

**WAVLI Executive Meeting**  
**September 14<sup>th</sup>, 2011 at 6:00pm at Douglas College, Room 2803**  
**MINUTES**

*Attendees: Jessica Siegers, Julia Menzies, Simon Dorer, Rebecca McCormick, Tess Peters, Nicole Pedneault, Barbie Murphy, Heidi Jantz, Anita Warren, Karly Sandboe, Trevor Leyenhorst, Bryan Corry, Barbara Zbeetnoff, Cheryl Palmer, Donna Rose*

*Students: Lundie Russell, Brenna Kelly, Katie Langford, Kristie Sampson, Janet Lewis, Brooke Sproule, Jessica Willan, Jackelyn Sinfield, Meghan Sali, Dillon Brown, Rebecca Hall, Jennifer Cowan, Matthew Chan, Brooke Oviedo, Tosca Burtenshaw, Brianne Hall, Brittini Vandusen, Gitte John, Caitlin Barker Gore, Christine Prosakowski, Jillian Stanley, Jordan Goldman, Lauren Mayard*

*Non-members:*

*Regrets: Robyn Albert, Suzie Giroux, Laine Leveque, Carli Van Rossum, Susi Bolender, Stacey Kitteridge*

- 1. Call to order: 6:23pm**
- 2. Approval of Agenda: Julia and Simon**
- 3. Motion Accept Last Meeting's minutes: Barbie and Julia**
- 4. Housekeeping: Will keep each item of discussion to 10 mins. If needed we can motion to extend discussion time.**

**5. Executive reports**

- 5.1** President – Jessica – attached
- 5.2** Past President – Susi- nothing to report
- 5.3** Vice President – Julia- nothing to report
- 5.4** Treasurer – Simon – attached and to add that the insurance was renewed. It is the same insurance as in previous years with a 2 million dollar liability coverage.
- 5.5** Secretary – Barb – nothing to report
- 5.6** Member –at-Large – Laine - nothing to report

**6. Committee Reports:**

- 6.1 Professional Standards-** Robyn – attached
- 6.2 Professional Development** –Anita and Karly – attached
- 6.3 Public Relations** – Barbie – attached
- 6.4 Fundraising** – Carli and Tess- nothing to report and looking for direction from the board
- 6.5 Membership** – Rebecca – nothing to report
- 6.6 Newsletter** – Suzie – nothing to report. Suzie is in transition and would like someone to take it over. She does not want the directory to die.
- 6.7 Directory-** Stacey – Directory should be back by Sept 7th
- 6.8 Technology-** Bryan – attached. Heather Perry has stepped down from the technology committee.

**Motion to accept Reports: Karly Sandboe and Rebecca**

**7. Old Business**

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

Action item: Membership: obtain a list of graduates' names from Douglas ITP so that membership may contact these interpreters individually to encourage/remind of the need to upgrade their status. COMPLETED. It was a non-issue but will look into how to make it more efficient in following years. AVLIC is facing privacy issues so we are not sure in the future if we can confirm to the agencies that are asking if the members are members. That element is ONGOING.

Action Item: Brian will get back to the board after discussion with the tech committee about the liaison with the webmaster. UNDER NEW BUSINESS

Action Item: The board had a mixed discussion around the notion of reducing workshop fees for those that sit on the board. Rebecca will research where that information came from and report back. ON GOING. There seems to be no existing policy and it was something that was done because previous boards did it.

Action Item: Julia will speak to Suzie Giroux about how to update the new email address' COMPLETED

Action Item: Julia will contact Simon and Rebecca for any information or materials they have about the board positions and portfolios. COMPLETED and will hand out board portfolios at the next meeting.

Action Item: Jessica will email out a reminder about the Corn Party closer to the date. COMPLETED

Action Item: Directory committee will present to membership a proposal to add an "In Memory Of" page in the printed directory. COMPLETED Board made a decision that the first page will be in honour of both Leona Parr-Hamel and Caroline Ashby.

