

**WAVLI Executive Meeting**  
**October 18th , 2012 at 6:30pm at Douglas College, Room 2680**  
**MINUTES**

*Attendees: Jessica Seigers, Julia Menzies, Barbara Zbeetnoff, Darcie Kerr, Carli van Rossum, Jenny Cowan, Erica Kosciuk, Stacey Kitteridge, Bryan Corry, Trevor Leyenhorst, Heidi Jantz, Donna Rose, Roay Saremi.*

*Students: Jordan Goldman, Jennifer Brechin, Leigha Anderson, Christine Prusakowski, Jackelyn Sinfield, Brooke Oviedo, Taylar Bouwmeester, Diana Lane, Sea Reid*

*Regrets: Simon Dorer, Miriam West, Anita Warren, Karly Sandboe*

- 1. Call to order: 6:37pm**
- 2. Approval of Agenda: Julia and Heidi**
- 3. Motion To Accept June and September Meeting Minutes: Darcie**  
**Seconded: Julia**  
**PASSED**
  
- 4. Housekeeping:**  
**STANDING MOTION:** I move that we limit each topic of discussion to 10 minutes.  
**CARRIED**
  
- 5. Executive reports**
  - 5.1 President – Jessica – Report attached
  - 5.2 Past President – Susi- Nothing to Report
  - 5.3 Vice President – Julia- Report Attached
  - 5.4 Treasurer – Simon –.Report Attached
  - 5.5 Secretary – Barbara – Nothing to Report
  - 5.6 Member –at-Large – Darcie – Report Attached
  
- 6. Committee Reports:**
  - 6.1 **Professional Standards-** Miriam-Report Attached
  - 6.2 **Professional Development** – Anita and Karly- Report Attached  
**ACTION ITEM:** Barb will ask that Professional Development attach their wavli.com account to their reports.
  - 6.3 **Public Relations** – Heidi and Donna – Verbal Report
  - 6.4 **Fundraising** – Carli – Report Attached
  - 6.5 **Membership** – Jenny and Erica – Report Attached
  - 6.6 **Newsletter** – Vacant
  - 6.7 **Directory-** Stacey- Report Attached
  - 6.8 **Technology Committee-** Bryan and Tyler- Report Attached
  - 6.9 **Student Rep:** Jordan and Jennifer- Report Attached

**Motion to accept Reports: Darcie and Stacey**  
**Motion: PASSED**

- 7. Old Business**
  - 7.1

**8. New Business:**

**8.1** the position of president

- perception check

- I will be announcing at the Fall GM that I will be stepping down in April 2013 as president.

**8.2** the "face of WAVLI" requirements – it would be beneficial if other board members could share the responsibility of attending important meetings where it is important that WAVLI be there.

- On other boards this responsibility usually falls to Public Relations

**8.3** Interpreter Video

- Looked the history of the production of the video:

(Read from file below)

The PR committee that was responsible for liaising with the CSP was struck at the Fall 2007 GM.

At the March 2008 GM

PR Committee Report: (I did not include parts of the report that were not related to your question)

Activities To Date:

Committee Members: Bay, Heather and Jen (These could be good contact people)

CSP meeting (sub-committee for recruitment) Jan 16/08 Bay in attendance.

Brenda Carmichael joins the group.

Meeting with David Jones of DCJ Productions regarding cost/storyboarding/content of the Video. Bay in Attendance.

On- going:

.Setting up proposal from DCJ Productions to bring to the CSP meeting on Feb 29.

.writing proposals to various organizations for video project funding

At the Nov 2008 GM meeting:

PR Committee Report:

(Bay, Jen Yim, Sarah McDiarmid, Stacey Richard, Tyler Offer)

PR Committee/WAVLI has left DVD project with CSP. Will use completed DVD in PR work.

At the April 2009 AGM

PR Committee: No Report Submitted

Barb MH: what happened to the DVD?

Susi- this was never a WAVLI project.

DVD is still in process, however it is not a WAVLI project. They are still developing a rough draft, start filming in the Spring or Summer.

In

April 2010

President's report:

DVD- WAVLI did not pay anything for it, we were only advisors - it is CSP's video- not going to speak about it b/c it is not WAVLI business. The DVD is not finalized or ready for use yet.

