

WAVLI Executive Meeting
Tuesday, February 20, 2007 Douglas College Room 3825
Arrival: 6:00-6:30 PM; Meeting: 6:30-7:47 PM
MINUTES

1. Call to Order

Present: Robyn Albert, Lisz Keallen, Rebecca McCormick, Denise Zaplotynsky, Brianne Braun

Regrets: Jessica Siegers, Suzie Giroux, Geoff Chiasson, Brenda Pitcairn, Karen White, Jen Yim, Sara MacFayden,

Student Representative: Kyla Maertz

2. Approval of Agenda: Do not have quorum, cannot approve.

3. Accept Minutes from January 17, 2007 Executive Meeting: Cannot accept, do not have quorum

4. Introduction of Guests: no guests

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
- attended and chaired online January executive meeting
- distributed executive meeting text to board
- submitted receipt to Karen White for March flight to Vancouver
- coordinated online discussion of WASLI donation
- coordinated online discussion of DRP IRP candidates
- put out a call to the membership for motions/agenda time/nominations for March meeting

Ongoing Activities:

- will be contacting MIS reps to confirm president as liaison
- preparing for March general meeting

For Discussion:

- Suggestion made that MIS reps should be alerting the general membership about the meetings they have attended, etc. Or announce that all info will be updated in the *Ripple*

5.2 Past President – Sara

Activities to date:

- Attended WAVLI Executive Meetings
- Attended WAVLI General Meeting in October 2006
- Represented WAVLI at Council of Service Providers Meetings in October 2006
- Participated in Executive email discussions
- Prepared motions for bylaw changes based on new membership categories & criteria
- Conferred with Robyn Albert on developing WAVLI's Policies & Procedures

Ongoing Activities:

- Continue working with Robyn on WAVLI's Policies & Procedures
- Make revisions to WAVLI bylaws for submission to Victoria

5.3 Vice President – Robyn

Activities to Date:

- attended online executive meeting
- corresponded with committees/community
- assisted president as required
- organised executive meeting schedule
- mailed directories at community members' request

Ongoing activities:

- assist president as required
- correspond with Sara MacFayden regarding policies and procedures manual

For Discussion:

- under old business

5.4 Treasurer – Karen

WAVLI Statement of Income and

& Expenses 2006 - 2007

	Year-to- Date Dec. 31, 2006	Budget	Budget 2007-08
REVENUES			
Membership Dues	4530	6000	7000
Fundraising	-35	2000	3000
Miscellaneous	240	300	300
TOTAL REVENUE	4735	8300	10300
EXPENSES			
Admin	75	600	830
Postage/Office	216	1500	200
Bank Charges	265	300	300
Interpreting	420	600	600
Care/Gifts/Donations	344	500	500
Legal			
Insurance	1460	1800	1500
Ripple	1348	2200	2200
Web Site	252	200	250
Directory	1412	2400	1800
Public Relations		500	500
Pro-D			
Overhead SUB-TOTAL	5792	10600	8680

Professional Standards			
WASLI Sponsorship			
Developing World			
Outreach		1200	200
Deaf Community			
Outreach	1000	1000	
Policy & Procedures			
Manual		2000	2000
Legal Defence Fund			0
K - 12 Outreach			
Project Sub-Total	1000	4200	2200
TOTAL EXPENSES	6792	14800	10880

Bank Balances Dec. 30

Reconciled	
CT/TD	\$4,064.05
BMO	\$576.36
Savings	\$3,381.69
Legal Fund	\$5,000.00
	\$13,022.10

For Discussion:

I'd like you all to be aware of the budget so if you think your portfolio needs some funds you can let me know before the package goes out this week.

Am in the middle of investigating a budget discrepancy, will report back to the board when it is resolved.

5.5 Secretary – Jessica

Activities to Date:

- Attended Exec Meetings when possible
- Kept the minutes of said meetings
- Participated in online discussions, decisions, etc

Ongoing Activities:

-much the same as the above

For Discussion:

I will not be running again for secretary – we will need someone to step up to fill this position at the Spring GM.

