



Attendees: Caroline Tetreault, Brenda Carmichael (via phone), Julia Menzies, Simon Dorer, Darcie Kerr, Jenny Cowan, Caitlin Barker Gore, Janet Lewis, Maggie Harkins, Trevor Leyenhorst, Sea Reid, Diana Lane, Brooke Oviedo

Regrets: Susi Bolender, Erica Kosciuk, Kristie Walters, Jessie Dawson, Miriam West, Bryan Corry.

1. Call to order, welcome and housekeeping

6.37 p.m.

2. Approval of Agenda

Motion: Darcie Kerr

Second: Jessica Siegers

Motion: CARRIED

3. Motion to limit discussion

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

Motion: Janet Lewis

Second: Maggie Harkins

Motion: CARRIED

4. Approval of September 2013 meeting minutes

Motion: Jessica Siegers

Second: Darcie Kerr

Motion: CARRIED

5. Executive Reports

5.1 President – Report attached

Caroline Tetreault

5.2 Past President – No report

Jessica Siegers

5.3 Vice President – Report attached

Brenda Carmichael

5.4 Treasurer – Report attached

Simon Dorer

5.5 Secretary – Report attached

Julia Menzies

5.6 Member-at-Large – No report Darcie Kerr

Verbal report: Over the past few months, the number of people inquiring about how to become an interpreter has increased to 10 to 12 emails a week.

6. Committee Reports

6.1 Directory – No report Susi Bolender

6.2 Fundraising VACANT

6.3 Membership – Report attached Jenny Cowan
Erika 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 – No report Miriam West

Verbal report (Jessica on behalf of Miriam): Committee is in talks with two different schools' HR departments about the wording of their job postings for interpreters. Goal is to get letter specifically geared towards school districts' HR departments.

6.7 Public Relations – No report Maggie Harkins

Verbal report: Heidi is stepping down as co-chair. Committee is currently looking for a co-chair.

6.8 Technology Committee – No report Trevor Leyenhorst
Bryan Corry

6.9 Douglas College Student Reps – No report Diana Lane
Sea Reid

Motion to accept reports.

Motion: Darcie Kerr
Second: Jessica Siegers
Motion: CARRIED

7. Old Business

7.1 ACTION ITEM: Caroline will respond to CHHA-BC informing them that WAVLI is not currently interested, but if anything changes, WAVLI will get in touch. COMPLETE.

7.2 ACTION ITEM: Julia will resend connectivity chart to Board. COMPLETE.

7.3 ACTION ITEM: Julia will resend Caroline the president portfolio. COMPLETE.

7.4 ACTION ITEM: Julia will contact student reps re: service learning. TABLED TO NEXT MEETING

7.5 ACTION ITEM: Caroline will email Board and Student Reps about 3 points for PowerPoint. COMPLETE.

7.6 ACTION ITEM: Treasurer, Pro D and Student Reps will investigate possibility of a set price for students to attend workshops and bring findings back to October Board meeting. COMPLETE.

Student reps will look into the four options suggested in the professional development cost analysis (attached). Students can also look into applying for WAVLI Student Award or match funding through Student Union.

Motion to close Old Business: Darcie Kerr
Second: Simon Dorer
Motion: CARRIED

8. New Business

8.1 Electronic proxies

Caroline Tetreault

A Member emailed a proxy with no signature, only their typed name. Must have signature. WAVLI Bylaws do not allow for emailed proxies. Loophole is that you can sign, scan, email and print the proxy. Other option is to email signed document and print.

ACTION ITEM: Membership Committee and Technology Committee will explore online proxy options and bring a motion forward to the Membership at the Spring GM.

8.2 Membership criteria

Caroline Tetreault

AVLIC has a list of recognized IEPs (Canadian and American) for new membership applications. Issue now is that Members from other Affiliate Chapters who have been grandfathered into AVLIC seeking WAVLI

membership. WAVLI cannot refuse them, and whether or not they meet membership criteria should be vetted at the AVLIC level. AVLIC should not be sending us applicants that do not meet the criteria. As an association with OTP, WAVLI needs to be able to back the guarantee of qualified Members. It is feasible to monitor every new Member who moves to BC. Possible courses of action are to write policies and procedures around the matter, or to add to the Bylaws what is and is not acceptable criteria of new Members, since Bylaw 3.2.6 is somewhat ambiguous in regards to how WAVLI can grant membership. OTP tells the public that WAVLI guarantees a certain quality of interpreter. Just because other provinces do not have OTP does not mean their members should not be able to work in BC.

