

**WAVLI Executive Meeting  
Tuesday, March 11<sup>th</sup>, 2008  
Douglas College, Room 1814**

**Arrival: 6:00-6:30 p.m.; Meeting: Promptly- 6:30-8:30 p.m.**

**1. Call to Order 6:33 p.m.**

**Present:** Susi Bolender, Kevin Ettinger, Carmen Curman, Sisko Huijgen-Bilker, Darcie Kerr, Nigel Scott, Bay Generoso, Meghan Sime, Stephanie Attridge, Heather Perry, Marion, Bruining, Suzie Giroux

**Regrets:** Seraphine Acosta, Kirsten Hagemoen

**2. Approval of Agenda - Darcie, Kevin**

**3. Accept Minutes - January 2008 Executive Meeting - Darcie, Kevin**

**4. Introduction of Guests**

**5. Executive Reports:**

**5.1 President - Susi Bolender**

Activities to Date:

- Met with Monte Hardy (PSDHH) and Cheryl Palmer (Douglas College) to discuss possibility of recruitment support for INTR @ Douglas
- Planning with PCAS and volunteers in planning of January Workshop
- Discussions with AVLIC reps getting direction re: WAVLI COE
- Communications with TOI facilitator regarding workshops
- Preparations for Board Meetings
- Answering emails as required
- Discussions and support to V.P.
- Support to members of the board and general membership
- Meet with S. Giroux, Sorenson Vancouver Centre Manager, to discuss a variety of community issues
- Correspondence with a variety of individuals and organizations
- Discussions with the K-12 committee regarding a weekend event to co-inside with the March GM
- Met with WBP about possible future initiatives (mental health interpreter training and DI training programs).
- Planned January 19<sup>th</sup> workshop with Linda Cundy and sourced sponsorship and support from other organizations to help facilitate the planning.
- Talked with Treasurer about budget and how to log additional monies for WAVLI from community partnerships
- Spoke with folks on PR committee about upcoming plans/projects.
- Discussed possibility of partnering with FNDC to produce an informational DVD re: interpreting and delegated to PR to follow up.
- Addressed concerns from members
- Spent a lot of time on the new website (content)
- Work on Accounting workshop for self-employed folks for Feb (to be hosted on Feb 13<sup>th</sup> at Douglas College)
- Worked with AVLIC president and WAVLI fundraising committee to host an event for AVLIC board members on Feb 22<sup>nd</sup>.

Ongoing Activities:

- Coordinating with other board members and organizations regarding Spring GM + workshops
- Working with Pro-D to coordinate Introductory Mental Health workshop with support from WBP

- Support the PR team as needed
- Work on professional development with DI population
- Sending updates to web designer

Future Initiatives:

- Re-organizing/re-structuring internal WAVLI board efficiency
- Continue to build community relationships
- Consult with other board members and organization members about long term goals for WAVLI (possible "retreat" for board members to have long-term planning think-tank).

**5.2 Past President – Suzie Giroux**

Activities to Date:

- addressed questions re: membership renewal, membership categories, membership prices.
- provided feedback and history on membership renewal date
- provided feedback to Vice President for WAVLI web site

Ongoing Activities:

- nothing to report at this time

Future Initiatives:

- nothing to report at this time

**5.3 Vice President – Carmen Curman**

Activities to date:

- Attended board meetings
- Attended executive meetings
- Dealt with all WAVLI email correspondences
- Provided support to the new PR committee
- Provided support to the President as needed
- Had telephone conference with fundraising committee
- Help co-ordinate registration for ``If I Only Had the Words`` workshop
- Help co-ordinate registration for the Tax workshop
- Organized logistics of Executive meeting on March 7
- Worked with membership and directory committee`s to ensure a smoother Membership and directory process this year.
- Worked with membership committee to get membership info updated on Website.

On Going Activities:

- Checking and responding to WAVLI emails
- Assisting board committees as needed

Future Initiatives:

- Nothing to report at this time

**5.4 Treasurer – Brenda Carmichael**

**WAVLI Statement:**

**Income & Expenses 2007 - 2008**

	<b>Actual April 1 2006 -</b>	<b>Budget 2007 - 2008</b>	<b>Budget 2008-2009</b>
<b>REVENUES</b>			
Membership Dues	9225.00	7000	7000
Fundraising	6981.86	3000	3000

Website	490.00		300
Miscellaneous (bank charges, donations etc)	48.76	300 (included website)	0.00
<b>TOTAL REVENUE</b>	<b>16746.00</b>	<b>10300</b>	<b>10,300</b>

