

## **WAVLI GENERAL MEETING**

Saturday, April 11<sup>th</sup>, 2015

1:00 p.m. - 4:00 p.m.

Douglas College New Westminster, Room 1606

### **MINUTES**

Attendees: Caitlin Barker Gore, Brianne Braun, Brenda Carmichael, Bryan Corry, Jennifer Cowan, Jessie Dawson, Simon Dorer, Emily Drew, Heidi Dykshorn, Kirsten Hagemoen, Spring Herold, Jen Jahnke, Darcie Kerr, Stacey Kitteridge, Jen Komzak, Diana Lane, Janet Lewis, Trevor Leyenhorst, Janice Lyons, Sean Macalister, Trish MacAuley, Karen Malcolm, Cyndi Marrington, Rhys McCormick, Alana McKenna, Leslie McPhillips, Julia Menzies, Amanda Noiles, Tyler Offer, Cheryl Palmer, Jane Pannell, Stacey Park, Diane Pattison, Nicole Pedneault, Piper, sea reid, Karly Sandboe, Nigel Scott, Jessica Siegers, Caroline Tetreault, Brittini Vandusen, Kristie Walters, Miriam West, Jennifer Wilson, Chee Yang, Sarah Zelitt.

Proxies: Emily Allan, Estelle Blazecka, Tanis Campbell, Tyler Churchman, Jen Ferris, Robyn Gerris, Suzane Giroux, Tricia Griffioen, Cindy Haner, Gitte John, Lisz Keallen, Sheila Keats, Kathy Keple, Trish MacAuley, Sara MacFayden, Rebecca McCormick, Tarren McKay, Barb Mykle-Hotzon, Donna Rose, Denise Sedran, Laura Shepherd, Vicki Yee, Rebekah Zorbakis.

Student Attendees: Keith Brougham, Lia Capaldo, Carmanagh Carson-Austin, Roanne Greiff, Jena Lenning, Teresa Taylor, Jasmine Watters, Jamie Wilson, Silas Woorsmith, Emily York.

### **1. CALL TO ORDER**

1:05 p.m.

Quorum needed is 51 (of 204 members). 58 members/proxies present.

### **2. APPROVAL OF AGENDA**

Moved: Spring Herold

Seconded: Amanda Noiles

Motion: CARRIED

### **3. HOUSEKEEPING**

All comments, please come to the front of the room.

Move to limit discussions to 10 minutes.

Moved: Jessica Siegers

Seconded: Miriam West  
Motion: CARRIED

#### **4. APPROVAL OF OCTOBER 2014 FALL GM MINUTES**

Moved: Caitlin Barker Gore  
Seconded: Karen Malcolm  
Motion: CARRIED

#### **5. EXECUTIVE REPORTS**

##### **5.1. President (Caroline Tetreault)**

- Canadian Administrator VRS: Many meetings and discussions held with participants across Canada. Marty Taylor chosen as ASL Permanent Invitee rep (1-year term). LSQ Permanent Invitee rep is 3-year term. Will look into whether or not representatives can run for more than one term.
- AVLIC non-conference AGM: June 27 in Vancouver.
- Bylaw review: Secretary will elaborate later.

##### **5.2. Past President (Jessica Siegers)**

- Represented WAVLI at last Council of Service Providers (CSP) meeting in November 2014.
- Attended February 2015 WAVLI board meeting in Victoria and presented Mary Warner with DSAE.
- Supporting the board as needed (e.g. proofreading documents, consulting on issues).

##### **5.3. Vice President (Brenda Carmichael)**

- Shadow President at Affiliate Chapter Presidents' meetings. Have been shadowing President in various settings in order to be ready to run for President in future.
- Plan to organize meeting with Deaf Interpreters and WAVLI board. There has been no DI training for a while, now looking to see how board can support DI community. They pay membership dues, they need to have opportunities available to them.
- Continue to monitor and support WAVLI's two-year goals for 2014-2016.

##### **5.4. Treasurer (Simon Dorer)**

- Budget/year-to-date included in agenda.
- Working on motion for legal contingency. Treasurer and Professional Standards have been discussing what to do with funds and where to

place it. Realized if legal situation arose, we don't have enough financial backing in legal contingency to support WAVLI. Will put forward motion to move funds.

