKING AND BOOK IT LONGER IF POSSIBLE

ACTION...KAREN WHITE SEE IF PCAS HAS MONEY TO DONATE FOR INTERPRETERS FOR LETS TALK

Suzie: IF WE END UP NOT NEEDING INTERPRETERS WE WILL GIVE THE MONEY BACK

Question: under Barb making changes to the Why Hire a WAVLI Interpreter document....did Robyn and I see these changes before they went public?

Response: don't know what the Why hire a WAVLI interpreter letter edited was for .. if it was PSC or her research project (RFP - request for proposal) I edited the letter but I don't think it's been sent out. Barb had asked, as you know Suzie, me, yourself, me (Lisz) and Cecelia K for feedback on the letter

Discussion on feedback for the letter and what is happening with that. Lisz to get back to Suzie with the happenings.

ACTION FOR LISZ TO DICUSS WITH BARB WHAT THE CHANGES WERE TO THE WHY HIRE A WAVLI INTERPRETER DOCUMENT AND WHERE THAT DOCUMENT WAS DISTRIBUTED

Discussion around WAVLI bookmarks:

General discussion was in favour of the design and content.

Pricing for printing: The exec had previously approved \$50.00 for printing costs, but we are now looking at the cost of \$200 for printing 250 bookmarks, printed on card stock and laminated. Do we have/ can we approve that cost?

Treasurer response: I think we will still be under budget for expenses for the year, so I say, what's the point of having an organization if we can't do things like this?

Discussion on the amount printed – possibilities of distribution: CAEDHH Conferences, Island interpreters, etc.

ACTION FOR LISZ TO CONFIRM PRINTING COSTS OF BOOKMARKS BY NEXT MEETING AND A PRINTING DECISION WILL BE MADE AT THE NEXT EXECUTIVE MEETING

Robyn: the question is that no PSC members sit on the MIS advisory committee I'd like to request the new reps report to the WAVLI president rather than PSC

Response (Sara): sounds reasonable...I saw that question in the meeting minutes from November, I think it was

ACTION FOR SUZIE SHOULD BE TO CONNECT WITH MIS REPS

6.2 Professional Development – Brenda P.

Activities to Date:

Booked room at Burnaby Public Library for round table discussions
January 22, 2007 (cancel), February 13, 2007, March 22, 2007

Ongoing Activities:

Looking for volunteer facilitator for round table discussions
-Rates of pay for interpreters
-Working in K-12

For Discussion:

Question: Why was the Jan 22 Round Table Discussion cancelled?

Answer: Brenda P : I left the country to get married, and am five and half months pregnant so am just getting my energy back. Sorry! I do have dates set up at the library and will get a few things happening very soon.

ACTION FOR BRENDA P TO CONTACT BARB M.H. TO SEE HOW WAVLI CAN BE A SPONSOR FOR R.I.D CEUS

6.3 Fundraising – Nathalie

Activities to Date:

-attended General Meetings: October 28 and Board Meeting: November 25
-Scrapathon: active email corresponded with Cory Ashworth, Manager form Clipper Street; still waiting for confirmation of a date in either February or March of 2007

Ongoing Activities:

-auction: planning/researching with Darcie Kerr; suggesting Saturday, April 14, 2007; donation request letters to be mail out within the next two weeks (before January 31st)
-cookbook: working with Kathy Keple; sending out a request for recipe submission on WAVLI listserv shortly

For Discussion:

-open to feedback on above items; please email or call

6.4 Membership –Denise/Geoff

Activities to Date

-Picked up mail

g
ncing Online Meeting
30-9:15Pm

e meeting rules/regulations to follow;

ate colour for their text.
" they type in @@@their-name@@@

nda Pitcairn, Karen White, Jen Yim,

plotynsky

n,
Meeting: as amended Robyn Albert,
byn, Geoff

xecutive

- Processed memberships
- Responding to membership inquires via email
- Liaise with AVLIC regarding membership forms for the 2007/2008 membership year
- Liaise with committees as required
- Updated label file (available to Committees who do mailings)

Ongoing Activities

- Picking up the mail
- Processing memberships
- Answering membership inquires
- Working on membership renewal process with AVLIC for the 2007/2008 membership year
- Liaise with committees as required

For Discussion

AVLIC has decided to implement the new Membership process THIS YEAR...it will be an on-line form hence, Barb has asked us(membership) to hold off on sending out any info until it is all sorted out. The difference is that all the dues will go to AVLIC and AVLIC will send cheques to the chapters.

