

WAVLI Executive Meeting
March 25th, 2013 at 6:30pm at Douglas College, Room 2803
MINUTES

Attendees: Julia Menzies, Barbara Zbeetnoff, Darcie Kerr, Miriam West, Nadine Bruneau, Jenny Cowan, Erica Kosciuk, Jessie Dawson, Maggie Harkins, Heidi Jantz, Karly Sandboe, Anita Warren, Roya Saremi, Bryan Corry

Students: Jennifer Brechin, Diana Lane

Regrets: Jessica Siegers, Simon Dorer, Carli van Rossum, Trevor Leyenhorst

1. **Call to order: 6:34pm**
2. **Approval of Agenda: Darcie**
3. **Motion To Accept February 2013 meeting minutes: Darcie**
Seconded: Stacey
MOTION: CARRIED

4. **Housekeeping:**
STANDING MOTION: I move that we limit each topic of discussion to 10 minutes. : Julia
Seconded: Jenny
Motion: CARRIED

5. **Executive reports**
 - 5.1 President – Julia – Report attached
 - 5.2 Past President – Jessica – No Report
 - 5.3 Vice President – Vacant
 - 5.4 Treasurer – Simon – Report Attached
 - 5.5 Secretary – Barbara – No Report
 - 5.6 Member-at-Large – Darcie – No Report

6. **Committee Reports:**
 - 6.1 **Professional Standards-** Miriam - Report Attached
 - 6.2 **Professional Development** – Anita and Karly- No report
Workshop was well received. 17 attendees
 - 6.3 **Public Relations** – Heidi and Maggie– Report Attached
Focus Disability Network workshop was great. We had a basic workshop presentation set up.
There were lots questions.
 - 6.4 **Fundraising** – Carli – No report
 - 6.5 **Membership** – Jenny and Erica – Report Attached
Membership cards: Jenny contacted Jane Pannell and her time line is that they will be mailed out and most interpreters will have them before the GM.
 - 6.6 **Newsletter** – Vacant
The updates from the Board that were sent out and the format choice options were really well received by the membership.
 - 6.7 **Directory-** Stacey- Verbal report
-have been in contact with designer and printing company. This company quoted \$700 for designer and \$450 for printing 400.
Miriam brought up that it is common practice, for accountability reasons, to provide at least 3 quotes.
ACTION ITEM: Stacey will be in contact with Bryan about obtaining a third quote for designer and printing costs.
 - 6.8 **Technology Committee-** Bryan and Trevor- Report Attached
 - 6.9 **Student Rep:** Report Attached

Motion to accept Reports: Darcie
Second: Stacey
Motion: CARRIED

7. Old Business

7.1 Motion –Miriam

MOTION 01-02-13

I move that the Westcoast Association of Visual Language Interpreters Complaints and Discipline Policies and Procedures,' that was approved in principle by the Board on October 15, 2011, be instituted by WAVLI as of March 25th, 2013.

Moved by: Miriam West
Seconded: Jessica Siegers
Motion: CARRIED

7.2 Motion:

MOTION 02-02-13

I move that the 'Westcoast Association of Visual Language Interpreters Occupational Title Protection Policies and Procedures,' that were approved in principle by the Board on October 15, 2011, be instituted by WAVLI as of March 25, 2013.

Moved by: Miriam West
Seconded: Jessica Siegers
Motion: CARRIED

Motion to Close Old Business: Karly
Seconded: Heidi
MOTION: CARRIED

8. New Business:

8.1 Request for Donations –Julia

A request came to Julia asking for a \$2000 donations. Since we are not allowed to make a charitable contribution over \$500 without consulting the membership, she declined on behalf of the association.

8.2 Plan for Spring GM – Julia

No professional development opportunity will be offered before the business meeting.

ACTION ITEM: Please email Darcie by the beginning of April if you need a student volunteer for the GM.

There might be a motion that will be brought up at the Spring GM but we are checking to see if it is needed. This has to do with our bylaws and whether proper procedures were followed when we changed the bylaws. If proper procedures weren't followed, we will have to bring a motion to the membership correcting the process.

8.3 DI Community – Julia went to talk about DI membership criteria with the Deaf community
There is a disconnect between DI membership and WAVLI
This is something the future board should try to ameliorate.
An option could be to offer a DI workshop.

8.4 Record keeping – Julia
There is a list of recordkeeping that items that we need to provide to George.
This list was sent out in the agenda. We need to get these to George as soon as possible.

8.5 Directory and budget – Stacey
Directory budget is \$3300 annually
We print 400 books and 15 large print.
We can put an advertisement out on Deaf BC for interested agencies and individuals to contact WAVLI if they want directories.
We have \$3000 dollars that must be tagged by the end of our fiscal year. For now we are allocating the money to be spent on our 2013-14 directory.

8.6 Designating money to PD events – Karly
We have someone set up for June but are looking for a workshop in July.
Would the board consider giving Pro-D a cushion to plan future workshops?
ACTION ITEM: Professional Development, Julia and Simon will start a conversation about professional development and if they need a financial cushion and how that could be worked in the the budget.
ACTION ITEM: Professional Development will cost out the June workshop and have that ready for the board to review.

8.7 Promotional materials – Heidi
What kinds of promotional materials is the board considering?
WAVLI pens? Association cards with a picture link to our website? Banners?
We have talked about templates of brochures geared towards different groups.
ACTION ITEM: Professional Standards and Public Relations will be in contact and will work in conjunction determining what kinds of promotional materials could be beneficial.
ACTION ITEM: P.R will come to the next meeting with promotional materials and costs quotes for pens, banners, brochures and business cards.

Motion to Close New Business: Heidi
Seconded: Bryan
MOTION: CARRIED

9. **Announcements/Presentations:**
Okanagan Interpreter Association has a new website.
BC RID is having a bowling fundraiser

Motion to Adjourn: Darcie

Motion: CARRIED

10. **Adjournment: 7:57pm**

NEXT EXECUTIVE MEETING: April 15th 2013 Room 2803