### **Motion to Close Old Business: Barbie and Simon**

#### **8. New Business**

**8.1** Insurance presentation - Donna (hand-outs attached). Donna presented. Donna would like the WAVLI Board to refer any interesting parties to her business. She will also be presenting to AVLIC. AVLIC has been looking for an insurance provider.

**ACTION ITEM:** Jessica will talk to both George and AVLIC regarding the legal complications of WAVLI referring members to an insurance provider.

**8.2** Webhosting/Webmaster for WAVLI.com – Bryan. The committee member responsible for contacting the webmaster has said that the turnaround time for changes and responses have been in a timely fashion.

Research has been done as to how much it would cost to hire another webmaster/webhost. One party said that it would cost \$10/month for webhosting and \$40/hour. We can put a cap to how many hours we will pay.

Right now the board is looking for someone to do maintenance.

**ACTION ITEM:** Simon will send current details of our webhosting and webmastering contract and specifics to Bryan. Bryan will take that information and do some research.

**8.3** WAVLI Resource Contract – Bryan We could register one laptop to use at our Douglas College held Board meetings. Cheryl will let WAVLI borrow an INTR computer that we can register for such events.

**ACTION ITEM:** Bryan will draft up a contract stated that if any damage would incur to the computer and property

**8.4** Remote Interpreting Communities Representatives – Bryan

We could web broadcast our board meetings to our specific out of town representatives. It would be less involved then our AGM broadcast. We could possibly you only WIFI.

How will you decide which communities will have access? How do you vote which person will be the region's representative?

MAL fields questions and comments from all members. That way we don't have to vote anyone.

This sounds a lot like a WAVLI student liaison person. It is a non-voting position.

**ACTION ITEM:** Bryan will draft a letter to present to the board, stating that the Board wants to liaise with out of town communities

**8.5 Deaf Interpreters: what is WAVLI's expectation or desire about them becoming WAVLI members.**

Yes it is the expectation that DIs become members.

We need to promote our education of having DIs that are members of WAVLI and AVLIC when we present about OTP.

It is important for employers to know the difference between a WAVLI member DIs and a Deaf person off the street. This should be something that WAVLI should try to clarify earlier rather than later.

In the past, WAVLI did have a lower rate for DIs. To call yourself an interpreter in BC, you need to be a member.

There is nothing in our OTP that applies to DIs.

For any WAVLI or AVLIC sponsored or sanctioned event, WAVLI hires a WAVLI member. We are an employer who knows to ask for a membership card. WAVLI cannot control what other employers do.

For WAVLI it is already policy for WAVLI to hire WAVLI members at our events.

**ACTION ITEM:** Heather will make sure that the DIs issue is included with the education of OTP.

**8.6 October meeting in Victoria**

So far these are the members attending: Julia, Barbie, Heidi, Robyn, Bryan, Anita, Stacey, Barbara, Jessica, Tess and Carli and possibly Trevor via web.

**ACTION ITEM:** Barbara will send something out to the membership regarding the meeting ASAP.

**8.7 OTP - update and discussion about how to form up that committee and possible changes needed to the Board structure**

There will need to restructure the Board. We can't restructure without asking the Board, without proposing motions at the AGM and asking our legal advisor.

The next few steps: We need to change bylaws with regards to WAVLI board structure.

We need motions to pass in a special meeting in Fall or the next AGM

Restructuring: OTP, Education, Unauthorized use of title (If we think a title is similar we need to include our lawyer.) These can be broken down into the PS Public and Membership components.

Professional Standards right now: 1)Chairperson, 2)Public Relations and 3)Membership.

Robyn and I have a person in mind for the open position of Membership. She would add a great perspective. Board is supportive of Heather and Robyn approaching her.

Professional Standards are Board appointed.

**MOTION:** I move that Heather Perry will investigate the process required to change the bylaws and restructure the WAVLI Board to accommodate Occupational Title Protection.

Seconded: Barbara

**CARRIED**

Monitoring OTP: There are many questions for George. We need advice on how to restructure of bylaws Once the board restructuring is ratified, we will need to go back to George and get Policies and Procedures for OTP drafted up.

During that time, education must be done so that the members can be informed and vote about OTP issues. This has to happen by such date so that bylaws can be changed.

