



Executive Meeting
Douglas College, Room 1808
Thursday, June 27, 2013
6.30 p.m. – 8.30 p.m.

Attendees: Julia Menzies, Trevor Leyenhorst, Miriam West, Caroline Tetreault, Maggie Harkins, Barbie Murphy, Erica Kosciuk, Jenny Cowan, Jessie Dawson, Janet Lewis, Jordan Goldman, Kristie Walters, Caitlin Barker Gore, Susi Bolender, Darcie Kerr

Students: Sea Reid

1. Call to Order, Welcome, and Housekeeping

2. Approval of the Agenda

Approval of Agenda: Miriam West

Second: Jenny Cowan

Motion: CARRIED

3. Motion to Limit Discussion

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

Motion: Julia Menzies

Second: Miriam West

Motion: CARRIED

4. Approval of the May 2013 Meeting Minutes

Motion: Maggie Harkins

Second: Janet Lewis

Motion: CARRIED

5. Executive Reports

5.1 President – Report Attached

Julia Menzies

5.2 Past President – Report Attached

Jessica Siegers

5.3 Vice President

VACANT

5.4 Treasurer – Report Attached

Simon Dorer

5.5 Secretary – Report Attached

Julia Menzies

5.6 Member-at-Large – No Report

Darcie Kerr

6. Committee Reports

6.1 Directory Committee – Verbal Report Susi Bolender

Directory Report – Time to change things. The directory is antiquated and it is time to have more availability. Susi took the position with the intent to make the directory more accessible, updateable and printable (personally from work or home).

6.2 Fundraising Committee VACANT

6.3 Membership Committee – Report Attached Jenny Cowan Erica Kosciuk

6.4 Newsletter – Report Attached Caitlin Barker Gore Kristie Walters

6.5 Professional Development – Report Attached Janet Lewis Jessie Dawson

6.6 Professional Standards – Report Attached Miriam West

6.7 Public Relations - No Report Heidi Jantz Maggie Harkins

6.8 Technology Committee – Report Attached Bryan Corry Trevor Leyenhorst

Motion to Accept Reports: Miriam West
Second: Jenny Cowan
Motion: CARRIED

7. Old Business

7.1 Future of the Board. Julia Menzies

Email was sent out to the Membership and Jessica spoke about it at AVLIC.
We still do not have a president.
When is the deadline? What do we do? How do we delegate?
The problem needs to be solved. We understand that people are busy.
Filling this position has been an issue for many years, but we need to address the vacancy now.

Motion to Close Old Business: Miriam West
Second Maggie Harkins
Motion: CARRIED

8. New Business

8.1 AVLIC AGM Toronto Recap

Julia Menzies
Miriam West

Past President, Jessica Siegers, attended the Toronto AGM – There were no Ontario representatives at the AGM. Jessica put forward a motion to create a refund policy for CES, but later took it off the floor because the motion before was addressed creating policies and procedures for CES, including a refund policy.

There was quorum for the meeting.

There was a large discussion at the AVLIC meeting about a change in the AVLIC bylaws. There was a concern from WAVLI that if the new bylaws were passed that we (WAVLI) would have to dissolve our association with AVLIC. This is because the new bylaws would not be congruent with our title protection. WAVLI is asking members to keep their eyes out for AVLIC emails to keep themselves up to date on the topic.

8.2 Review of PIPA Workshop

Miriam West

WAVLI seems more or less well covered with the information that they have. AVLIC covers their directory more or less. There are a few questions we need to ask AVLIC about on how to publish people's information. Overall, it was a fantastic workshop.

8.3 Interpreter Requests

Darcie Kerr

Action Item: Julia will send a blurb to Trevor for the website saying that WAVLI does not hire interpreters. As well Julia will contact Paige Thombs at DAO and ask if we can use her as a point of contact.

8.4 Ripple Update

Will be looking into

- a) Funding with Simon.
- b) Asking the Board to write an article about their positions.
- c) Writing a personal story section where people can professionally talk about their work.
- d) Stories about screen experiences.
- e) An editorial section.
- f) A Douglas College liaison to learn about new things in the field.