<b>EXPENSES</b>			
Admin	580.69	830	830
Postage/Office	0	200	200
Bank Charges	270.88	300	300
Interpreting	222.70	600	600
Care/Gifts/Donations	0	500	500
Legal	0	5000	5000
Insurance	1460.00	1500	1500
Ripple	483.52	100	100
Web Site	152.04	1250	1250
Directory	2318.01	1800	2400
Pro-D	2460.00	0	0
Fundraising	2249.73	0	0
Events	87.93	0	140
Public Relations	275.72	0	300
Misc	325.00		13 120
<b>Overhead SUB-TOTAL</b>	<b>10887.00</b>	<b>7580</b>	

Professional Standards			
WASLI Sponsorship	0		
Developing World Outreach	0	200	
Deaf Community Outreach	0	1000	
Policy & Procedures Manual	0	2000	
Legal Defence Fund	0	0	
K - 12 Outreach	150.00	150.00	0
Project Sub-Total	150.00	3350.00	
<b>TOTAL EXPENSES</b>	<b>10 737.00</b>		

<b>Bank Balances - Reconciled</b>	<b>April 01 - January 31, 2008</b>
CT/TD	7527.86
BMO	1.62
Savings	3381.69
Legal Fund	5000.00
<b>Total</b>	<b>15 912.00</b>

\*note: Transferred money to CT Bank)

## Treasurer Report February – March 2008

### Activities:

- Reconciled the bank statements;
- Prepared report for AGM;
- Emailed each committee to send budgets for 2008-2009;
- Deposited cheques;
- Made report for Jan. 19 Workshop
- Met with Karen White to review the statements for AGM;

### 5.5 Secretary – Marion Bruining

#### Activities to Date:

- Attended executive meeting when possible.
- Prepared agenda for executive meetings and General Meetings.
- Prepared minutes for executive meetings and General Meetings.
- Distributed General Meeting package to the membership.
- Other duties designated by the President and Vice President.

#### Ongoing Activities:

- Same as above.

#### Future Initiatives:

- nothing to report at this time

### 5.6 Member at Large – Kirsten Hagemoen

#### Activities to Date:

- Attended Executive meetings
- WAVLI Rep at DBAW Gala
- Announcements out to the list serve
- Discussion and planning of Fall GM in Victoria
- Room bookings
- Confirmed WAVLI reps on committees
- Document editing

#### Ongoing Activities:

- Spring GM and workshop planning

#### Future Initiatives:

- None at this time

## 6. Committee Reports:

### 6.1 Professional Standards – Patti Dobi & Kevin Ettinger

- Report not Submitted

### 6.2 Professional Development – Jenn Smith-Dickson

Report not Submitted

### 6.3 Fundraising – Stephanie Attridge & Serphine Acosta

#### Activities To Date:

- AVLIC Orange Room Cafe Social Feb 22

#### Ongoing Activities:

- Cookbook-needs help with final preparations before printing-contact Nathalie Freyvogel

- We would like to send in the final cookbook put together for printing before the GM so that we can sell pre-orders for Mother's Day.
- Marion is picking up a catalogue for WAVLI clothing and will provide samples to buy at the GM
- 50/50 at the GM
- Raffle basket to be drawn at the GM
- Bowling Night planned for April 24th 7-9 at Rev's
- Anyone who would like to help with the Fundraising committee, whether it is ideas, or hands on help or both is welcome. Please contact Stephanie Attridge or Seraphine Acosta-Charlson

Future Initiatives:

- Comedy Club Night, Yuk Yaks or Lifelines
- WAVLI Auction 2009...spring or winter...undecided
- For Discussion: Hoping to have the Cookbooks ready for Mother's Day. Bowling Night will be April 24<sup>th</sup>. Can have up to 50 people. Tickets are \$24 includes 2 games, shoes, etc. 2 Hour activity. Will raffle off a basket at the GM in March. Will be planning the WAVLI auction as well. The Fundraising committee hasn't discussed this so far.

#### **6.4 Membership – Darcie Kerr and Nigel Scott**

Activities to Date

- Getting new membership cards
  - Looked into the possibilities of lamination for the membership cards. It is not possible this year because AVLIC is all members to sign their cards. I will look into it again for 2009.
  - The cost for the new cards should be about \$50-60. The new cards have colour, etc.
  - Discussing membership criteria, categories and dues with AVLIC.
  - Composed a letter to the membership with an explanation of all the new membership categories, why the changes occurred and benefits of membership.
  - Sent an update to the Ripple with costs. Included our membership letter.
  - Assisted some members with questions and concerns regarding the upcoming membership renewal.
  - Ongoing membership registration and data updates were carried out.
  - Nigel will be attending the Well Being Programs 'DI recruitment night' to help new members apply for membership.
  - Updated the AVLIC/WAVLI welcome letter.
  - Was in contact with AVLI-NB on membership process and did information sharing and gathering.
  - Have been in contact with AVLIC regarding the new on-line membership forms. We have been actively involved with idea sharing, information gathering and feedback.
  - Have been in contact with Heather Perry regarding the directory and membership. We are establishing a way in which we can communicate which members register and pay after the March 31 deadline, so that it is clear who should be included in the 2008 directory.
- For Discussion: Discussion about having the GM in 2009 in April so that the membership cards can be handed out at the GM. This will save postage, etc.

