

WAVLI Executive Meeting
November 14th 2011, Douglas College 6:30pm Room 3902
AGENDA

Attendees: Jessica Siegers, Julia Menzies, Simon Dorer, Barbara Zbeetnoff, Stacey Kitteridge, Robyn Albert, Heather Perry, Katherine Wiebe, Tyler Churchman, Trevor Leyenhorst, Karly Sandboe, Barbie Murphy, Bryan Corry

Students: Nadine Bruneau, Roya Saremi, Jessie Dawson, Erica Kosciuk, Sean Macalister, Suzanne Chin-Loy, Lundie Russell, Jordan Goldman, Jennier Brechin, Amanda Edwards, Tosca Burtenshaw

Non-members: none

Regrets: Susi Bolender, Suzie Giroux, Rebecca McCormick, Anita Warren, Tess Peters, Carli van Rossum

Call to order: 6:35pm

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

4. Executive reports

- 4.1 President – Jessica – verbal report**
 - I have been attending many meetings and all relevant information is coming up in new business.
- 4.2 Past President – Susi- nothing to report**
- 4.3 Vice President – Julia- nothing to report**
- 4.4 Treasurer – Simon – attached – verbal report**

October statement has been filed. Our account presently has \$7500.00. We have used 40% of our yearly budget

 - I have been working with Canadian Revenue Agency. We are now a corporate business. George Bryce is our 'head office'. So now in the eyes of the government we are a business. And now there is a form that we have to have filled out.
 - In the past we never filled out tax forms but with OTP we need to pay taxes and pay GST or get rebates because we are non-profit.
- 4.5 Secretary – Barb – nothing to report**
- 4.6 Member –at-Large – Vacant - nothing to report**

5. Committee Reports:

- 5.1 Professional Standards- Robyn – report attached**

We will add something on the listserv via Skype to areas outside of the Lower Mainland regarding OTP
- 5.2 Professional Development –Anita and Karly – verbal report**

Another Let's Talk session "Interpreter Cafe" in Vancouver on Dec 10th at Douglas College
One person registered so far for CES being offered in February
- 5.3 Public Relations – Barbie – report attached**
- 5.4 Fundraising – Carli and Tess- nothing to report**
- 5.5 Membership – Rebecca – AVLIC is working on the membership cards right now.**
- 5.6 Newsletter – Suzie – nothing to report**
- 5.7 Directory- Stacey – nothing to report**
- 5.8 Technology- Bryan – report attached – verbal report. New member: Tyler Churchman**

Motion to accept Reports: Robyn and Karly

6. Old Business

6.1 Updates on Action Items from the last meeting

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

- Leaving that with AVLIC. And we will hear from them if they are going to go ahead at a national level. **COMPLETED**

ACTION ITEM: Heather will make sure that the DIs issue is included with the education of OTP. – It was covered at the OTP meeting **COMPLETED**

ACTION ITEM: Bryan will get the letter to the membership and start co-ordinating with interested parties. This is regarding community liaison. **COMPLETED**

ACTION ITEM: Simon will find policy regarding the dollar amount that WAVLI is allowed to donate to an event. Simon looked and looked and I couldn't find anything. **ONGOING** But he did find that in our bylaws it states that board members should not get any discount on our professional development opportunities.

ACTION ITEM: The fundraising committee will take on correspondence with Deaf comedian. **COMPLETED**

ACTION ITEM: Bryan will continue working on the situation and send updates to the board after the committee meets. This is regarding WAVLI meeting broadcasts. – I have been looking into it and hope to have it all set up for January. **ONGOING**

ACTION ITEM: Monday morning Directory committee will send the designer cease of service letter. **COMPLETED** Went out on November 18th

ACTION ITEM: Jessica will investigate the compiling contracts and contact time line for contract work. **COMPLETED** George says anyone can do it. To be used anytime WAVLI enters into a business relationship.

ACTION ITEM: Barbie will send a great contract work contract example to Jessica. **COMPLETED**

ACTION ITEM: Directory committee will talk with Tosca Burtenshaw with a possible quick fix for this year's directory. **COMPLETED**

ACTION ITEM: Jessica will respond to AVLIC regarding our decided actions regarding the member. This is regarding the WAVLI member who due to serious circumstances let their membership lapse. **COMPLETED** I got a hold of AVLIC and then I heard nothing back. I have heard from the AVLIC president who said that if WAVLI is OK with it, then they would be too.

ACTION ITEM: Fundraiser committee will look into WAVLI langards for a membership card as a possible fundraising opportunity. **TABLED**

ACTION ITEM: Jessica will get both of these topics out to the listserv. This is regarding the Deaf communities' wishing interpreter support with their rights to closed captioned movies and access to Video Relay Service. **COMPLETED**

6.2 As part at the OTP education we are stressing to members to always show your membership card and a redesign of the card to include a photo.

Do we want to see all three titles on the card? A discussion needs to be had.

