

WAVLI Executive Meeting
December 1st, 2010 at 6:00pm at Douglas College, Room 1711
MINUTES

Attendees: Barbara Zbeetnoff, Jessica Siegers, Rhys McCormick, Rebecca McCormick, Nicole Pedneault, Emily Allen, Julia Menzies, Simon Dorer, Brianne Braun, Robyn Albert, Farah Ladha, Kari O'Brien

Students: Janelle Cowhig, Trevor Leyenhorst, Marissa MacIsaac

Regrets: Susi Bolender, Suzie Giroux, Sarah McDiarmid, Carli Van Rossum, Tess Iwama

- 1. Call to order: 18:21**
- 2. Approval of Agenda: Brianne**
- 3. Motion Accept Last Meeting's Minutes: Julia and Nicole**
- 4. Housekeeping:**

MOTION: I move that we limit each topic of discussion to 15 minutes. Emily
Seconded: Rhys
Motion: PASSED
- 5. Executive reports**
 - 5.1** President – Jessica – Report attached
 - 5.2** Past President – Susi- Nothing to Report
 - 5.3** Vice President – Rhys- Verbal Report
I have been dealing with regularly assigned duties and with the DRP.
 - 5.4** Treasurer – Simon – Report attached
I have been checking the mailbox and dealing with treasurer related mail.
There is still money owing from the Gala and I hope to have final numbers calculated by next month's meeting.
 - 5.5** Secretary – Barb – Nothing to Report
 - 5.6** Member –at-Large – Laine- Report attached
- 6. Committee Reports:**
 - 6.1 Professional Standards-** Sarah and Laine – Nothing to report
 - 6.2 Professional Development** –Brianne and Nicole – Report Attached
As of yesterday the CES workshop is a go in February.
 - 6.3 Public Relations** – Sarah – Report attached
 - 6.4 Fundraising** – Carli and Tess- Nothing to report
 - 6.5 Membership** – Rebecca- Report attached
 - 6.6 Newsletter** – Suzie- Nothing to report
 - 6.7 Directory-** Emily and Julia – The directory is printed! Our next step is to distribute. Our distribution plan is to start with the members first, and then hand out to agencies and workplaces. We are going to get some other board members to help distribute as well. A question was raised regarding money put aside for the directory. The treasurer and the directory committee will look into this matter.
In the past, there was discussion around asking agencies to purchasing their own copies of the directories to help cover the costs of the directories that they are using.

Motion to accept Reports: Rebecca and Brianne

- 7. Old Business – On going**
 - 7.1 WAVLI Gala-Report attached**

We lost about \$178 dollars. (Without including the budget put aside for the Gala, we lost approximately \$3000). Our largest issue was with people not paying for their tickets.

People had a great time. We had lots of feedback. We learned a lot. We had about 190 people.

Carli and Tess did a lot of work and paid for the chocolate out of their pocket. They have not asked to be reimbursed. We will send out cards.

ACTION: Laine will talk with Simon, get a list of committee members and send out thank you cards.

There was discussion about the WAVLI certificates the students used to get when they volunteered for WAVLI events and if we should bring those back.

ACTION: Barb will search and try to locate the certificate file.

Motion to close Old Business: Laine and Simon

8. New Business

8.1 MOTION: I move to dissolve the Gala Ad-hoc committee. Simon

Seconded: Julia

Motion: PASSED

8.2 Year-long plan

There isn't a format needed for our year-long plan. The Board needs guidance to know what is expected.

It's a way for us to know what different segments of our board are doing at particular time and rally around them if needed. It is also for the Board to be accountable to our deadlines to our membership. We want to become more efficient as a board.

A year-long plan would be helpful for the change-over of positions.

ACTION: Barb will set up a gmail account for the WAVLI calendar so that the Board can access the Calendar and add events that are pertinent to their position.

Discussion was voted to be extended: PASSED (Brienne)

ACTION: Each board position will email Jessica with how they are structuring their year-long plan and their thoughts and ideas for their position and committee. We will then discuss at our January meeting.

8.3 WAVLI Website Discussion

ACTION: Before the next meeting, each board member will have a comprehensive look at the website. Check mistakes, things that don't work, things that could be improved or other feedback. Email Brienne by Friday, Jan. 7th 2011.

ACTION: If the Board knows someone that is knowledgeable with web designs, they will try to get some feedback from them about the WAVLI website.

ACTION: Jessica will email Trvevor about the possibility of setting up a technology committee and continue the discussion in January.

As per previous discussion, a contract was drafted and signed by our web designer. Our web designer is paid hourly. A breakdown of what the web designer with hourly allocations of work is submitted to the treasurer.

8.4 Professional Development-How to Improve Registration & Establishing a Cancellation Policy

At the most recently cancelled workshop, we had issues getting both hearing interpreters and Deaf interpreters to attend the event. There are over 200 members and we are having a hard time filling up our events.

If the ProD committee can get CEU with each workshop, there could be more turn out for those RID interpreters that need the CEUs.

