

**WAVLI Executive Meeting**  
**January 25<sup>th</sup>, 2011 at 6:30pm at Douglas College, Room 1715**  
**MINUTES**

*Attendees: Jessica Siegers, Barbara Zbeetnoff, Rebecca McCormick, Laine Leveque, Nicole Pedenault, Emily, Allan, Simon Dorer, Carli van Rossum, Tess Iwama, Donna Rose, Sarah Zelitt, Barbie Murphy, Lundie Russell, Suzie Giroux*

*Students: None*

*Regrets: Julia Menzies, Brianne Braun, Rhys McCormick, Susi Bolender, Sarah McDiarmid*

**1. Call to order: 6:40pm**

**2. Approval of Agenda: Rebecca**

**3. Motion Accept Last Meeting's Minutes: PASSED**

**4. Housekeeping:**

**MOTION:** I move that we limit each topic of discussion to 15 minutes. Barbara

Seconded: Emily

**Motion: PASSED**

**5. Executive reports**

**5.1 President – Jessica – Verbal Report-Brief update on Title Protection**

We need to get in contact with a Speech and Language Pathologist association to make sure they do not have issues with the titles we are putting forward to be protected. We are waiting for their reply.

- I've had some people come forward wanting information about certification.
- I've also been in talks with DRP regarding a grievance against one of our members. Since we do not have a professional standards chair, I've been talking with Barb M-H to determine who to pass the grievance on to.

**5.2 Past President – Susi- Nothing to Report**

**5.3 Vice President – Rhys- Nothing to Report**

**5.4 Treasurer – Simon – Verbal Report-** Our account is now \$3055.06. AVLIC contacted us about a cheque that hasn't been deposited on our end. (\$1663.00). They have reissued the cheque and with an additional deposit of \$50 (student changing to active member status) our total is closer to \$5000.

**5.5 Secretary – Barb – Nothing to Report**

**5.6 Member –at-Large – Laine- Report Attached**

- I have been talking to AVLIC about what our obligations will be when we host the AVLIC Non-conference AGM in July. They have stressed that it is an AVLIC event and we will be responsible to host a social event one evening. We might want to put together an ad-hoc committee to plan an event. The event will probably be something more low key because they will be in meetings during the days. They will need some volunteers, maybe students, to help with certain parts of the meeting. July 8,9,10. The AGM will be on July 9<sup>th</sup>. The meetings will most likely be at Douglas College.

**6. Committee Reports:**

**6.1 Professional Standards-** Sarah and Laine – Nothing to Report

**6.2 Professional Development –**Brianne and Nicole – Verbal report

-There will be a court visit in February and another one in March with a Court Interpreting workshop to follow.

-We are also looking into hosting an aboriginal interpreting, more of a cultural perspective than an interpreting one. This will take place before the AGM.

-CES Workshops (both Level 2) are a go ahead for February and March.

-March 12<sup>th</sup> will be the TOI date.

**6.3 Public Relations** – Sarah – Report attached

**ACTION ITEM:** Jessica will ask PR committee if the WAVLI logo will be in an electronic file format.

**6.4 Fundraising** – Carli and Tess-Verbal Report- The committee is unsure of the future of the committee. Some members would rather pay more membership fees in lieu of fundraising and change the committee into more of an event committee. We are unsure how to continue.

**6.5 Membership** – Rebecca – Nothing to Report except that membership renewal is approaching.

**6.6 Newsletter** – Suzie – Nothing to report

**6.7 Directory**- Emily and Julia – Verbal Report

- Our directory is heavier so it bumped up our mailing costs to a higher price bracket. We have mailed out the directories to the people we couldn't reach in another way. If someone doesn't have their directory please let the committee know, there are few left. With the additional cost of mailing the directories, we are now over budget by \$125.

**Motion to accept Reports: Simon and Laine  
PASSED**

**7. Old Business**

**7.1 Updates on Action Items from the last meeting**

Year-long plan and thoughts and ideas for each position

**ACTION ITEM:** Jessica will meet with positions (before April) to discuss the direction the positions want to take and their future initiatives.

