

WAVLI Executive Meeting
May 25th, 2011 at 6:00pm at Douglas College, Room 3302
MINUTES

Attendees: Jessica Siegers, Rhys McCormick, Simon Dorer, Barbara Zbeetnoff, Carli van Rossum, Robyn Albert, Barbie Murphy, Heidi Jantz, Tyler Churchman, Trevor Leyenhorst, Brianne Braun, Anita Warren, Rebecca McCormick, Karly Sandboe, Stacey Kitteridge, Laine Leveque, Nicole Pedeneault, Julia Menzies

Students: Nadine Bruneau

Non-members: Marisa MacIsaac

Regrets: Sarah McDiarmid, Susi Bolender, Suzie Giroux, Tess Iwama, Emily Allan

- 1. Call to order: 6:15pm**
- 2. Approval of Agenda: Robyn**
- 3. Motion Accept Last Meeting's minutes: Rebecca**
- 4. Housekeeping:**

MOTION: I move that we limit each topic of discussion to 10 minutes. Barbara

Seconded: Robyn

Motion: PASSED

5. Executive reports

5.1 President – Jessica – attached

5.2 Past President – Susi- nothing to report

5.3 Vice President – Rhys- nothing to report

5.4 Treasurer – Simon – attached

5.5 Secretary – Barb – nothing to report

5.6 Member –at-Large – verbal report

-I think that we should have a picture or a written detail of the design of the DSAE in the Policy and procedures, that way when new people come in, they have a reference.

-Jane and I have been in discussion around the details for the AVLIC AGM

There is a Deaf Access office meeting on June 22, 2011, from the 3-5pm at PSDHH. I can't make it, so I'm hoping someone can attend on behalf of WAVLI.

6. Committee Reports:

6.1 Professional Standards- Robyn – attached

6.2 Professional Development –Brianne and Nicole – attached

6.3 Public Relations – Sarah – attached

6.4 Fundraising – Carli and Tess- Survey results. Only received 12 completed surveys

-People like the idea of the Gala and a centralized location to host fundraising events.

-We found a box of WAVLI cookbooks and will sell them using the listserv. We can't mail them. We will ask Nathalie how much they were originally sold for.

6.5 Membership – Rebecca – verbal

All the membership cards should have been sent out. We couldn't hand out cards at Sorenson so this year and due to different factors, it was expensive to mail out all the cards this year.

Hopefully, next year we can set up a different system to get the cards out so that it won't cost as much.

6.6 Newsletter – Suzie – nothing to report

6.7 Directory- Emily and Julia – verbal

-Due to the new one month grace period we are waiting of the list from AVLIC

-We are also waiting for the students to graduate so that we can add their names to the active list.

Motion to accept Reports: Robyn and Brianne

7. Old Business

7.1 Updates on Action Items from the last meeting

ACTION ITEM: Simon will email those that continue to receive personal mail at the WAVLI address and request they cancel this. **STILL ON-GOING**

ACTION ITEM: Simon will email the board and set up emails for each position with each email specifications (set up at wavli.com or have it forwarded to a different email address; if they want a copy saved of each email at wavli.com or not) **DONE**

(Technology@wavli.com was also set up) For co-chairs, I can only set up one email.

ACTION ITEM: Rhys will contact Lisz Keallen, Barb Mykle Hotzon regarding WAVLI letters for non-members. **DONE**

ACTION ITEM: Heather and Jessica will discuss how to conduct the AGM in a way that will work with the technology committee. **DONE**

Motion to Close Old Business: Laine and Julia

8. New Business

8.1 Enforcement of the WAVLI Professional Development Cancellation Policy

-We sent out the new policy. The overwhelming response has been supportive.

-We are working on getting an advancement payment system set up, however how far does WAVLI want to take it if someone doesn't attend or pay?

-We should include the policy at the bottom of every email, to remind the registering member of the policy.

-Should there be repercussions if they don't pay? Are we going to add a penalty to the written policy?

-Should we tack on the missed workshop fee to membership at the time of renewal? Can we logistically add that on with us paying dues online?

- We could say that an offending WAVLI member cannot attend another professional development event until they pay their outstanding balance.

-**ACTION ITEM:** Rebecca will look into logistics of tacking on the cost of a missed workshop to membership dues.

AVLIC does not provide workshops outside of CES workshops, but if you cancel you only get back 50%. We could use that as precedence.