We haven't been breaking even with our workshops. Should we have a cancellation policy? Something along the lines that if an interpreter cancels within a week of the workshop they must find a replacement for their seat or pay a fee. Board members would like to implement cancellation policy.

The Pro-D committee is looking to move outside of the workshop structure and are open for ideas. Some ideas were brought up about setting up two hour information sessions about topics that come up in interpreting (ex. Giving blood, theatre, themes in school systems)

8.5 WAVLI Award

As it stands right now the past winner of the award is required to have a plaque and present the award to the current year's winner. The board will get a standardized process set up for the David Still Memorial Award Excellence.

ACTION: The policy and procedures committee will check if there is a policy already in place with regards to the formerly named WAVLI award. They will bring their results back to the January meeting.

Vote to extend discussion: PASSED (Julia)

The recipient should get a plaque with "Recipient of the David Still Memorial Award of Excellence" etched into it. It is decided that we will hand out plaques with that inscription.

ACTION: Laine will buy plaque, and email Jessica about the specifics.

ACTION: Laine will contact Robyn about WAVLI Bursary criteria

In the past, the WAVLI Bursary award was awarded to a student and presented at the "Meet the board" meet and greet. There is a criteria set up, with video tape sample. The winner is awarded one year membership AVLIC dues paid.

8.6 WAVLI's credit card operations

The MasterCard transactions that I called in did not go through. WAVLI had not been signed up with FirstData since May 2009. Anything since, charges have not shown on the statements. We aren't sure if those members were billed but it was over a year ago. We have contacted those members that paid with MasterCard within the last year and a half and have asked them to check if they were billed. We cannot process MasterCard credit card numbers from now on. If we want to process MasterCard transactions it will cost \$20 a month to register WAVLI.

Motion to Close New Business: Brianne and Julia

8.7 Professional Standards (In Camera)

Motion to Close In Camera: Brianne and Barbara

9. Announcements/Presentations: None

Motion to Adjourn: Brianne and Barbara

10. Adjournment: 21:52

NEXT EXECUTIVE MEETING: Wednesday, Jan. 12th, 2011 at 6:30pm, Room 1220

President's Report

ACTIVITIES TO DATE:

- Consulted with legal advisor and Ministry officials regarding Title Protection
- Requested a full copy of the WAVLI File from the Registry Office to ensure proper wording before next T.P. filing can be made
- Read through WAVLI File, passed it on to Barb MH and Sara MF and George B for further study
- Attended/spoke at/interpreted at the WAVLI Gala
- Consulted with WAVLI IRP over an ongoing matter
- Wrote a few "official" letters in regards to an IRP matter and for T.P.
- Spear-headed and ran the Oct 16, 2010 "Special Meeting" of the WAVLI membership
 - Discussed AVLIC Conference (Ottawa)
 - Introduced new format for the WAVLI Spring AGM
 - Encouraged members to attend the Gala
 - Educated members about which Board positions will be available in the Spring
 - Title Protection Update

ONGOING ACTIVITIES

- Discussion and work with Title Protection "Committee" (Sara M and Barb MH)
- Working with Barb MH and Sara M on WAVLI ByLaws, getting them ratified and consolidated
- Monitoring members feedback and responding to requests
- Contacting AVLICs MAL for transparency in communication about what the Chapter is doing.

FUTURE INITIATIVES

- Plan the non-conference year AVLIC AGM in BC
- Assessing the benefits and feasibility of a Tech Committee for future webconferencing needs, etc
- Year long planning with the WAVLI Board for Professional Development and other activities to take place in 2011

WAVLI Member At Large, Laine Le Vecque, Report: December 1, 2010

Action Items from September 20th Executive Meeting:

1. Roberts Rules of Order: Contacted my source regarding bring someone in to "supervise" our meetings to ensure proper use of the rules. They were able to send me a charted summary version of the most common rules used (attached) but suggested that it was best if we hired a Parliamentarian till the board feels confident in the running the meeting.
2. Non-Conference AGM: Have contacted AVLIC regarding WAVLI's responsibilities for non-conference AGM, Will report back with reply.
3. Non-Conference AGM Entertainment: The original plan that I had will not work in time for this meeting. The theatre troupe seemed to be VERY popular at the Gala and I would like to ask the membership how they feel about doing something similar for the AGM or if there are any other burning ideas people have.
4. Location for Membership Meetings: Spoke with Barb Z about where other contracted professionals hold their membership meetings. The consensus seemed to be that the location did change. Was difficult to find a profession that reflected our norms and numbers of members.

Update: PSDHH-DAO Committee

Meeting Thursday November 4th 2010

“ The Gallaudet Project”:

PSDHH, DAO, FNDC and other organizations came together to lobby the Provincial government to provide loans to those Deaf and Hard of Hearing students wanting to attend Gallaudet University but cannot afford the Fees as an “ International” student.

This project has been a success and now all BC residents who are Deaf and Hard of Hearing may apply for additional funding to assist them with studying at Gallaudet.

Court Interpreters:

There is a shortage in the system of court interpreters. There was a suggestion of a Legal screening set up for interpreters interested in legal interpreting but don't yet have their C.O.I. This was going to be brought back to the WAVLI Legal Committee.