Barb M.H. and Suzie G. and AVLIC VP will be training on the new system over the next couple of weeks.

Question: when will it be on-line

Answer: as soon as we are trained and comfortable, it's a matter of linking to the company

Question: yes...but when will it be available to the membership

Answer: probably available mid-Feb. 2007

Discussion around whether to alert the membership: decision, that is Barb's responsibility.

6.5 Newsletter – Brianne/Rebecca

Activities to Date:

- attended the fall 2006 WAVLI GM
- completed and distributed the fall/winter 2006 *Ripple*

Ongoing Activities:

- preparing for the upcoming issue
- preparing an electronic version of the upcoming *Ripple* to show at the GM
- training our possible replacements

For Discussion:

At the last GM it was again brought up that we spend a large chunk of our budget on the *Ripple* every year and we could save that money by switching to an online format. At the spring GM we would like to present a motion that *The Ripple* becomes an online newsletter only. We will prepare an online version for the members to view so they can understand exactly what it is they would be getting.

Decision: Board majority supports the *Ripple* going online to save printing and distribution costs.

Ripple Committee will bring up the *Ripple* going to an online format for the Spring GM.

Discussion around the possibility of a prototype at the GM projected to the screen.

6.6 Douglas College ITP Student Rep – Kyla

Activities to Date:

Everyone is back to class as of Monday of this week. Not a lot to report except that the 2nd years are now joined by Don **Charlton** and Sharon Darling. We are all excited to have them join us. The 2nd years are all excited for their first practicum.

The 1st years are preparing to start volunteer interpreting. As far as I know they will be starting sometime in February. There's been a change to the "6 week intensive" course that is normally run in January so the date that they start interpreting out in the community has been pushed back. They are also preparing for their retreat weekend and getting the opportunity to get some real hands on practice.

Fundraising:

1st years are having a class meeting next week to further discuss their fundraising activities.

2nd years are taking a break from fundraising activities during their practicum blocks. There are still ASL clocks for sale - \$20 each. If anyone would like to purchase them please contact me and I'll pass on their order to the students who will be in the Lower Mainland during their practicum.

For Discussion:

-nothing at this time

Motion to accept reports as presented: Geoff, Karen

7. Old Business 7:15-7:30 pm

7.1 March Elections – any further names? – Suzie

Look like most positions have no replacement as yet.

Suzie may stay on for another term as prez. A few candidates possible for Pro-d and fundraising. *Ripple* positions likely filled.

Vacant: Secretary, Member at Large, Professional Standards Chair, Membership, Directory,

ACTION FOR SUZIE...DEVELOP A CALL FOR NOMINATIONS TO GO OUT TO THE MEMBERSHIP IN FEBRUARY

7.2 Deaf Access Office donation – Karen

Question: Did the donation from WAVLI get sent out?

Answer: Yes, the \$200 donation plus a card was sent out in December

7.3 WAVLI Bylaw Changes – Sara

WAVLI bylaw changes... I forwarded an email to Suzie from Barb tonight...we need to change the membership stuff and the limit on how long people can stay on the board

8. New Business: 7:30-7:50 pm

In consideration of time:

ACTION FOR ROBYN TO SEND OUT AN EMAIL TO THE EXECUTIVE ARRANGING MEETINGS FOR FEBRUARY TO JUNE, INCLUDING THE POSSIBILITY OF ONLINE MEETINGS

8.1 2007 Meeting Dates (Jan-June) – Robyn

will be done via email

8.2 WASLI Donation – Suzie

I was wondering if WAVLI wanted to make a donation to WASLI in support of supporting an interpreter from a "have not" country to go to Spain...or are we currently doing that via Kristi?

Discussion on amount. Decision \$200

Comment by Treasurer: We haven't done anything, spent any money on this initiative, since the conference. We have it in the budget but have held off the spending. We might rethink our budget concerns as we have a cushion of \$3000 and will finish the year with money in the bank.

ACTION FOR JEN TO CONTACT KRISTI TO DISCUSS SUPPORT FOR GEDIN TO SPAIN FOR THE WASLI CONFERENCE BY FEB 2007 EXEC MTG

8.3 WAVLI Award – Suzie

the WAVLI award...just wanted you all to know that I have contacted Kristi Falconer and she is onto it

8.4 March Meeting – Suzie

WAVLI GM Discussion on whether the President should be in attendance. Decision, since this is an election year, she should be. WAVLI will cover the cost of the ticket up to \$90.00 as the rest of the cost is covered by airmiles.