- Still preparing 2015-2016 ledger for the new fiscal year.
- President traveling fee will be low this year because AVLIC GM will be in Vancouver. Other years it has been more expensive.

#### 5.4.1. Motion to accept 2015-2016 budget

Moved: Cheryl Palmer

Seconded: Jen Jahnke

Motion: CARRIED

#### 5.5. Secretary (Julia Menzies)

- Reviewing bylaws with WAVLI's lawyer, George Bryce. Bylaws have needed reviewing for a while now, especially since obtaining OTP. Will report back to the membership in the fall.
- Continuing to make physical documents available digitally, and creating a organized storage system.
- Will be creating policies and procedures manuals for incoming board members.

#### 5.6. Member-at-Large (Spring Herold)

- WAVLI student benefits: Looking to make a physically available document ready for reference and usage.
- WAVLI student award: Same as above, want t make sure criteria is clear
- WAVLI David Still Award of Excellence: Has to do with time, process, person who was going to be involved with this years' DSAE had conflict, need to respect that person and we will move forward this fall. Will also have criteria ready.
- MAL job is to get members involved and to listen to the membership.

Motion to accept Executive reports

Moved: Jane Pannell

Seconded: Janice Lyons

Motion: CARRIED

## 6. COMMITTEE REPORTS

#### 6.1. Membership (Jenny Cowan)

- Co-chair, Erica Kosciuk is stepping down.
- Member totals:
  - Active RSLI – 204

- DI – 9
- Student – 32
- Attended February board meeting in Victoria.
- Members are encouraged to sign up for online directory, and to contact Technology Committee for details or problems. Membership cards are available today via AVLIC Administrative Manager.

#### **6.2. Newsletter (Caitlin Barker Gore and Kristie Walters)**

- Issued fall newsletter through listserv.
- Attended February board meeting in Victoria as well as professional development workshops.
- Putting together spring issue to be distributed to membership.

Q: Is it possible to make the Ripple available in ASL? Might get more people involved.

A: Thank you for that suggestion.

#### **6.3. Professional Development (Janet Lewis and Jessie Dawson)**

- Organized and completed November 15 medical mental health workshop.
- Organized, facilitated and completed roundtable discussion for Island interpreters following February board meeting.
- Organized and completed The Language of LGBTQ on March 28, 2015. 37 attendees, highest attendance number to a professional development offering in a while.

#### **6.4. Professional Standards (Miriam West)**

- OTP point people: Looking to train several point people on OTP so that they can spread the word. So far this includes 11 point people as well as board members. First meeting completed, second on the way, possibly in May.
- Professional Standards positions descriptions manuals: Working on manuals since the fall, so that when new people join committee, will know what their responsibilities will be.
- 2015-2016 goals include: Making sure everyone is trained, would like to make PSA for WAVLI website as reference.

#### **6.5. Public Relations (Amanda Noiles and Brooke Oviedo)**

- Collaborate with Professional Standards to promote OTP.
- Acquire promotional materials for distribution and display.
- Educate on the community on WAVLI roles and responsibilities as an organization.

#### **6.6. Technology (Trevor Leyenhorst and Bryan Corry)**

- Website stats. Members only area around 155. Directory (approximately) 112 out of 213 (RSLI and DI members). Members possibly resistant and do not want their info online. Members can put their names only, does not require any contact info. Helpful for organizations to see members' names to know they are a members. Members can't edit their profiles yet. Email Technology Committee for any edits to profiles.
- Testing new streaming platforms. Have been using free streaming system until recently. Has been good but has limitations. Go-to-Meeting new program, still in one-month trial. So far, so good. Researching other programs still, and will purchase one soon.
- New "forget password" link on wavli.com sidebar. Must create account before you can "forget password".

Q: How can I edit my profile?

A: Email us with your changes and we will do it for you. Members can't make edits yet.

Q: Have you thought of filming a "walk through" where you record a visual of how to set up a profile, bio, etc. with voiceover, captions, etc.

A: Good idea.