We need to think of changing AVLIC cards to include our protected names and pictures.

OTP Education -- the steps needed. Education is huge. What are we? All stakeholders need information. DAO, school districts, courts, etc.

First phase of education: maybe in the fall.

We should compile a FAQ sheet.

For those that aren't members there isn't much we can do. Except for our Cease and Desist Letter.

**8.8 Island PD – 'Let's Talk' informal discussion items with specific outcomes that are clearly expressed to membership after the meeting. The Board is in favour of the 'Let's Talk' but we are still looking for a facilitator.**

Case conferencing, using the Control and Demand schema was mentioned but at present not something that WAVLI can coordinate in time for the meeting.

**8.9** July workshop – ASL Neglected workshop. Payment received from all participants. Profit of \$100.

**8.10** Email regarding AVLIC 2012

Regarding providing LSQ/French interpreters. We voted not to include LSQ/French interpreters. Rationale was that we want to be inclusive and there was money in the budget to provide the service.

**8.11** Certificate for professional development offered through WAVLI

**ACTION ITEM:** Professional Development will draft up certificate and a sample ready for Oct meeting.

Talk of exploring PDF format for certificates for a later date.

**8.12** Upcoming Board meeting dates

Saturday Oct 15<sup>th</sup>, 2011 9:30am

Monday Nov 14<sup>th</sup>, 2011 6:30pm

Wednesday Dec 14<sup>th</sup>, 2011 6:30pm

**Motion to Close New Business: Tess and Anita**

**9. Announcements/Presentations:**

Heather Perry announcement for an observation opportunity for First Years

**Motion to Adjourn: Simon and Karly**

**10. Adjournment: 9:07pm**

**NEXT EXECUTIVE MEETING: Oct 15<sup>th</sup>, 2011**

## **President's Report**

Jessica Siegers

Sept 14, 2011

### ACTIVITIES TO DATE

- 1) Chaired board meetings
- 2) Email discussions with George Bryce re: OTP questions
- 3) Email discussions with Board Chairs/Reps in regards to board responsibilities and expectations
- 4) Attended the initial Aug 02, 2011 OTP Committee meeting
- 5) Attended an meeting re: AVLIC CES history and processes
- 6) Email discussions with Heather Perry re: OTP issues and process
- 7) Assisted in facilitating October WAVLI meeting in Victoria
- 8) Participated in AVLIC test of the new AVLIC website and re-registration process
- 9) Attended the AVLIC AC President's meeting in July 2011 in New Westminster
- 10) Attended the AVLIC AGM July 2011 in New Westminster

### ONGOING ACTIVITIES

- 1) Email discussions with legal rep re: title protection, board filings, report keeping, etc
- 2) Compiling a "year in WAVLI"
- 3) meetings with Board members/committee chairs to clarify roles and responsibilities
- 4) email correspondence with AVLIC AC Presidents and AVLIC Board re: updates and national issues

### FUTURE INITIATIVES

- 1) planning a Fall business meeting in Victoria
- 2) helping OTP Committee planning the educational push for OTP to members and the public

## **Treasurer's Report – Sept 14, 2011**

### **Activities to Date:**

- Sent portfolio information to Julia (WAVLI'S VP).
- Updated signing information at TD Bank with Julia.
- Returned to bank a second time as two forms were not given to Julia and me to sign; scanned and copied them to Julia.
- Renewed matured GIC's and set them up to roll interest into principle.
- Reconciled the months of June and July.
- Received membership cheques from AVLIC and deposited it.
- Sent out numerous outstanding cheques (Pro-d invoices) – all caught up!