5.6 Member at Large - Jen

Activities to Date:

- Contacted Kristi Falconer to discuss support for Gedin to Spain for WASLI Conference
- Attended January online executive meeting
- Booked room and interpreters for Spring GM
- Booked room for WAVLI PSC workshop
- Communicated with executive members via e-mail
- Contacted Boyd McWilliam regarding room booking for executive meetings at Douglas College
- Signed up for Yahoo Messenger for online executive meetings
- Participated with online meeting trial
- Communicated with Karen White regarding BCIT room bookings
- Assisted with WAVLI clothing, delivery, mail out...etc.
- E-mail memos to membership regarding GM and Executive meetings
- Assisted with various board duties
- Acted as resource person to WAVLI members regarding WAVLI board positions
- Liaised general inquiries and comments from WAVLI members to the Executive Board

Ongoing activities:

- Organize and prepare for WAVLI clothing sales
- Organize bursary award panel if applicable
- Organize and plan for meet and greet party for new grads in May/June

Discussion:

- Kyla- please remind the 2nd year students of the WAVLI bursary deadline
- Are you aware of the graduation dates, including dates of presentations?
- I will need 3-4 volunteers for the WAVLI GM, do you mind posting a request for me?

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

6.1 Professional Standards – Lizz

Activities to Date

Legal (Deloris—Cyndi)

- Submitted report for GM package
- Attempted to set up a f2f meeting with Kate Kimberley, Victoria Court Services
- Met as sub committee and with chair to work out a plan concerning deaf access for probation, police, and in-custody matters

Mental Health (Karen)

- Submitted report for GM package
- Attended last month's WBP 15th anniversary/Open House on January 25th

Education – K-12 (Barb & members)

- Submitted report for GM package
- Developed WAVLI promotional bookmark (**see attachment for details**)
- Met to finalize format for "Let's Talk" facilitated discussion
- Cost: \$119/125 bookmarks or \$219/250 bookmarks

Community (Lisz—Leona)

- Submitted report for GM
- Developed "Let's Talk" post GM discussion flyer for distribution
- Met to finalize format for "Let's Talk" facilitated discussion
- E-mail correspondence with Pro D concerning discussion groups for February, March, April
- Telephone discussions with and offered suggestions to concerned parent over problem with recruiting WAVLI members to work outside Lower Mainland
- Contacted Community Education Project presenters for clarification on feedback collected from participants
- Represented WAVLI at retirement party for Lynne Shepard (Deaf Access Office)
- Reviewed grievance protocols with AVLIC's Dispute Resolution Process chair

WAVLI website renewal

- John will provide a demo for board (Feb) and membership discussion (March GM) **Note: will be sent out later this week**

Post Secondary

- Submitted report for Ripple
- Attempted to recruitment new members to subcommittee

Okanagan WAVLI/PSC reps

- Assisted with communications with Post Secondary chair and member in Okanagan
- Consulted with Marna Arnell, Post Secondary Communication Access
- Assisted with new WAVLI member recruitment

For Discussion

- To hear from board and to discuss PSC recommendations to feedback from Community Education Project. Talked about the possible distribution of the report findings. **Decision:** the report is in the minutes, if people are interested they need only request the minutes from the secretary.

- Okanagan PSC reps are interested in undertaking something similar in their community. (Community Education Forum)
- Discussion around the role of community members; how Pro-D committee can incorporate feedback from the Deaf community by way of offering workshops tailored to issues that arise from the report, etc. This topic will be carried forward and discussed with the incoming board for 2007-2009.
- To accept non-WAVLI member on PSC committees – could a non-member “help” with committee work but not be ON the committee?
- To develop WAVLI “Standard Practice Paper” on hiring/booking/community business norms for members and public
- Discussion around the updated bookmarks, more updates via email with the board once printing costs are finalized, etc.
- Proposal for the PSC to put together an ASL description of what the PSC is/does for the WAVLI website, something that would be accessible by the Deaf community as an educational tool on what the PSC part of WAVLI does, how to lodge a complaint with PSC etc, or for satisfying curiosity.....

6.2 Professional Development – Brenda P.

Ongoing Activities:

- Plan and book Round Table Discussion for April
- Announce March 22 Round Table

Activities to date:

- Contacted facilitators for Feb 13 and March 22 Round Table discussions
- Advertised Feb 13 Round Table Discussion to membership
- Advertised cancellation of Feb 13 to membership cancelled room with Burnaby Public library
- Contacted Barb Mykle-Hotzon about RID's CEU's (Barb reported to Suzie)
- Corresponded with Lisz about facilitating March 22, 2007 Round table Discussion - Topic: Interpreters Rates of Pay

For Discussion:

Feb 13 Roundtable discussion “Rates of Pay” was cancelled due to low response. Rescheduled for March 22, 2007. Discussed possibility of location change to improve turnout.

Suggestions fro other Pro-D opportunities suggested, some were too expensive to look into at this time.

Suggestion of running “Interpreting with Deaf Blind Community” Workshops.

6.3 Fundraising – Nathalie

Activities to date:

- WAVLI Scrapathon
- Corresponded with Cory Ashworth, manager at ClipperStreet Scrapbook Company in Coquitlam; still aiming for a date in the spring of 2007.