#### 6.7. Student Representatives (Jamie Wilson and Kristin Daly)

- Currently 15 first-years 16 second-years.
- First-year completed retreat in January, are now volunteer interpreting. Email intr@douglascollege.ca.
- Second-years currently in third (final) practicum finishing May 1. Portfolio held May 19 – 20. Anyone is welcome to attend.

Motion to accept Committee reports

Moved: Spring Herold

Seconded: Jessica Siegers

Motion: CARRIED

## 7. OLD BUSINESS

Motion to open Old Business

Moved: Diana Lane

Seconded: Karen Malcolm

Motion: CARRIED

**7.1. Communication Accessibility Ad Hoc Committee Update** Piper

Not quite where we want it to be yet. Waiting to hear back from some outside sources and then the document will be ready. Document is to educate public on role of interpreters, what/who they are for, how to hire interpreters, etc. Hoping it will be ready by summer/fall. Several organizations (e.g. GVAD and PDHHS) have been shown document and will be shown draft for approval before made public.

**7.2. Provincial Certification Update** Jessica Siegers

Update on the research only. Still in progress. There is no establishing of provincial certification. Also depends on bylaw changes. We will have to talk to the lawyer, may be provincial certification will be required.

Q: Could you elaborate a bit on what the research looks like? Who have you contacted?

A: Lawyer (George Bryce), outside organizations, STIBC. Setting up a certification process is a lot of work, so at the moment we are just researching. Will update again at the fall GM.

**7.3. Health and Safety Paper Update** Brenda Carmichael

I am not on the committee, but speaking on behalf of Committee Lisz who was not able to attend. Meetings have happened, no new info, postponing more to the fall GM.

**7.4. AVLIC Non-Conference Year Update** Jane Pannell  
Spring Herold

Non-conference will be in Vancouver. Came to Vancouver in 2011 but didn't have quorum, which means business meeting didn't happen. Please come so we have quorum on Saturday, June 27. Friday, June 26 is Affiliate Chapter Presidents meeting. Proxy forms are currently available online. Can send proxy via website or fax or mail. Meeting will be at Douglas. Room, TBD.

Saturday night, DHHSO under WIDHH is already having an event, so we cannot have a social AVLIC event the same night (conflict) plus BCSD has a big weekend. Still trying to figure out a plan, will bring it to the board and go from there.

## 7.5. Mentorship Ad hoc Committee Update

Diana Lane

9 participants on committee. Discussion started before Christmas. Pilot project. We'll see how things go. There are 16 people (8 mentors and 8 mentees). Thanks to Karen Malcolm for providing mentoring workshop. Seems to be going well. No negative feedback (good thing). Email any questions. Will be looking to partner up new mentors/mentees with upcoming graduating class.

Motion to close Old Business

Moved: Janet Lewis

Seconded: Darcie Kerr

Motion: CARRIED

## 8. NEW BUSINESS

Motion to open New Business

Moved: Stacey Kitteridge

Seconded: Amanda Noiles

Motion: CARRIED

### 8.1. Board Goals and Objectives Update

Brenda Carmichael

Technology and Communication

- ASL accessible website (IN PROGRESS) President doesn't want to be the face of this, still looking for someone.
- Interactive website (PENDING)
- Print on-demand directory (IN PROGRESS)
- Video samples of directory and how to use it
- Policy and procedures for filing disciplinary action in ASL on the web. Script is in process of being finalized (IN PROGRESS)

Partnerships

- Community partnerships (ONGOING) Went to Victoria in February, looking to reach out to more communities
- Standards (i.e.) agencies survey (IN PROGRESS)
- VRI Interpreter's Café
- Inclusive publications – province wide
- National and provincial ties strengthened
- More membership involvement (meeting in Victoria, DI and WAVLI meeting to be planned)

Public Relations

- PR display board – promotional materials (PENDING)
- More outreach to hearing side – recruitment/education
- Stronger, safer, more diverse community of interpreters
- OTP promotion working with PR Committee (OTP point person training)

#### Education

- Professional development – remote locations (ONGOING)
- Resources – source for interpreters (ONGOING)
- More training in specializations
- Mentorship/internship (IN PROGRESS)

#### Board transitions

- Mentored board positions/fluid board transitions (e.g. Vice President to shadow President, OTP point persons, etc.)
- Updated portfolios (ONGOING)

#### Taking care of history (special projects)

- WAVLI timeline project
- Archiving of past Ripple issues
- New WAVLI Logo (COMPLETE)

## 8.2. Motion

I move that \$25,000 be moved from WAVLI's chequing account to the WAVLI Legal Fund.