WAVLI Website (Brienne) – held off until the next meeting

Brienne wanted to thank all those that sent her feedback on the website.

Thank you cards (Laine)- I have them here. The board can sign them tonight.

Certificate File (Barb)- Robyn did not have a copy of the certificate that WAVLI used to use. I think it would be a good idea to start handing out certificate to students that volunteer. It would look good for their portfolios too.

**ACTION ITEM:** Barb will draft up a certificate.

Technology Committee- Trevor is not here to speak to that committee.

The idea behind the committee is to have a committee (or ad-hoc committee) to advise the board regarding planning of web-broadcasting the meetings or other related things.

Technology will only play an increasingly larger role in the lives of interpreters.

Policy and procedures regarding the formerly named WAVLI Award

**ACTION ITEM:** Emily and Rebecca will find out any information that has already been set up regarding the award. Using whatever information was found, the board will draft up the criteria as well as how to inform and nominate interpreters for the award, who selects the award, what can the award consist of and other pertaining details.

WAVLI Bursary criteria (Laine)  
I found information on the website.

**ACTION ITEM:** There are some wording mistakes on the website in the section describing the WAVLI award. Laine will notify Brianne.

**ACTION ITEM:** Laine will remind the Douglas faculty about the WAVLI Award.

### **Motion to Close Old Business: Nicole and Emily**

## **8. New Business**

### **8.1 WAVLI covering the cost of interpreters for Professional Development opportunities**

-For larger workshops we've relied on VCC to cover the costs of interpreting, which isn't the right way to go. For smaller workshops we work on a cost recovery system using the workshop fees covering the costs of interpreters. When we offer free workshops we have no money to cover interpreters. Where are we going to get the money?  
Should we increase dues to cover costs?

**ACTION ITEM:** Rebecca and Simon will ask AVLIC how they use the \$200 from our individual fees and report back to the board.

### **8.2 Motion for George Bryce to keep WAVLI records at his office (Records Book Idea)**

It will cost \$150 to keep the records book at his office plus he will do an hour of work a year (\$160/hr) so really \$310.

**MOTION:** I move that all WAVLI official records, society acts, form 10s, by-law changes, and copies of our AGM minutes will be kept in a records book by George Bryce in his office.

**Motioned by: Jessica Siegers**

**Seconded: Laine Leveque**

**PASSED**

### **8.3 Recent email issues/email protocol**

-This is a good reminder to reply to those that need to know. If a board member requires a response from everyone, please state it in the email. Also, the recent flurry of emails probably will not occur again, but most board members are ok with receiving the emails and staying in the loop as long as it is important information.

### **8.4 Appoint a Professional Standards Chair – Put off until next meeting**

Rhys and Jessica have formulated a letter to email out to a list of people that they have short-listed for the position.

### **8.5 Douglas College Career Fair 2011**

- Monday Feb. 28<sup>th</sup>, 2011
- Stacey Richard had expressed interest in attending if around.
- Sarah McDiarmid is talking with Cheryl.
- The MAL might be able to attend but will wait to hear whether or not Stacey can attend.

### **8.6 Emailing minutes to Students (Barb)**

- Any member has a right to request the approved minutes.

### **8.7 DS Award for Excellence –rewording the advertising to include DIs, and who is the contact person for nominations**

All the nominations come in through wavli.com and then they are given to the most recent recipient who then forms a committee to pick

**ACTION ITEM:** Laine will check some options for plaques and contact Suzie regarding the wording on the plaque.

**8.8 Action plan for handling complaints with WAVLI (Jessica)**

There is a complaint that came in through wavel.com. The VP sent it to me. I passed it on to IRP people because we don't have a professional standards chairperson. This is not keeping to confidentiality since so many eyes have seen the complaint.

There was an idea of putting a tab on the WAVLI website where a procedure is laid out, and contact people are listed so that the complainant knows how to contact without many eyes seeing the actual complaint.

If a procedure is placed on the website do we need a set criteria as to what a complaint entails.

We must make sure there are ASL friendly alternatives for Deaf consumers.