-Courier newspaper article - also not speaking to it, not business.

-Recommended that if you have an issue, talk to the member directly, or grieve.

And then Agenda item 8.3 turned into Secretary nightmare :)

**8.3 WAVLI Recruiting Video** – Questions

Did wavli put money into the video? NO

Who owns the rights to the distribution of the video? No one owns

It does not show our profession well, look at a comparative field (ex, nursing college)

It does not do justice to how hard we work

The video is a work in progress, but people are seeing it in the community so comments are coming in

Who is going to use it? VCC and Douglas College,

But WAVLI's name is on it

Susi -putting our name on the end was just for contact information

really need to contact Sara and see her intentions

- a letter from Sara was shown

**Point of order:** Discussion takes place when there's a motion on the floor. No motion, no discussion.

**MOTION 02-04-10:**

I move that WAVLI sever its association with this video and actively encourage those with rights to use and distribution, not to use it as it is an inappropriate representation of our profession

Sharon Weller

Seconded: Diane Pattison

Discussion: Cheryl Palmer

- I've been involved in the CCP discussion about trying to attract the younger audience
- I wasn't involved in the making but I support
- I think the video will be successful with the younger demographic that we are trying to reach. It's really about awareness, not what it means professionally to be an interpreter
- the name was attached to it so that people have a place to go to learn more

Farah- have you all seen it? Yes/No

Kristen H- I'm against the motion because everyone has not seen it and you should be contacting those who made who made

Michelle Ceasar- I agree that we should not vote if we all have not seen it; but I support the motion that it does not represent fairly what our profession is about

Sarah McDiarmid- I was excited being a part of the of the PR committee, that we have something to show younger audiences. Now they have an idea of what interpreters do. Yes they laughed when they watched it but I remember I never knew what interpreting looked like until I was older. Maybe now younger people will.

**MOTION 02-04-10:**

Defeated

2 abstentions

- Funding from AVLIC, FNDC and Canadian Film Institute
- CSP owns the rights to the video
- On the website it says that WAVLI funded the video. We are in talks to have that removed.
- Miriam has looked over it and there is nothing conflicting in terms of a code of ethics point of view.
- It will ruffle feathers to disengage ourselves from the website. We should add on to the website what we want to be out there.
- We need to come to the GM with what we are going to put out there as an alternative.
- 

#### 8.4 Welcome Package

- Change name to WAVLI Board Handbook

Add a back-end of wavli.com

**ACTION ITEM:** Tech committee will send a document to Barb regarding the WAVLI.com back end.

#### 8.5 Report format for General Meetings

- Member has brought forth a complaint that the GM reports are too lengthy and not informative
- Changing the format and cutting out the redundant parts
- This ties into the slides that the president is requesting. This way we are briefly presenting about things we have been working on.

**ACTION ITEM:** Tech committee will add portfolios to the Member's Only area of the website.

**ACTION ITEM:** Barb will ask Jane Pannell if a change in the reporting would affect

#### 8.6 Events for Spring and Fall GMs

Split the events: Spring: Elections Fall: Awards Board is in favour.

**ACTION ITEM:** Darcie will look into the ramifications of moving the Student award to the Fall General Meeting. (Specifically regarding membership reimbursements)

#### 8.7 Online Directory

Technology committee had been researching different displays. The profile can look a lot like 'Facebook'

Jpeg program- we can search interpreters by categories ie: MIS and legal

- buy program and updates. Jpeg software is \$20. Technology will purchase this software.

-in the future we would like to see User friendly program

## 8.8 DOA

DOA is permanently a part of the Justice Institute Program

There will be a November workshop up in Kelowna. WAVLI could partner with DOA at the workshop and future projects

## 8.9 Member concerns

- How would Deaf people and interpreters define the current relationship between the two communities? Where would we like to see it in the future? What are the pros and cons?
- Are WAVLI's current goals and initiatives in line with what the Deaf community would like to see? Should they be? ( COEGPP 4.4 Support for Professional Associations

Members shall support AVLIC, its affiliates, and other organizations representing the profession and the Deaf community, Joint AVLIC, CAD, CCSD

Document [http://www.wasli.org/files/downloads/129\\_joint%20statement-eng.pdf](http://www.wasli.org/files/downloads/129_joint%20statement-eng.pdf), and Joint WASLI WFD Document <http://www.wasli.org/joint-agreement-in-english-arabic-and-portuguese-p20.aspx>)

- How can we ensure that qualified interpreters are providing service in specialized fields eg, Legal, Mental health - issues of people not qualified taking the work and also issues of qualified people not being available.