Moved: Simon Dorer

Seconded: Miriam West

Rationale: Initially, WAVLI put aside \$5000 into term deposits for unanticipated expenses, called the Legal Fund. It has accrued \$3,209.66 in interest. However, with the establishment of Occupation Title Protection, the current Legal Fund will not suffice in the case of a disciplinary hearing or other legal suit. As such, it is recommended (by George Bryce and the Professional Standards Committee) that WAVLI increase this fund.

MOTION: CARRIED

**TEN MINUTE BREAK. BACK AT 2.27 p.m.**

## 8.3. Elections

### 8.3.1. Technology Committee

Nominated Trevor Leyenhorst (by Rhys McCormick)



CARRIED

- 8.3.2.** Professional Development Committee  
Nominated: Maggie Harkins (by Nigel Scott)

CARRIED

- 8.3.3.** Newsletter Committee  
Nominated: Caitlin Barker Gore (by Kristie Walters)

CARRIED

- 8.3.4.** Secretary  
Nominated: Julia Menzies (by Nicole Pedneault)

CARRIED

- 8.3.5.** Vice President  
Nominated: Brenda Carmichael (by Diane Pattison)

CARRIED

Motion to destroy ballots

Moved: Brianne Braun  
Seconded: Diane Pattison  
Motion: CARRIED

Motion to close New Business  
Moved: Trevor Leyenhorst  
Seconded: Jessica Siegers  
Motion: CARRIED

## **9. ANNOUNCEMENTS**

Karen Malcolm: Looking to send delegate to WASLI in Turkey.

Cheryl Palmer: Douglas College update. 16 second-years, 15 first-years. Practicum is happening now, thank you to community for taking students on. Two new practicum sites: San Francisco and University of Minnesota (strict process – requires application, ASL sample video, etc. 10 week practicum). Screening weekend coming up, about 36 applicants. Department based at Coquitlam campus, getting four new Apple computers. Old ones will be sent to Africa. Using Go React software (U of Florida) as of the fall. So far, so good. Still testing it, not yet approved by Douglas. New financial award this year partnered

between Sorenson and Douglas Foundation called Sorenson award. New Skytrain coming up in Coquitlam. Looking forward to having more events at new campus once Skytrain is up and running.

Brenda Carmichael: DYT is looking for an interpreter for Hornby Island camp (June 28 – July 9). dytinfo@fndc.ca. Deadline to apply is May 5.

Jane Pannell: Membership cards are available for pick up in the back of the room. The remaining cards will be mailed out on Monday.

Janice Lyons: WIDHH CIS always looking for available interpreters. If not already working for CIS, contact Jessica at CIS (email with resume, cover letter, etc.)

MIS: Screen on hold. Need to work on it. Written test still an option, skills-based portion still under review.

MIS stats in the summer tend to be low because not many doctor appointments happen. Budget is spread across the year, usually since summer is slow, funds for those months are moved to other months. In 2014 the whole year was busy, PHSA told MIS they were over budget and that funds for interpreters couldn't be covered, so MIS made an announcement to just MIS interpreters, but somehow the message went cross country and the word got out. MIS had a meeting and decided to ignore the number, go back to providing services as normal, even though over budget (\$18,000.00). May look to WAVLI for a letter of support to government showing we need to continue services, and they can't be cut. The plan was to tell the Deaf community after the MIS interpreters, but somehow it got out and the goal was not for it to happen that way.

Nicole Pedneault: Thank you to the board for making the trip to Victoria for the February board meeting. The visit has caused more meetings and discussion to happen. It had a good impact.

Jane Pannell: AVLIC Dave Still Memorial Award deadline is May 15. Please send in applications. \$500 award for new grads.

## **10. ADJOURNMENT**

Motion to adjourn  
Moved: Karen Malcolm  
Motion: CARRIED

Adjourned 3.22 p.m.