ACTION FOR SUZIE TO CONNECT WITH KAREN IN REGARDS TO REIMBURSEMENT FOR THE COST OF TOPPING UP AIRMILES TO MAKE THE TRIP TO VANCOUVER FOR THE MARCH MEETING

8.5 AVLIC DRP – IRP Selection Committee – Suzie

Discussion postponed to email.

8.6 AVLIC DRP – IRP Candidates – Suzie

To be done via email prior to January 31, 2007

8.7 Reports – formatting – Suzie

To be done via email

8.8 Deaf Community Education Report – Suzie

Deaf Education Project Report

Report to: WAVLI Professional Standards Committee

Submitted by: Susi Bolender & Melissa Campbell

Date: Jan. 8th/2007

WAVLI was approved to hire two presenters- Susi Bolender and Melissa Campbell, to present information to the Deaf Community with respect to the function of professional interpreters, as well as describing the purpose and scope of WAVLI's Professional Standards Committee.

Deaf Education Project

- November 20th/2006 to **Parents of Deaf / Hard of Hearing Children** at Provincial Services for the Deaf and Hard of Hearing – total of 10 parents and 4 deaf youth attended.
- November 28th/2006 to the **Deaf Community** at Douglas College- total of 4 deaf community members attended.

We advertised the November 20th workshop for Parents of Deaf and hard of hearing children through the Family Network for Deaf Children listserv and word of mouth. We ran the workshop in conjunction to their Annual General Meeting to ensure that there would be numbers.

For the November 28th workshop to the Deaf Community, we advertised through the GVAD eNews, Well Being Program, Provincial Services for the Deaf and Hard of Hearing, Vancouver Community College, Douglas College, personal contacts and word of mouth. The reason for low number of participants was probably due to the unexpected snow for a number of days.

Comments from both groups

- Common for interpreters to do favors or to manipulate situations to get repeat work, that it is a 'known practice' and occurs frequently.
- Many practicing interpreters are not WAVLI members, which makes it difficult to enforce.
- Deaf people feel uncomfortable when not satisfied with the interpreter. They are unsure about how to approach them.
- Deaf people were not aware about PSC- an announcement should be made to the deaf community, letting them know that there is a deaf member on the committee.
- Deaf people didn't realize there was a formal complaint and resolution process.

- Deaf people or parents not knowing the interpreter's role and responsibilities.
- Where and who to contact to get funding to pay for interpreters. Sometimes Deaf person would contact an interpreter only to find later that they had to pay for her/him.

Recommendations for WAVLI or Interpreters

- Provide COE workshop to review standards of practice specific to the code of ethics point by point. This could be offered by WBP.
- Interpreters to have a video bio so deaf people can see their signing style before hiring them.
- Interpreters should be encouraged to socialize more so the deaf community knows them.
- Announce PSC- deaf representative member and his role, through the GVAD eNews and website, and professional agencies.
- More workshops for deaf people on how to talk with and give feedback to interpreters.
- Record workshop information into a 'podcast' so that it could be sent through the Internet for people to watch- similar to a BLOG.
- Send updates to the Deaf Community on WAVLI and AVLIC news. (Maybe put the newsletter online for the Deaf Community members to read)
- To include the WAVLI directory online (FNDC has feedback that they would like to share)
- Role of Educational Interpreters VS. Professional Interpreters. Parents felt that WAVLI's expectations on roles of interpreters (boundaries) was not realistic for the child's needs in a school setting.
- Many school boards are not aware of Deaf Culture and Interpreters- need a person to educate school boards on Deaf issues and the importance of hiring qualified interpreters, etc.

Discussion:

On how the board will/should respond, how/will the report be made available, etc

Decision: summarize report for the *Ripple* INCLUDING THE LOW ATTENDANCE numbers... emphasize that it was an education project...not a feedback gathering project; this summary will be submitted by Jan 31, before we discuss it again at the Feb board meeting

8.9 Approval of November minutes

Approval of Nov 2006 minutes: Geoff, Jen

9. Announcements

9.1 Next Exec Meeting – TBA

10. Adjournment 9:15 PM