Should we plan a townhall meeting, interpreter café or information session?

In future: having these information materials on the website or as videos

## 8.10 GM protocol

- Explained what to expect for the new board members

**Motion to Close New Business: Bryan**

**Second: Donna**

**PASSED**

9. **Announcements/Presentations: Goodbye to Tess  
Goodbye to Donna  
Goodbye to Rebecca**

**Motion to Adjourn: Donna**

**Motion: PASSED**

10. **Adjournment: 8:26pm**

**NEXT EXECUTIVE MEETING: TBA**

## Executive Reports

### President:

#### ACTIVITIES TO DATE

- i) Attended AVLIC AC Presidents meeting and AVLIC conference in Calgary.
- ii) Took a leave of absence until September 2012; while on leave I consulted with the Vice President as needed, re-read the WAVLI Bylaws, ACLIV COEGPP, STIBIC Bylaws and the BC Society Act.
- iii) Consulted with WAVLI VP regarding matters related to BC-VRS Committee requests
- iv) Upon resumption of duties in September, I have met with various Board members to support them in their roles and to catch up on all the pertinent happenings of our Association
- v) Maintained communication with AVLIC in regards to a variety of matters that concern WAVLI members.
- vi) Attended the Deaf Access Office Consultative Committee Meeting as the WAVLI representative
- vii) Attended the Council of Service Providers Meeting as the WAVLI representative
- vii) Corresponded with George Bryce on matters affecting WAVLI in relation to AVLIC changes and how that could affect Occupational Title Protection in BC

#### ONGOING ACTIVITIES

- i) Maintain AVLIC - WAVLI communication, facilitate conversation at the national level on issues that are pertinent to our province.
- ii) Consult with Board Chairs to support them in their positions
- iii) Provide support to the Professional Standards Committee as WAVLI moves forward with education to service providers and users of service.
- iv) Answer emails at [president@wavli.com](mailto:president@wavli.com).

#### FUTURE INITIATIVES

- i) Seek out ways to improve WAVLI ties to the Deaf Community - working in partnership with the Deaf Access Office where appropriate.
- ii) Consult with various Board members and the Secretary on how to improve information sharing in reporting to the membership.
- iii) Apply governance training methods to WAVLI's Board processes

## **Vice President:**

### **Vice President's Report**

Julia Menzies

October 18, 2012

#### ACTIVITIES TO DATE

- Attended AVLIC conference in Calgary.
- Took on presidential duties while WAVLI President took a leave over summer months.
- Supported Professional Development as needed in regards to upcoming CES workshops.
- Corresponded with Public Relations in regards to future of PIPA document.
- Reviewed Secretary's welcome packages.
- Worked with Professional Standards in creating a standard response for email inquiries from outside requests on how to hire an interpreter.

#### ONGOING ACTIVITIES

- Directing incoming inquiries to appropriate board members.
- Answering emails at wavli@wavli.com, or forward messages on to the appropriate board members, contacts, listserv, etc.
- Answering emails at vicepresident@wavli.com .
- Setting dates for upcoming board meetings.

#### FUTURE INITIATIVES

- Work on putting a Ripple committee back together.
- Put together FAQ document for Technology Committee.



Treasurer:

## ***Treasurer Report for Oct 18, 2012***

### ACTIVITIES TO DATE –

- Paid outstanding bills (George Bryce, Islandnet.com)
- Paid off the website development, and web hosting is credited until April 2013.
- Looked into PD money still owing. June PD workshop (Teens) has been fully paid up.

### ONGOING ACTIVITIES –

- Emptying the PO Box and distributing the mail to its intended recipients.
- Regular email correspondence with board members.
- Reconciling monthly ledger.