- We cannot do a photo unless AVLIC buys a new machine, which they are willing to do but as of right now they do not have such a machine.
- All three titles on the card?
- Do we use acronyms?
- Do we want to set up an adhoc committee to deal with the card redesign? Or does that fall under membership committee responsibilities?
- We will leave this topic with the membership committee.

ACTION ITEM: The membership committee will continue to investigate membership card design options.

6.2 Portfolios : Simon and Julia have been looking at board responsibilities. Some positions do not have portfolios. Julia will be meeting with each position and going over their positions duties and any changes that need to be made to their portfolios.

- (Julia) The portfolios were from 2001 and some positions did not have portfolios. There are other portfolios that were created in 2011. I have contacted the committees and given them both the 2001 and 2011 copies and asked them to remove or add any

responsibilities. This month, I am working on board positions and those positions that do not have portfolios.

Motion to Close Old Business: Barbie and Simon

7. New Business

7.1 Policies and Procedures formatting-Robyn

Tosca will use her professional judgement and format our Policies and Procedures. We should have a formalized contract written up before Tosca starts the work.

ACTION ITEM: Jessica will come up with formalized contract for Tosca.

7.2 A discussion about contracts for WAVLI – Jessica

ACTION ITEM: Jessica will write up a contract with simple timelines and expectations clearly laid out and always coming from WAVLI. I will bring to the next meeting.

7.3 Raising rates at the December Board meeting – Jessica

In our bylaws the board can raise the membership dues at any time without a vote from the membership.

At the recent OTP meeting, many members thought that a due raise should happen.

Standard active member fees are \$285, \$235 going to AVLIC and \$50 going to WAVLI.

\$50 goes towards directory, president travel fees, website, AGMs, emergency services etc. Where would this money go? It would go mostly for legal fees regarding OTP.

Raise the rates over two years \$25 and then \$25 the next year up to \$100 WAVLI dues.

We are allowed to have money in the bank, almost like a contingency fund, we would not be in violation of our non-profit status.

Increase dues could also cover a possible administration position.

EXTEND DISCUSSION

ACTION ITEM: Jessica and/or Julia will send out a notice to the membership (after approval of the board) saying that the board will vote on increasing the membership dues at the December meeting. We will attach the motion to the notice and the rationale and to explain why the rush to get it done before January.

7.4 Public Service announcement in regards to OTP in conjunction with the PSC- Jessica

We need to put things on our website, and asking organizations that use interpreters to include something in their newsletters, on their websites

OTP committee can delegate to PR committee if need be in the future

7.5 Member-at-Large – The position is vacant.

ACTION ITEM: Jessica will send out a general blanket email asking those members who are interested in becoming MAL to contact her.

RECESS 10 MINS

7.6 Moving forward OTP wise – Jessica

Already discussed

7.7 PIPA -- what is WAVLI to do? – Jessica

ACTION ITEM: Jessica will contact the provincial chapters and AVLIC to see if there already is a Personal Information Privacy Act in place.

7.8 WAVLI Admin position – Julia

Is there a need for an administration position for WAVLI? What would their duties be?

ACTION ITEM: Board members will think about what an administration position would look like for WAVLI.

7.9 BC Deaf Sports Federation letter – Jessica

The letter was read out at the meeting.

WAVLI member adding the interpreter perspective – it is like an organization bringing in another association.

- The board thinks that it is not a good idea. We could give WAVLI as a resource. They want an on-site advocate when discussion takes place to say they are doing a good job.

DISCUSSION EXTENDED

What about DAO? Can we redirect them there?
This would be a duty for a Member-at-Large.

We will not write grants and we are not qualified.

ACTION ITEM: Jessica will craft a letter regarding the BCSDf and ask for feedback in a timely manner.

7.10 Doing an interpreter spotlight and monthly email modeled after "Fast Facts".

Topics ranging from: Online Resources, WAVLI Facts, Member benefits, online education, recent published articles, etc – Barbie

The board likes the idea.

ACTION ITEM: Barbie will talk to Ripple chair.

7.11 Remote Community Representative Update – Bryan

Four people in four different regions are interested in being their community representatives. I am going to get them familiar with Oovoo program and that they can join the December meeting.

-we will need to use a multidirectional microphone.

-December meeting might be a large meeting and might not be the one to test the system.

We can say that we aren't passing the microphone around and we can ask for the minutes from the secretary.

7.12 WAVLI.com Price List/Options for management of the website (I can foresee this particular item creating a fair amount of discussion, thus taking more time than most items) – Bryan

We could go with the content management system, which means that we could update the sites ourselves and get rid of the middle man.

Changing over might mean a slight different look to the website.

The low prices are alarming. The contract would have to be really nitpicky to make sure everything is included.

ACTION ITEM: Bryan will email the board asking board what they want out of the website.

7.13 Restructuring of the Technology Committee –Bryan

We would like to make Trevor Leyenhorst a co-chair

7.14 WAVLI welcome letter; any points that should be added?-Rebecca

ACTION ITEM: The board members will think about what should be included in this letter.