ACTION ITEM: Julia, Caroline, Jenny, and Brenda will look into the bylaws and membership criteria in regards to accepting new members and report back at the November Board meeting.

8.3 Email correspondence

Caroline Tetreault

Looking for ways to help on response times for Board emails. Will start to include RSVP dates or name of who is specifically required to respond.

ACTION ITEM: Caroline will set up a system/plan for how to best conduct email correspondence and will let the Board know.

8.4 GM rundown

Julia Menzies

We have people coming to make announcements at the GM: Vincent Chauvet and Janice Lyons. Meeting will be conducted in ASL with a PowerPoint overhead.

8.5 Language conduction at Board meetings

Trevor Leyenhorst

Recent discussion with a Deaf community member sparked thoughts of why we might consider conducting our meetings in ASL. Pros include a) helping us develop our second language, and b) making the meetings more accessible and inclusive. AVLIC determines language conduction by RSVPs from community. Meetings have been conducted in ASL in the past, and we have had Deaf Board members in the past. The sensitivity is appreciated but we don't have an urgency to conduct meetings in ASL. We will continue to conduct meetings in English unless Deaf attendants are present.

8.6 Still Talking... DVDs

Simon Dorer

David Still's family donated "Still Talking..." DVDs (five box sets and five individual DVDs) to use at our discretion (auction, give away, keep in our libraries, etc.). Forrest Smith has many box sets left over.

ACTION ITEM: Julia will send a thank you card to the Still family for their donation.

ACTION ITEM: Julia will contact Forrest to see if WAVLI can help in the promotion of selling/ donating the DVDs.

ACTION ITEM: Julia will start an email thread with the full Board about how WAVLI can put the DVDs to use.

8.7 AVLIC Membership survey

Jessica Siegers

Some Board Members have completed the survey. The survey seems ambiguous and unclear, and the Membership seems to still not fully understand where the survey is coming from. Jessica is open to speaking on behalf of WAVLI but wants feedback from the Board and Members before doing so. AVLIC wanted WAVLI to ask WAVLI Members their feedback, but WAVLI felt they should contact members themselves. Some Members felt they did not understand what the survey was for, so they only answered half.

ACTION ITEM: Jessica will contact AVLIC on behalf of WAVLI informing them that the survey left Members confused and was not effective.

ACTION ITEM: Jessica will bring forward her concerns about the survey to the GM.

Motion to close New Business

Motion: Caitlin Barker Gore

Second: Trevor Leyenhorst

Motion: CARRIED

9. Announcements

9.1 There is a GM on Saturday.

10. Motion to Adjourn

Motion: Jessica Siegers

Motion: CARRIED

President

October 20, 2013

Caroline Tetreault

ACTIVITIES TO DATE

- i) Email correspondence with:
 - a. Eric Heino, re: advertising on CHHA-BC website
 - b. AVLIC Member-at-Large, re:
 - 1. request for feedback on transparency
 - 2. membership category survey
 - 3. sharing of resources with members in Saskatchewan as they intend to re-establish a chapter
 - c. George Bryce, re: Annual Report filing
 - d. Executive, AVLIC Manager and WAVLI Membership Committee re: Membership Criteria
- ii) Attended:
 - a. PDHHS Parents Information Session on July 24, 2013
 - b. Board meeting on September 26, 2013
 - c. K-12 Interpreting Workshop on September 28, 2013

ONGOING ACTIVITIES

- i) Answering emails at president@wavli.com, or forward messages on to appropriate Board Members, contacts, listserv, etc.
- ii) Working with Professional Standards Chair on follow up letters to School Districts
- iii) Preparing for GM
- iv) Continue learning about OTP

FUTURE INITIATIVES

- i) Investigate succession planning and recruitment strategies
- ii) Along with Past President, present on WAVLI and AVLIC to the Douglas College Interpreting Students on November 26, 2013
- iii) Attend Chapter President's meeting via technology January 11, 2014

Vice President

October 15, 2013

Brenda Carmichael

ACTIVITIES TO DATE

- i) Attended September Board Meeting
- ii) Prepare for WAVLI GM

ONGOING ACTIVITIES

- i) Responding to emails
- ii) Meet with Caroline and board as needed

FUTURE INITIATIVES

- i) Continue to support President and role of VP
- ii) Meet with Miriam to discuss Title Protection

Treasurer

October 19, 2013

Simon Dorer

ACTIVITIES TO DATE

- i) Corresponded with professional development committee to gather their opinion and feedback regarding the workshop fees for the student category
- ii) Completed professional development cost analysis.