### FUTURE INITIATIVES –

- Need to collect PD money from the Erin W. workshop

Member At Large:

- ACTIVITIES TO DATE -

- Sent secretary notes from the September meeting.
- Typed up summary of the meeting and action items and sent it to the board. The goal was to include members who couldn't attend the meeting and recap the action items for the next meeting.
- Re-typed the BCVRS message to be posted to the listserv.
- Invited BCVRS to the GM.
- Sent Slide info to Jessica for the GM.
- Contacted Pro-D with workshop idea and followed up with a member presenter.
- Asked the tech committee to add GM date to the online Calendar.

- ONGOING ACTIVITIES -

- Looking for interpreters for the GM.
- Searching for WAVLI award information to add to the MAL portfolio and type out to post on WAVLI.com

- FUTURE INITIATIVES –

## **Committee Reports:**

### **Professional Standards**

Professional Standards Committee Report

Respectfully submitted: Miriam West

Committee Members:

Professional Standards Chair – Miriam West

Resource to members – Lizz Keallen

Resource to Public – vacant

### Activities since the last meeting

- Forwarded letters to the AEIP programs re: Occupational Title Protection (see attached)
- Welcomed Lizz Keallen in the position of “Resource to Members”
- Developed and established Excel spreadsheets for tracking statistics around:
  - OTP queries concerns
  - Job postings
  - Members educational items
  - Public education items
- Compiled ideas for an action plan for the Professional Standards Committee
- Studied policies around unauthorized use of title and procedures for handling complaints
- Purchased a storage unit for confidential files and established a file system

### Ongoing activities

- Formatting of the OTP Policies and Procedures
- Formatting of the WAVLI Complaints and Discipline Policies and Procedures
- Development of action plan for Professional Standards Committee
- Responding regularly to correspondence
- Addressed incoming queries and concerns
- Maintain statistics tracking
- Expand the committee

### Initiatives

- Review the BC Society Act to for outstanding actions re: OTP maintenance
- Investigate FOIPPA Statement

**Professional Development** – Anita and Karly

## Professional Development

Co-chairs: Anita Warren and Karly Sandboe

professionaldevelopment@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
- IV. Worked with tech committee to successfully add professional development events to the new WAVLI.com calendar and store

### ONGOING ACTIVITIES

- I. Attending board meetings
- II. Preparing and advertising for upcoming workshops
- III. Responding to member inquiries and suggestions
- IV. Working with interpreters outside of the Lower Mainland to increase access to professional development opportunities

### FUTURE ACTIVITIES

- I. Upcoming professional development...
  - November 2012  
*AVLIC CES - Interpretation of Interactive Interviews*
  - January 2012  
*AVLIC CES - Interpretation of Narratives*
  - Spring 2012  
*WAVLI Professional Development Series: Workshops TBA*

## **Public Relations:**

Public Relations Committee Report:

Co-Chairs: Heidi Jantz and Donna Rose

Committee Member(s): Barbie Murphy

Activities To Date:

- Contacted Douglas College and VCC regarding WAVLI coming in and presenting to their classes
- Met with Professional Standards chair to discuss "recruitment video" (from now on referred to as the video).
- Met with Professional Standards chair and WAVLI President to discuss the video
- Conducted meetings between the chairs and kept in contact with committee member regarding PR work.
- Developed PR's perspective on the video

On-going Activities:

- Recruitment video research.
- Discussing with VCC about when to present to class.
- Creating awareness/clarity regarding PIPA and OTP.

Future Initiatives:

- Possibly set up a booth at the Deaf Youth Conference. Date/time is October 23 and/or 24 from 9am-3:30pm if anyone is interested in tabling for WAVLI.
- Finding a replacement co-chair for Donna Rose as she is stepping down after the GM.
- Create presentation to membership regarding the video for November 3 GM.
- Speak to VCC's night class regarding WAVLI and answer any questions they may have.
- Look into creating promotional materials (i.e. brochures, banner, etc).