**8.9 Positions up for voting at AGM and recruiting-** a large percentage of the board will not be continuing and no one interested in taking over the positions.

**ACTION ITEM:** Barb will get position summaries from Emily and start sending out emails to membership about the positions and will also send something to be added to the website.

**8.10 Ripple**

There is nowhere to track how many people are reading the Ripple with the online format. Many people prefer the paper format. We will try pdf format. As introduction to the new format, we could do a look back at the best of Ripple since we just had our Gala. There was also the suggestion that Board member contribute once a term to the Ripple.

**8.10 Schedule Board Meetings until June and AGM date**

Tuesday March 1<sup>st</sup> 6:00pm at Douglas

Tuesday March 29<sup>th</sup> 6:00pm at Douglas

Saturday April 9<sup>th</sup> AGM, workshop 9-12; AGM 1-4

**ACTION ITEM:** Barb will email board members and WAVLI members about the dates.

**Motion to Close New Business: Nicole and Rebecca**

**9. Announcements/Presentations: Membership has a new email.**  
[wavlimembership@gmail.com](mailto:wavlimembership@gmail.com)

**Motion to Adjourn: Emily and Simon**  
**PASSED**

**10. Adjournment: 8:57pm**

**NEXT EXECUTIVE MEETING: March 1<sup>st</sup> 6:00pm at Douglas College. Room TBD**

## **WAVLI Member At Large, Laine Le Vecque, Report: January 25<sup>th</sup>, 2011**

Action Items from Executive Meeting: Dec 10<sup>th</sup> 2010

- 1) Gala Committee " Thank-You" Cards: Will bring the cards to the Jan 25<sup>th</sup> meeting for signatures and comments and then mail them out.
  
- 2) WAVLI Plaque: Must collect details from the board as to size, font, inscription and budget for purchase.
  
- 3) WAVLI (Bursary?) AEIP Award Criteria: Located on the WAVLI website as well as Application Procedure and Selection Committee descriptions.

### **Criteria:**

*A British Columbia college student in currently enrolled in a Sign Language Interpreting Program who will graduate within four months of the application deadline date and intends on remaining in British Columbia the following year. They should highlight their involvement/contributions to the Deaf, DeafBlind, and Hard of Hearing communities and the Sign Language interpreting community.*

AVLIC 2011 Non-Conference AGM-Vancouver

July 8-10 20100

Jane Pannell and myself are currently establishing what WAVLI's responsibilities will be and what AVLIC's will be.

This will be an AVLIC event. The logistics, transportation, accommodation and interpreters will all be handled by AVLIC. Jane and I will work together on booking the meeting space and at this point we are looking at have it at Douglas College New West Campus.

AVLIC will be looking to WAVLI for the following support:

- All day volunteers (students) during the meeting times
  
- One evening social event-Date: TBA

Jane and I will be having our next meeting Feb 7<sup>th</sup>. I will inform the board of the update.

## **Public Relation Committee 2011 Plan of Action:**

### **Brochure revamp:**

*-design and finished product expected to be ready by July 1st, 2011*

### **Signage:**

- obtain stylized WAVLI writing line drawing (or PDF form) and make into banner.

*Finished product expected to be done by March.20th, 2011*

### **New logo:**

- work alongside graphic designer to design a WAVLI logo to be used on business cards, letterheads, membership cards, etc. As well as, look into the possibility of animating logo to be used on the website.

*Prototypes expected to be presented to the Board by Bryan at the February board meeting.*

### **VCC Presentations:**

-give presentations educating the students of Prep and Basic ASL classes on the interpreting profession.

*Feb.7th Julia and Jen to present to two classes*

*Feb.10th Bryan and Farah to present to one class*

### **North Delta Secondary School:**

-give presentation to educate students of ASL Prep class on the interpreting profession.

*Date TBD*

### **Douglas College Career Fair (New West campus)**

-set up booth to represent INTR program

*Feb.28th 10-3*

### **Island Events:**

-in contact with Kristi Falconer at UVic and Jenny Lang at IDHHC for event resources

*UVic's Deaf Awareness Week - Last week in September*