ONGOING ACTIVITIES

- i) Reconcile the monthly bank statement.
- ii) Pay bills.
- iii) Deposit money.
- iv) Empty PO Box weekly.
- v) Regular email correspondence.

FUTURE INITIATIVES

- i) Need to order cheques.

Secretary

October 24, 2013

Julia Menzies

ACTIVITIES TO DATE

- i) Emailed connectivity chart to the Board.
- ii) Emailed President position portfolio.
- iii) Set Board meeting dates for remainder of 2013.
- iv) Sent listserv policy to Membership.
- v) Wrote short bio for Ripple.
- vi) Looked into WAVLI electronic proxy regulations.

ONGOING ACTIVITIES

- i) Answering emails at secretary@wavli.com, or forward messages on to appropriate Board Members, contacts, listserv, etc.
- ii) Collecting and sorting WAVLI documents from past Board Members for to file with George Bryce.

FUTURE INITIATIVES

- i) Set up storage and organization system for WAVLI documentation.
- ii) Contact Student Reps regarding service learning and WAVLI.

Membership Committee

October 20, 2013

Co-Chairs: Erica Kosciuk and Jenny Cowan

ACTIVITIES TO DATE

i) Acquired updated membership list from AVLIC.

Active members: 209

Deaf Interpreters: 11

Student members: 16

ii) Sent updated membership list to Tech Committee.

iii) Distributed Fall GM proxy reminder on listserv.

iv) Provided blurb to Newsletter Committee.

v) Sent Fall GM report to Secretary.

vi) Sent Fall GM bullets to President.

vii) Supplied information to President regarding WAVLI membership applications.

ONGOING ACTIVITIES

i) Support the President in evaluating WAVLI membership applications.

ii) Review and suggest possible edits to AVLIC's "Membership Policy and Procedure Manual".

iii) Prepare for Fall GM registration.

FUTURE ACTIVITIES

i) Ongoing work devoted to the WAVLI membership application process.

ii) Manage the Fall GM registration process.

iii) Membership policy/procedure manual update and review

Newsletter Committee

October 19, 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, Secretary
 - b. Barb Mykle-Hotzon, consultant
 - c. Cheryl Palmer, consultant
 - d. Suzie Giroux, former Newsletter Chair
 - e. Simon Dorer, Treasurer
- iii) Communicated with Membership Committee regarding:
 - a. Number of Active Members
 - b. Mailing addresses
 - c. Addressing Envelopes
- iv) Met to discuss layout, distribution options, plans, and brainstorm
- v) Created, and emailed Douglas College, the requirements for the first year student Ripple Rep position
- vi) Emailed board members for descriptions of positions and a personal element
- vii) Emailed others to request submissions
 - a. Cheryl Palmer
 - b. Diana Lane and Sea Reid
 - c. Miriam West
- viii) Established submission deadline to be October 15
- ix) Created a rough layout of the Ripple
- x) Investigated editorial policies

ONGOING ACTIVITIES

- i) Investigating printing and mailing costs for first issue only
- ii) Responding to e-mail correspondence as necessary
- iii) Investigating distribution options
- iv) Researching other interpreting association newsletters for inspiration
- v) Continuing to contact consultants
- vii) Discussing deadlines, content, and ways of involving the members who reside outside of the Greater Vancouver area
- viii) Obtaining copies of past issues in order to archive
- ix) Researching ways to encourage article submission
- x) Corresponding with members and community members about submissions

FUTURE INITIATIVES

- i) Investigate policies related to printing photos of members
- ii) Inform successful candidate of their position as Ripple Rep
- iii) Decide on a logo and layout
- iv) Archive past issues and set up online access for members
- v) Revise position outline for future chairs
- vi) Email recent grads to request an update and permission to include them in first issue
- vii) Revise position outline for future chairs

Professional Development Committee

October 24, 2013

Co-Chairs: Janet Lewis and Jessie Dawson

ACTIVITIES TO DATE

- i) Completed and attended K-12 workshop with Bonnie-Lyn Barker on September 28th, 2013.
- ii) Issued receipts to all attendees.
- iii) Corresponded with Bonnie-Lyn Barker re: invoice for expenses.
- iv) Met with Simon Dorer to pass on registration money and receipt as well as discuss proper post-event procedure.

ONGOING ACTIVITIES

- i) Responding to e-mail correspondence as necessary.
- ii) Looking into possible future workshop by contacting former Chair and potential presenter.

FUTURE INITIATIVES

- i) Will continue to research the possibility of offering CEUs to RID members for attending WAVLI workshops via correspondence with Andrea at ceusontheho@gmail.com.
- ii) Research future professional development opportunities and present them to the Board.