### **Ongoing Activities:**

- Empty PO Box
- Regular email communication

### **Future Initiatives:**

- Transfer funds from paypal account to TD bank account

(PDF Bookkeeping attached)

## **Professional Standards Report**

To Date:

- Attended June executive meeting
- Corresponded with consumer regarding complaint
- Email discussions with AVLIC IRPs Barb Mykle-Hotzon and Nigel Howard

- Responded to board emails
- Discussed (with president and a couple of other board members) possible member to join Professional Standards Committee

- Reviewed bylaws and draft of policy and procedures
- Reviewed and responded to proposal for possible insurance to WAVLI members

#### 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.
- Attend October board meeting in Victoria

### **Professional Development**

Co-Chairs: Anita Warren and Karly Sandboe  
 professionaldevelopment@wavli.com

#### ACTIVITIES TO DATE

- I. Attended June 2011 board meeting
- II. Processed registrants at the July 2011 ASL: The Neglected Treasure workshop
- III. Responded to inquires and suggestions from the membership
- IV. Began preparing for the upcoming offering of CES Interpretation of Interactive Interviews workshop (postponed until winter 2012)

#### ONGOING ACTIVITIES

- I. Transitioning duties as new Professional Development Co-Chairs
- II. Attending board meetings
- III. Responding to members' inquires
- IV. Preparing and advertising for upcoming workshops
- V. Liaising with AVLIC to prepare for the upcoming CES Interpretation of Narratives workshop
- VI. Contacting possible presenters for fall 2011

#### FUTURE ACTIVITIES

- I. Upcoming professional development...
  - **October 15, 2011 (Victoria) – Let's Talk** facilitated by ??
  - **Fall 2011 (Vancouver) – To be determined**
  - **Winter 2012 - CES: Interpretation of Interactive Interviews** facilitated by Deloris Piper
  - **Winter 2010 – Court Services Introduction**
- II. Planning more professional development events!

### **Public Relations Committee Report**

#### ACTIVITIES TO DATE –

1. Met with Jessica to discuss future initiatives
2. Attended the initial Aug 02, 2011 OTP Committee meeting
3. Volunteered at the the AVLIC President's meeting in July 2011 in New Westminster
4. After many unsuccessful schedule attempts, we finally held a PR Meeting 9
5. Heidi Jantz joined the committee
6. Stacey Richard has stepped down from the committee

#### ONGOING ACTIVITIES –

1. Committee planning monthly emails
  - a. -created Delicious account for bookmark sharing
  - b. -brainstormed ideas with committee
2. Committee monthly meeting
  - a. -Sept 14<sup>th</sup> before Board meeting
3. Will contact VCC re: fall presentations about WAVLI
4. Committee member of the OTP: attend meetings, respond to emails, etc.

#### FUTURE INITIATIVES –

1. Send draft of PR monthly emails to President for review
2. Plan future committee meetings for October/November
3. Get Boards thoughts on “Interpreter Spotlight”
4. Get Boards thoughts on the logo's on file
5. Get Boards input regarding copyright laws and posting articles in PR emails
6. OTP involvement
7. Attending Victoria board meeting

#### **WAVLI TECHNOLOGY REPORT SEPT 14<sup>th</sup>**

##### **Activities to Date:**

- Presented on the use, equipment, cost and resources needed to run an online broadcast to the AVLIC Chapter Presidents.
- Successfully negotiated with Douglas College for use of a hard wired Ethernet connection for use during online broadcasts of both workshops and WAVLI AGM(s).
- Established a permanent free resource for broadcast equipment through Cheryl Palmer and the Program of Signed Language Interpretation at Douglas College.
- Met with the Professional Development Committee to further define the processes and procedures around online broadcasting.
- Researched and provided information to the Professional Development Committee on the possibility of using the online shopping cart software on WAVLI.com to register for workshops.

##### **On-going Activities :**

- Testing and improving technology and procedures in regard to live web-broadcasts.
- Liaising between the web-master of [www.WAVLI.com](http://www.WAVLI.com) and the WAVLI executive board.

- Looking for technologically savvy WAVLI members outside the lower-mainland to join the Technology Committee, as to better provide broadcasting and technology related services throughout British Columbia.
- Providing Technology related information to Board members and committees on an as needed basis.
- Providing information and support to MAPSLI chapter president as MAPSLI starts to broadcast online.

**Future Initiatives:**

- Create an online resource document on the topic of live web-broadcasting for distribution to interested parties in other AVLIC chapters.
- Create a online resource document for remote users accessing live web-broadcasts.