WAVLI Auction

- Corresponded with past WAVLI Auction organizers.

- Corresponded Rick Harron, Catering Manager at the Sage Bistro at UBC, and Janet Jamieson in order to secure a date and the location for the Auction; tentative date is April 21, 2007. Confirmation is expected by Friday February 16, 2007.
- Sent several donation requests by email and fax.

WAVLI Cookbook

- Contacted Rhonda Pineau, Gateway Publishing Cookbook Sales & Marketing Coordinator, to launch our cookbook project.
- Emailed the membership three times to solicit recipes and cookbook title ideas submissions.
- Initiated correspondence with Canadian celebrity Chef Michael Smith (The Inn Chef, Chef at Large, Chef at Home – Life Network and Food Network Canada) to ask if he would write a brief introduction to our cookbook and submit a recipe. His Brand & Marketing Manager, Lori Lancaster, has indicated that we may be successful in our request.

Ongoing Activities:

WAVLI Scrapathon

- Waiting for a reply from Cory Ashworth with regards to booking a Saturday date in the spring for our fundraiser.

WAVLI Auction

- Continue sending donation requests to businesses, individuals, and the membership.
- Finalize booking procedures for the Sage Bistro at UBC.
- Secure a guest auctioneer: will approach Max Fomitchev – other suggestions?
- Secure entertainment: considering approaching a dance school for a 15 minutes demo – other suggestions?
- Create tickets and advertising.
- Choose a dinner menu.

WAVLI Cookbook

- Proofread all recipe submissions.
- Coordinate an introduction to our cookbook written by our celebrity Chef.
- Coordinate cookbook for printing at Gateway Publishing.
- Request visual art submissions from the membership for front cover.

Discussion:

- Auction dates changed from April to May as there was a conflict with the Deaf Women's Conference activity in April.
- No decisions made, not enough board members present. Discussion held over to email.**

--Currently at 30 recipes for the WAVLI Cookbook.

ACTION: Board members must submit a recipe within the next week.

6.4 Membership –Denise/Geoff

Activities to Date:

- Picked up mail
- Processed memberships
- Liaised with ACLIC to process fees
- Updated label file (available to Committees who do mailings)
- Updating membership information as needed
- Data entry
- Distributed files and corresponded with executive
- Answered emails from members, executive and others

- Attended executive meeting
- Shared information and files with regards to membership with other chapters who requested information via email or via AVLIC
- Updated membership card and membership form

Ongoing Activities:

- Processing memberships
- Answering emails
- Answering questions from members, executive and others
- Attending executive meetings
- Working with AVLIC to implement changes to membership

Discussion:

Current Numbers:

Active: 141

Supporting: 18

Deaf Interpreters: 13

Associate: 3

-Meeting between membership chairs and Barb Mykle-Hotzon on Feb 21, 2007 to discuss the change over to electronic renewal forms for AVLIC/WAVLI

-The Membership system is now revised and organized, there is less paperwork involved now. Less work in general involved now.

6.5 Newsletter – Brianne/Rebecca

Activities to Date

- corresponded with individuals about submissions
- completed the editing and layout for the spring 2007 Ripple
- prepared an electronic version of the Ripple to show during the GM

Ongoing Activities

- preparing materials for future editors
- training the individual(s) who will be elected to take our place

Discussion

-Nothing to discuss

6.6 Douglas College ITP Student Rep – Kyla

No report submitted

For Discussion:

The first year students are organizing a Laff-Lines Fundraiser soon. First years also recently finished their annual retreat, and start their volunteer experience interpreting soon.

Second year students are all out on practicum now.

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

7.1 March Elections – go through each position and write down names of those we know for sure. Not much to add. Positions that people have shown interest in are: Member at large, Newsletter, membership, and vice president. Nothing firm at this time.

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

8.1 Online Executive Meetings – discussion and feedback

Comments: Comments should be typed ahead of time and ready to copy/paste into the conversation. The report being discussed should be the person controlling “the floor” until their turn is over.

8.2 Membership Renewal – going online via AVLIC – Geoff/Denise
Discussed during report: See 6.4 above

8.3 March Meeting – Confirm preparations: room booking, communication policy posters, election ballots, etc.

Room is booked at BCIT, posters are ready from last meeting. Ballots will be prepared on time.

PCAS providing refreshments, interpreters, etc. for the “Let’s Talk” session after the GM.

9. Announcements

9.1 Next Exec Meeting - Monday, March 19th Online

10. Adjournment : 7:47PM