8.5 Future of Directory

Susi Bolender

The Membership needs to see what the online directory would be if there is not a print directory

Action Item: Susi will talk to Simon and find out what the designated directory funds are earmarked for. What is the directory budget and what can the money be spent on.

Motion to Close New Business: Susi Bolender
Second: Miriam West
Motion: CARRIED

9. Announcements

Lakeland College programs are staying open.

Community events.

10. Adjournment

Motion to Adjourn: Janet Lewis
Motion: CARRIED

Meeting Adjourned at 8:23 p.m.

NEXT BOARD MEETING: SEPTEMBER 2013
DATE TBD

Acting President

June 27, 2013

Julia Menzies

ACTIVITIES TO DATE

- i) Sent letters to:
 - a. CRTC regarding VRS in Canada.
 - b. Lakeland College regarding closure of interpreter education program.
- ii) Provided letter of reference to Douglas College Student Liaisons.
- iii) Corresponded with members interested in Fundraising Committee position.
- iv) Met with new Newsletter Co-Chairs to discuss future of committee.
- v) Attended:
 - a. PIPA workshop (June 13)
 - b. Interpreter Café (June 26)
- vi) Reached out to the Board and the Membership for proxies for AVLIC GM.

ONGOING ACTIVITIES

- i) Looking for interested candidates to run for positions of President and Vice President.
- ii) Answering emails at president@wavli.com, or forward messages on to appropriate Board members, contacts, listserv, etc.

FUTURE INITIATIVES

- i) None at this time.

Past President

June 24, 2013

Jessica Siegers

ACTIVITIES TO DATE

- i) Supported the Board Transition
- ii) Solicited AGM Proxies from the WAVLI membership
- iii) Attended AVLIC AC Presidents Meeting
- iv) Represented WAVLI at the AVLIC 2013 AGM

ONGOING ACTIVITIES

- i) Report to Membership re: changes from the AVLIC level

FUTURE INITIATIVES

- i) Be available for support
- ii) Actively recruit someone for the position of President and Vice President of WAVLI

Treasurer

June 27, 2013

Simon Dorer

ACTIVITIES TO DATE

- i) Reconciled the month of May (see attached).
- ii) Sent insurance update form to Envision Insurance.
- iii) Received letter from TD showing fee increase commencing August 2013.
- iv) Paid AVLIC Chapter dues, along with other outstanding bills.

ONGOING ACTIVITIES

- i) Ongoing email communication.
- ii) Empty PO box.

FUTURE INITIATIVES

- i) Work with Newsletter Committee to allocate funds.

WAVLI
BOOKKEEPING

May 2013

OPENING BALANCE \$27,832.61

REVENUE

Date	From	Chq#/Cash	Amount	Description
14	Members	both	\$460.00	Pro-D

Total Revenue \$460.00

EXPENSES

Date	For	Chq#	Amount	Description	Cashed?
1	Tdms Stmt Apr Bus		\$25.55	Bank	Y
1	Islandnet.com	1421	\$93.41	Website	Y
1	Winner's Circle	1422	\$48.11	Donations/Gifts/Care	Y
6	Denise Sedran	1423	\$200.00	Interpreting	Y
6	George Bryce	1424	\$341.75	Lawyer Fee	Y
24	AVLIC chapter dues	1425	\$260.00	Miscellaneous	N
26	Heather Perry	1426	\$192.00	Interpreting	Y
26	Anita Warren	1427	\$73.33	Pro-D	N

Total Expenses	\$1,234.15	Statement:
		\$27,391.79
		\$27,391.79

CLOSING BALANCE \$27,058.46

OUTSTANDING: \$333.33

Membership Committee

June 27, 2013

Co-Chairs: Jenny Cowan, Erica Kosciuk

ACTIVITIES TO DATE

- i) Correspondence with the AVLIC Administrative manager regarding new and upgraded membership status

ONGOING ACTIVITIES

- i) Working with AVLIC to upgrade current membership list and upgrade membership status for new graduates
- ii) Working with tech committee to coordinate change in status and contact information on the WAVLI website

FUTURE INITIATIVES

- i) Membership policy/procedure manual review
- ii) Work on more efficient way to manage the GM registration process/membership list