Extend discussion. Rhys and Brianne PASSED

Extend discussion: Barbara and Brianne PASSED

Professional development will look into repercussions options.

ACTION ITEM: Pro-D committee will send out via email to the Board about the wording and inclusion of penalty into the policy.

ACTION ITEM: The Pro-D committee will work with the tech committee and work getting a online payment system up and running.

ACTION ITEM: The Pro-D committee will draft a letter on behalf of the Board that can be sent out to remind the member of the repercussions of not paying by the deadline.

When a member registers an invoice can be sent to them. Then when they come to the workshop it will be signed and confirmed as paid (in the meantime before online payment is set up).

8.2 New meeting dates

June meeting: Wednesday, June 29th 2011 6:30pm-9pm (Laine will be taking minutes)

No July and August meetings.

8.3 Website update

Last few changes sent to the webmaster by emails haven't made to the website.

We have already sent a letter clarifying the webmaster's responsibilities and what action the Board will take if the webmaster does not make the changes in the specified time.

It's a professional relationship and there have been ongoing problems.

Tech committee will take over and will discuss how long the board will wait until action is taken.

ACTION: The technology committee will research an alternative webmaster if we have to find a replacement.

We have a budget for the webmaster. Our budget is not an industry standard. If we are going to move forward and revamp our website, we need to discuss increasing the budget.

If we release our webmaster, he has access to our dollarhost and Simon has the ability to deny them further access.

Motion to Close New Business: Brianne and Simon

- 9. Announcements/Presentations:** Rebecca- Reminder about Jane Pinnell's email about the prospective WAVLI member.

AVLIC should have a system in place to grade the applicant's skill level.

Are we really qualified as individuals to determine if this applicant meets AVLIC and WAVLI standards?

ACTION ITEM: Brianne will add some of our questions to her own questions and send them to Jane. If we have questions, we should be contacting Jane directly.

- WAVLI members on the island (IDHHC) are having their summer party on the 18th of June. They would love to see WAVLI members there.
- July 10th workshop Paul LeDrew. Bargain price of \$100.
- AVLIC 2012 committee sent us a letter thanking us for our \$25 gift.

Motion to Adjourn: Robyn

10. Adjournment: 7:25pm

NEXT EXECUTIVE MEETING: June 29th, 2011. Douglas College 6:30pm Room TBA

President's Report

May 25, 2011

Jessica Siegers

ACTIVITIES TO DATE

- i) Consulted with Awards Company, approved proofs, and picked up the DSAE for the 2010, 2011 recipients
- ii) Corresponded with the AVLIC Administrative Manager and Member at Large regarding the 2011 AVLIC AGM in Vancouver
- iii) Answered the Member Request survey and corresponded with AVLIC on same issue.
- iv) Coordinated with the representative with Bell Canada and answered survey from Bell in regards to VRS Services in Canada
- v) Worked in tandem with IRP members on complaints being brought forward
- vi) Consulted with various Board members in regards to issues that were pressing for their positions/portfolios
- vii) Ran the 2011 WAVLI AGM and observed the 2011 Board elections
- viii) Welcomed the new Board members to WAVLI
- ix) Corresponded with G Bryce on several issues
- x) Saw the creation of the WAVLI Tech committee

ONGOING ACTIVITIES

- i) Continuing correspondence with George Bryce re: Title Protection and WAVLI Files/Bylaws, etc
- ii) Continuing involvement with AVLIC Board as we strive to increase the flow of information from provincial to national levels and back again
- iii) Amalgamating all parts of the WAVLI Year long plan, hopefully ready for June 2011
- iv) Liaising with the AVLIC IRP representatives as needed.
- v) Answer emails and respond to member/board requests
- vi) Attend and chair the WAVLI Board meetings

FUTURE INITIATIVES

- i) Investigate the possibility of a Fall WAVLI Meeting on Vancouver Island
- ii) Seek guidance from other professional organizations on where and how AGMs are run to accommodate a diverse population over a large province

Treasurer's Report

May 20, 2011

Activities to Date:

- Reconciled the month of April
- Participated in AVLIC application survey
- Attended AGM
- Sent clarification email re: investments

- Updated and sent approved budget for 2011-2012
- Collected filing info and sent to lawyer
- Finalized @wavli.com emails

Ongoing Activities:

- Attending monthly meetings
- Participating in board email exchanges

Future Initiatives:

- None at this time

Professional Standards Report

To Date:

- Met with WAVLI president, Jessica, to discuss role of PSC chair
- Attended executive meeting March 29, 2011
- Attended AGM April 9, 2011
- Face to face preliminary meeting with Barb Mykle-Hotzon (BC IRP)
- Secondary face to face meeting with Barb Mykle-Hotzon

Future plans:

- Hold a discussion session for interpreters of all experience levels to discuss standards of practice ie: rates, cancellation policies, mileage, etc. Have informal "yes" from Barb Mykle-Hotzon to facilitate this discussion group.
- Respond to member/client concerns.
- Further email discussion with Barb Mykle-Hotzon re: next step for PSC
- Select two committee members

Professional Development

Co-Chairs: Brianne Braun and Nicole Pedneault

professionaldevelopment@wavli.com

ACTIVITIES TO DATE

- I. Established the new Professional Development Cancellation Policy and distributed it to members (A copy of the policy can be read below)
- II. Assembled an information package for the new Professional Development Co-Chairs
- III. Met with the new Professional Development Co-Chairs, Karly Sandboe and Anita Warren

ONGOING ACTIVITIES

- I. Transitioning duties to the new Professional Development Co-Chairs
- II. Attending board meetings
- III. Responding to members' inquires
- IV. Preparing for the upcoming *WAVLI 2011 Professional Development Series* workshops

FUTURE ACTIVITIES

- I. Upcoming professional development...
 - **May 28**
*WAVLI 2011 Professional Development Series-**Legal Interpreting: Best Practice Approaches***
presented by Dr. Debra Russell
 - **July 10**
*WAVLI 2011 Professional Development Series-**ASL The Neglected Treasure***
presented by Paul LeDrew

WAVLI's Professional Development Cancellation Policy.

POLICY

Any individual registered for a professional development event offered by WAVLI, may cancel prior to the posted registration deadline without penalty. If individuals cancel after the registration deadline, payment of the full registration fee will be required, regardless of whether or not they attend the professional development event.

RATIONALE

WAVLI offers professional development for its' members on a cost recovery basis and last minute cancellations have a severe impact on our financial ability to provide ongoing educational opportunities. In the past, WAVLI has hosted professional development opportunities that have had more than ten registered individuals not show up on the day of the actual event, often without any prior notification. This behaviour on behalf of our members leaves WAVLI scrambling to cover our financial obligations. Therefore, to maintain integrity while continuing to offer professional development opportunities, we must now enact this cancellation policy.

This policy will go into effect May 6, 2011 and will apply to all professional development activities provided by WAVLI from this date forward.

Should you have any questions about the cancellation policy please do not hesitate to contact us at professionaldevelopment@wavli.com

Thank you,

Brianne Braun & Nicole Pedneault

WAVLI-Professional Development

Meet the Board Night

May.25th/2011

Public Relations Committee

Past Activities:

- ⤴ met with president
- ⤴ attended AGM
- ⤴ responded to Interpreter Professional Organizations Survey (regarding VRS)
- ⤴ responded to AVLIC's request for membership application

Ongoing:

- ⤴ liaise with DC and VCC

Future Initiatives:

- ⤴ When title protection is established, we will work alongside the Professional Standards Chair to draft letters geared to inform K-12 interpreters and their employees of the new requirements in effect.
- ⤴ Design a monthly blurb sent out to the membership highlighting a particular code from the Code of Ethics and how it pertains to our everyday work as interpreters. Jan Humphries book "Decisions, Decisions" could be a good resource. Haven't decided on a catchy name yet for the monthly blurb but "Ethical Epiphanies" is one idea.
- ⤴ Spoke to Jessica about a possible out of town, mid-year meeting (Kelowna or Victoria?). PR would help advertise and execute these meeting if they are decided upon.

Fundraising Report

WAVLI Meeting

May 25th, 2011

Activities to date

- i) Created survey to distribute at AGM
- ii) Attended AGM and distributed survey to members
- iii) Created new voting ballots for AGM

iv) Assumed responsibilities of the membership chair for the AGM

Ongoing Activities

- i) Incorporating feedback from the Fundraising survey
- ii) Discussing fundraising goals and plans for the future
- iii) Deciding what to do with WAVLI Cookbooks

Future Initiatives

- i) To be determined