## **Fundraising**

### Activities To Date:

- received quotes for WAVLI umbrellas
- attempted to upload cookbooks for online store

### Ongoing Activities:

-umbrellas?? (The fundraising committee did not receive feedback from the last board meeting as to whether this was a go ahead or not. I have emailed to find out if it is still a possibility with this short timeline (awaiting reply).

### Future initiatives:

- Get myself (Carli) back in the loop and connected with the board.
- attend meetings via FaceTime or Skype
- Attend AGM (in person)

### Announcement;

At this time Tess has decided to step down from the Fundraising Committee. I (Carli) will try my best to continue as the fundraising chair as best I can from a far.

## **Membership:**

Membership Committee October Board Meeting report

Jenny Cowan and Erica Kosciuk- Membership committee

October 15,2012

### Activities to Date:

- Nominated by the former Membership chair and approved by the WAVLI board as Membership Committee co-chairs as of October 1, 2012.
- Weekly Membership Committee meetings.
- Made preliminary email contact with the Administrative Manager of AVLIC
- Responded to emails.

### Ongoing Activities:

- Familiarizing ourselves with the roles and responsibilities of this position.
- Ongoing contact and discussion with the former Membership chair.

### Future Initiatives:

- Work with the Administrative Manager of AVLIC to ensure active membership cards are distributed
- Continue Membership Committee meetings

## **Directory Report**

Stacey Kitteridge

### **Activities to date.**

Continued to confirm and compile information received from membership until all files completed.

Oct 15th, Directory files and photo's submitted to Designer and printer.

### **Ongoing Activities**

Will continue to communicate with designer/printer as to directory progress.  
Estimated time of directory completion is 4 weeks.

### **Student Representatives:**

Jordan and Jennifer

### **Ongoing Activities:**

- First year students are looking for observation opportunities. Contact Rhys McCormick if you have a setting that would be student friendly.
- Second year students continue to volunteer interpret in the community.

### **Future Initiatives:**

- Students will be attending the CAEDHH conference on October.19<sup>th</sup>.
- Talk of practicum placement will begin in November.

## Technology Committee:

### Action Items:

ITEM: Figure out the value of remote community reps and if we should move forward. Define the roles and responsibilities of those members and the technology behind it.

**Ongoing- Will be in contact with Vice-President in regard to defining role/responsibilities of remote community reps.**

ITEM: Will look into adding information to the form on booking interpreters through the listserv so that interpreters will receive concise information. As well as how to pass information along to the person booking interpreters after request has been made in regards to WAVLI's responsibility in filling the job and what the next steps of the process will be.

**Completed in with help from the Vice-President**

ITEM: Tech committee will remove the 'donate' button before the next meeting.

**Completed**

ITEM: Tyler will send out a message to the membership saying that we would like them to wear their WAVLI membership cards on a lanyard to show interpreter support at the 'Awareness Day' event. As well, he will add a comment saying that BCVRS is looking for donations and who to contact if any members are interested.

**Completed**

### Activities to date:

-Revised WAVLI Ripple website in preparation to launch of members only section. Now found at:

<http://wavli.blog.com/>

-Established a student rep email address and the corresponding @wavli alias as per-secretary's request

-Responded to request for information from Jane Pannell re hosting and email aliases

-Looked into and found options for online directory (see below)

### Ongoing activities:

-Maintaining contact and working with remote community representatives

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

-Maintaining listserv

-Adding and designing members only area

### Future Initiatives:

-The Tech committee will investigate getting three distinctly different logo designs ready so that we can present the idea at the AGM

- Will look into broadcasting and networking options for board meetings

## Members Directory

### Search Members

 

#### Administrator

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#### John Smith

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Wavli Technology

**Member since**  
Monday, 30 April 2012 11:51

**Last online**  
24 minutes ago

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4 views



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#### About Me

##### Experience

Interpreting Experience  
2 years in community and post-sec

Education  
Douglas and VCC

Certificate of Interpretation  
**Yes**

Medical Interpretation Screen  
**Yes**

Post-Secondary Communications  
Access Screen  
**Yes**

Other Screening/Certifications  
**Test**

##### Contact Information

Mobile phone  
**test**

Address  
**test**

Province  
**bc**

Country  
**Canada**