#### **6.5 Newsletter – Megan Sime**

Activities to Date:

- Attended executive meetings
- Attended Fall GM in Victoria

Ongoing Activities:

- Seeking submissions for the Ripple
- Seeking new ideas for the Ripple

Future Initiatives:

- Work on having the Ripple available in both colour and a printer friendly edition.

For Discussion: The Ripple should be ready the last week of March.

## **6.6 PR Committee – Bay Generoso**

Activities to Date:

- Setting up initial meeting to establish roles and expectations of the Committee
- Attendance: Bay, Heather, Jen

- CSP Meeting (sub-committee for recruitment). Jan 16/08 Bay in attendance.
- Brenda Carmichael joins the group.
- Meeting with David Jones of DCJ Productions regarding cost/storyboarding/content of the Video. Bay in Attendance.
- Initial PR introduction through list serve.
- PR questionnaire through list serve.

Ongoing Activities:

- Setting up proposal from DCJ Productions to bring to the CSP meeting.
- CSP meeting Feb 29
- Writing a proposal to Sorenson regarding match funding for the Project.
- Gathering information pertaining to ASL classes/interpreting program
- Gathering community input for the Video
- Semi-monthly emails to list serve, updating the interpreting community on the project.
- Storyboarding for the video

Future Activities:

- Writing proposals to Douglas and VCC regarding match funding
- Acquire info in job fairs/career days in the Lower Mainland.
- Contacting these schools and introduce PR and our interest in attending these events.
- Coordinate PR volunteers to manage booths.
- Gather information packets regarding the process of becoming an interpreter.

For Discussion: The PR committee will do a presentation at the GM to explain to the membership what activities they are involved in, as well as their role. The PR Committee will be a voting position in 2009. Currently all members on the PR committee share an equal role. Discussion, this Video tape is not a WAVLI project, however the PR committee/WAVLI is working on it. Ask the membership what they would like to see in terms of a promotional video tape at the GM.

## **6.6 Douglas College ITP Student Rep**

Activities to date

- Dave Still is back after a leave of absence.

Ongoing activities

- Nothing to report

Future initiatives

- The twelve second year students have finished their first practicum of four weeks and started their second practicum on February 25, 2008.
- The first year students have had their retreat weekend on February 8, 9 & 10.
- The first year students are planning on having a few fundraisers in the coming

months. I will keep WAVLI posted on what their plans are as soon as more information is available.

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

- 7.1 Cookbooks – Carmen
  - Still waiting for the cookbooks to be completed.
  - Action: Carmen will follow-up with Nat regarding the cookbooks.
- 7.2 WAVLI Clothing – Marion, Seraphine, Stephanie
  - The fundraising committee along with Marion will be working on a clothing order for the spring meeting. Sample clothing will be available at the March meeting.
- 7.3 PR Committee - Update
  - PR Committee will be doing a presentation to the members at the WAVLI meeting in March. The PR committee will develop a survey which will be passed along to the to gather information regarding the focus/direction should be of the committee.

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

- 8.1 Fundraising – Bowling Night – Seraphine & Stephanie
  - 50/50 draw at the GM. Sisko will ask students to volunteer to sell tickets. Bowling night will be held on April 24<sup>th</sup>.
- 8.2 WAVLI Website – Susi
  - Need to allot money to keep updating the WAVLI website. This will be discussed at the March GM with the membership. We need someone to be responsible for regular maintenance of the WAVLI website. Ask if any members are interested at the GM.
- 8.3 WAVLI Retreat – May 4<sup>th</sup> – Susi
  - Discussion: WAVLI all day retreat on May 4<sup>th</sup>. Focus on your goals, if you are staying on the executive for another term.
  - Soapbox – Discussion: About whether or not we will have this at the GM. Some executive members feel that interpreters may not feel comfortable expressing their true feelings/concerns in front of the membership. Discussion about WAVLI's role in terms of dealing with community issues. WAVI will support interpreters in all areas of interpreting work.
- 8.4 Deaf Canada Conference – Donation for Silent Auction – Susi
  - WAVLI will Donate \$200.

### **9. Announcements 7:50-8:00 pm**

- 9.1 **Meeting Date – Fall 2008 prior to GM**

**Adjournment:** 8:11 p.m.