What would you like to see? Is it a reminder of rights and responsibilities? Benefits of being a member?

ACTION ITEM: Jessica will send out a reminder email about WAVLI welcome letter.

7.15 Let's talk "Interpreter Coffee" – Karly

No money will be given. No budget is needed.

Motion to Close New Business: Julia and Stacey

- 8. Announcements/Presentations:** Stacey- The plan is to get directories by the first week of December.

Motion to Adjourn: Trevor and Karley

9. Adjournment: 9:180pm

NEXT EXECUTIVE MEETING: Wednesday December 14th, 2011 6:30pm

Treasurer's Report for Nov 14, 2011

ACTIVITIES TO DATE:

- Reconciled the month of September
- Sent info of WAVLI/AVLIC money expenditures/breakdown to VP
- Researched budgeting breakdown for donation payout

ONGOING ACTIVITIES:

- Regular email communication with board members
- CRA HST/GST forms for WAVLI
- Emptying mail box and distributing mail

FUTURE INITIATIVES:

- None at this time.

Professional Standards Report (Robyn, Heather, Marna)

To Date:

- Corresponded with consumers/interpreters regarding complaints
- Responded to board emails
- Reviewed draft of policy and procedures for UUT
- Made flow chart from draft of policy and procedures for UUT
- Email discussions with other members of the PSC
- Face to face meeting with committee members
- Communication with lawyer regarding appropriate reply to a complainant
- Attended board meeting in Victoria
- Facilitated "Let's Talk" session with Island interpreters
- Facilitated OTP info session with WAVLI members
- Approached 2nd year student (Tosca) to request she format both the UUT and PSC policy and procedure documents

Future plans:

- Continue education of public and members regarding OTP
- Respond to member/consumer concerns.
- Meet with PSC members
- Write letter re: OTP to include in AVLIC renewal package
- Write blurb re: OTP in BC for AVLIC website

Public Relations Committee Report

ACTIVITIES TO DATE –

1. Attended Victoria meeting
2. Met BCDSF representative with President and VP to discuss BCDSF plan's for WAVLI support.
3. Registered with Matheson Career Fair.
4. Found volunteers (Robyn Gerris and Bryan Corry) to represent WAVLI at Matheson Career Fair Wednesday, November 16th.
5. Correspondence with Douglas to borrow promotional items for the career fair.
6. Corresponded with Douglas evening ASL class for a WAVLI presentation. Postponed until further notice.

7. Corresponded with Directory chair regarding contract work to transfer and finish directory. Due to a lack of source files the task was too large for R.haddow to take on.
8. Emailed VCC re: ASL night class visit from WAVLI but no response.

FUTURE INITIATIVES –

1. Send draft of PR monthly emails to President for review
2. Committee meeting for November

WAVLI Technology Committee November 14th

Activities to date:

-Refined the remote community representative(s) document and distributed it through the WAVLI listserv to the membership.

-Located, contacted and gathered information on qualified parties interested taking over the webmaster position of WAVLI.com.

-Based on gathered information, created a price list of various options for the management of WAVLI.com

- Designed a WAVLI letter head for use on official board documents

Ongoing activities:

-Locating an alternative location for the broadcast of WAVLI events

-Maintaining contact and working with parties interested in becoming remote community representatives

-Providing Technology related information and support to Board members and committees on an as needed basis.

-Liaising between the web-master of www.WAVLI.com and the WAVLI executive board.

Future Initiatives:

-The technology committee will be teaching and working with the remote community representatives in regard to the use of the program that they will be using to connect into the board meeting.

Price List for WAVLI.com

Pro-net costs:

HTML \$ 50 / hr
Graphics \$ 75 / hr
Programming \$ 90 / hr
Initial Site/ Database Development \$125 / hr
Monthly updates* for two years (HTML)=\$1200

Internet Exposure.com

Updates: \$60.00/Hr

Monthly updates* for two years= \$1440

OR

The Ecommerce Hosting Package

Cost: \$49.95/Month plus a onetime \$60.00 set-up fee

Includes: Hosting, shopping cart system and twelve content updates a year.

Two year total=\$1198.80

Island Net.com

Updates: \$90/hr

Monthly updates*for two years=\$ 2160

Monthly 30 minute updates for two years=\$1080 (Island net charges by the half hour)

Or

Island net can convert our website onto a content management system and add a shopping cart system (for workshops) allowing us to manage and update our the website ourselves.

Cost for moving WAVLI.com to a content management system: \$800-\$900

Manicanet.com

Updates: \$50.00/Hr

Monthly updates* for two years=\$1200

30 minute Monthly updates for two years =\$600.00

Or

Manicanet can switch over the WAVLI.com Website to a content management system (shopping cart system to be added at a later point)=\$500 (plus hst).

* I estimated that each update would take around an hour, while most of our content related updates would take less time most companies charge by the hour (with the noted exception of island net and Manicnet.com).