Interpreters for International Students:

The DAO has been educating and advocating Various Post secondary Institutions regarding their legal responsibility to provide international students with sign language interpreters.

Police Sensitivity Training:

The DAO and PSDHH continue to work with the Justice Institute, RCMP and VPD to train new recruits as well as seasoned police in how to work with the Deaf and Hard of Hearing. There has been some resistance but they continue to try to reach every member.

PR Committee Report

Activities to date:

- September 18th PR attended Douglas College Fall Fair
- responded to an email requesting legal interpreter resources
- tested new web-conferencing software
- Nov. 30th met with Bryan to discuss re-invention of brochure

Ongoing Activities:

- brochure adaptation
- WAVLI signage (on hold)

Future Initiatives:

- undetermined

Professional Development Report

Co-chairs: Brianne Braun and Nicole Pedneault

wavli.pd@gmail.com

ACTIVITIES TO DATE

- I. Attended board meetings
- II. Responded to inquires and suggestions from the membership
- III. Offered various workshops and professional development opportunities, including...
 - *CES-Interpretation of Narratives* (cancelled due to insufficient numbers) facilitated by Deloris Piper
 - *CES-Interpretation of Interactive Interviews* **November 6 & 7** facilitated by Deloris Piper
 - *The Professional Team: Deaf and Hearing Interpreter Partnerships* **November 20** presented by Nigel Howard (cancelled due to insufficient numbers)
- IV. Established a long term plan for future professional development, including the WAVLI Professional Development Series

ONGOING ACTIVITIES

- I. Attending board meetings
- II. Preparing and advertising for upcoming workshops
- III. Planning the WAVLI 2011 Professional Development Series
- IV. Working with community partners to gain sponsorship for WAVLI's professional development initiatives
- V. Working with interpreters outside of the Lower Mainland to increase access to professional development opportunities
- VI. Determining possible candidates for the upcoming 2011-2013 term

FUTURE ACTIVITIES

- I. Upcoming professional development...
 - *CES-Interpretation of Narratives* **February 26 & 27, 2011** facilitated by Deloris Piper
 - *Sub-Cultures within the Deaf Community: Working with Deaf-Blind Individuals* **April 2011** presented by AJ Granda
 - *WAVLI 2011 Professional Development Series* **April-June 2011**

Final Gala Committee Meeting Report

November 21, 11:00a.m.
IHOP Kingsway, Burnaby

Present: Tess, Carli, Farah, Simon

Call to order: 11:20a.m.

This meeting was meant as a debriefing for the Gala Committee members and share their thoughts and experiences of the Gala. As well, we have pro-actively discussed the feedback that we have received over the last few weeks and how to incorporate the feedback and our own experience for future events.

Feedback – Negative:

- Confusion over silent auction end time
- Décor budget wasn't set (more on this below)
- Needed more seating area (i.e. 10 seats per table vs. 9)
- Confusing to keep track over all the ticket sellers
- There were rumors of a "big" door prize to be won
- Some attendees went to the wrong Executive Inn (Burnaby vs. Coquitlam)
- The evening was too busy and not enough time for 'socializing'
- Hard to follow pace of Theatre Sports crew, and a bit over some people's heads
- Caricature artists only made \$30, not very visible at the event.

Feedback – positive:

- The venue was amazing, the staff super helpful – at our beck and call.
- People enjoyed it so much, they want to see more events like it
- The theatre sports was amazing, unique, fun, and something different that Deaf community may not have regular access to
- Large Deaf community support
- "Best time ever, don't want it to stop!"

We did encounter numerous problems on site during the event that may or may not have been noticeable to the general population such as, lighting, seating, projector screen, DJ showing up late hence no audio for Sara's presentation, no gluten free menu, and other technical difficulties.

However, we felt that it was still worthwhile and everyone had a good time. Sure, layout had its problems, but it was trumped by the amazing décor: the vases filled with flowers and rocks, the chocolate favors, the lettering on the tables, the candles – all out-of-pocket expenses and time thanks to Tess and Carli!

So, the only thing left to do now is collect money from "the stragglers". As mentioned before, there seemed to be more people at the event than what we had accounted for who may not have paid. It is an impossible task to track these folks down. I have, however, personally managed to track down three people who were on our list of attendees who did not pay, and have received, or will receive money owed soon.

Lastly, thank you to all of you who volunteered your time and money for the event. Coming together at this prestigious event has strengthened WAVLI as a whole.

Your Gala Committee!

Membership Committee Report

ACTIVITIES TO DATE

- Attended board meetings
- Attended the Deaf Access Office meeting in place of the Member-at-Large
- Responded to member's questions regarding membership questions
- Distributed membership cards to members.

ONGOING ACTIVITIES

- Distribute membership cards as they are printed
- Correspond with AVLIC's office manager
- Answer members' questions
- Provide the public, members, committees with membership data
- Confirm membership status to those who request this information

FUTURE INITIATIVES

- Recruit more committee members before renewal time
- Complete three-part e-mail from AVLIC administration
- Develop a system to be ready for the renewal time rush