Newsletter Committee

June 27, 2013

Co-Chairs: Kristie Walters and Caitlin Barker Gore

Members: Gitte John

ACTIVITIES TO DATE

- i) Set up email with assistance of Technology Committee.
- ii) Communicated or met with Board Members and WAVLI Members to discuss ideas and position:
 - a. Julia Menzies, Acting President
 - b. Barb Mykle-Hotzon, consultant
 - c. Cheryl Palmer, consultant
 - d. Suzie Giroux, former Newsletter Chair
 - e. Simon Dorer, Treasurer
- iii) Asked Membership Committee about:
 - a. Number of Active Members
 - b. Mailing addresses
 - c. Addressing Envelopes
- iv) Met to discuss layout, distribution options, plans, and brainstorm in general.

ONGOING ACTIVITIES

- i) Continuing to investigate printing and mailing costs for first issue only.
- ii) Responding to e-mail correspondence as necessary.
- iii) Continue to research other interpreting association newsletters for inspiration.
- iv) Continuing to contact consultants.
- v) Investigating distribution options.
- vi) Continuing to discuss deadlines, content, and ways of involving the members who reside outside of the Greater Vancouver area.
- vii) Finalizing Student Committee Member position.
- viii) Obtaining copies of past issues in order to archive.
- ix) Researching ways to encourage article submission.

FUTURE ACTIVITIES

- i) Plan layout.
- ii) Have all Board Members to write an introductory piece to introduce themselves and explain their position.
- iii) Revise position outline for future chairs.
- iv) Create online archive of past issues for future committee members.
- v) Set up online distribution centre for all members.

Professional Development Committee

June 26, 2013

Co-Chairs: Jessie Dawson and Janet Lewis

ACTIVITIES TO DATE

- i) Attended Meet and greet with new Douglas College graduates and the May Board meeting.
- ii) Completed June 1 Depiction in ASL Workshop with Paul Dudis.
- iii) Issued receipts to all attendees.

ONGOING ACTIVITIES

- i) Contacting Paul Dudis regarding not yet received invoice for workshop to submit to Treasurer Simon Dorer.
- ii) Planning a workshop for September with an emphasis on interpreting in the K-12 setting.
- iii) Responding to emails.

FUTURE INITIATIVES

- i) Continue planning the September workshop by:
 - a. Communicating with Maggie Harkins
 - b. British Columbia School for the Deaf
 - c. Presenter Bonnie-Lyn
- ii) Survey Membership regarding professional development needs.
- iii) Research the possibility of offering CEUs for WAVLI professional development workshops.

Professional Standards Committee

June 27, 2013

Chair: Miriam West

Resource to Members: Lisz Keallen

Resource to Public: Karen Malcolm

Members: Deloris Piper, Sara MacFayden, Tosca Burtenshaw

ACTIVITIES TO DATE

- i) Preparation and supervision of the PIPA Seminar, held June 13, 6:30-9:30 (Douglas College)
 - a. Presenter: Jeannette van den Bulk;
 - b. 26 attendees, 2 regrets;
 - c. Very informative seminar – the training was applicable to independent contractors, as well as, the association;
 - d. PPT was shared with all participants with the proviso that it not be posted to the web.

ONGOING ACTIVITIES

- i) Continued work on promotional materials for OTP:
 - a. Brochure(s),
 - b. Video.
- ii) Continued work on a Roster of interpreters as per Bylaw 5.2.4 taking into consideration recommendations from George Bryce.

FUTURE ACTIVITIES

Technology Committee

June 27, 2013

Co-Chairs: Bryan Corry and Trevor Leyenhorst

Member: Tyler Churchman

ACTIVITIES TO DATE

- i) Corrected Google search description of WAVLI.
- ii) Attended PIPA workshop.

ONGOING ACTIVITIES

- i) Providing technology related information and support to Board members, committees, and members on an as-needed basis.
- ii) Maintaining listserv.
- iii) Updating wavli.com with current information and documents (for example, new edition of *Educational Interpreters* resource and new Board information).

FUTURE INITIATIVES

- i) Collaborate with Directory Committee to develop online directory.
- ii) Create video tutorials.

Action Items: None