



MAVLI Annual General Meeting

March 13th, 2021

Zoom Webinar

AGM: 9:00am – 12:00pm

Annual General Meeting Package 2021

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Manitoba Association of Visual
Language Interpreters
Annual General Meeting
March 13th, 2021

Section One

Agenda

Agenda

- 1. Welcome, Housekeeping, House Rules and CASLI President's Message**
- 2. Call to Order**
- 3. Approval of the Agenda**
- 4. Business arising from the minutes**
- 5. Approval of the Annual General Meeting Minutes – March 7th, 2020**
- 6. Executive, Committee, Representative, and Ad Hoc Committee Reports**
 - 6.1. President.....Cindy Boscow
 - 6.2. Vice President.....Meaghan Gessner
 - 6.3. Treasurer.....Monica Furer
 - 6.4. Secretary.....Sarah Szalai
 - 6.5. Fundraising..... Emily Duncan
 - 6.6. MAVLI Education Committee.....Meaghan Gessner, Heather Hutchison-Campbell,
Joyce Sztandera
 - 6.7. Member-at-large.....Tessa Rogowski
 - 6.8. Membership.....Emma Drury
 - 6.9. Professional Development.....Sheryl LaVallee & Dawn-Marie Wilson
 - 6.10. Public Relations.....Shelby Graham & Jordan Wynchuk
 - 6.11. Webmaster.....Anna Salgado
 - 6.12. AEIP Student Representative.....Landon Cormack & Miranda Murphy
 - 6.13. Suzanne St. Yves Award Ad Hoc Committee.....Hubert Demers, Monica Furer
Terry Janzen, Gina Perozuk, Sarah Szalai
- 7. Old Business**
 - 7.1. Rescind 2020 AGM Motion 9.4
 - 7.2. Suzanne St. Yves Award
- 8. New Business**
 - 8.1. Webmaster Title Change and Bylaw Revision
 - 8.2. Waiving Public Accountant
 - 8.3. Appointing Accountant for 2021 Financial Review
 - 8.4. Proposed 2021 Budget

9. Nominations

- | | | |
|-------------|------------------------------|-------------|
| 9.1. | President | 2021 – 2023 |
| 9.2. | Treasurer | 2021 – 2023 |
| 9.3. | Fundraising | 2021 – 2023 |
| 9.4. | Manitoba Education Committee | 2021 – 2023 |
| 9.5. | Webmaster | 2021 – 2023 |

10. Appreciation and Acknowledgements

- 10.1.** MAVLI Student Achievement Award
The MAVLI Student Achievement Award acknowledges an AEIP student. Selection is based on academic standing and involvement in MAVLI, the interpreting community, Deaf community and the community at large. The past recipient will present the honour.
- 10.2.** Vice President Award
The Vice President Award acknowledges a member whose actions have benefitted MAVLI. The Vice President will present the honour.
- 10.3.** President Award
The President Award acknowledges a board member and their contributions. The President will present the honour.

11. Confirmation of Acts**12. Announcements****13. Adjournment**



Manitoba Association of
Visual Language Interpreters
Annual General Meeting
March 13th, 2021

Section Two

Executive, Committee, Representative, and Ad Hoc Committee Reports

6. Executive, Committee, Representative, and Ad Hoc Committee Reports

6.1. President

Cindy Boscow Annual Report

Activities to Date:

- 6.1.1.** Responded to member and non-member inquiries as needed
- 6.1.2.** Worked with Webmaster to correct email/website issues and restored website
- 6.1.3.** Transferred all receipts of purchases made with the MAVLI credit card to maintain accurate records
- 6.1.4.** Sought out feedback to take the pulse of interpreter requests across the Province
- 6.1.5.** Reviewed suggestions for nominee of MAVLI representative for joint committee if one is struck in response to interpretation of states of emergency
- 6.1.6.** Meet with members to discuss state of emergency interpretation
- 6.1.7.** Signed up and completed Emergency Media Broadcast Training offered by DHA (Deaf & Hear Alberta)
- 6.1.8.** Cancelled CASLI 2020 conference hotel accommodations and flights and obtained flight credit for future use of MAVLI representative
- 6.1.9.** Obtained refund for CASLI Conference registration
- 6.1.10.** Hosted Pre-CASLI AGM Member meeting
- 6.1.11.** Attended online CASLI Board meetings
- 6.1.12.** Attended online discussions regarding restructuring of CASLI
- 6.1.13.** Corresponded with restructuring proposal writers to provide feedback of proposal
- 6.1.14.** Meet with members individually to discuss CASLI restructuring proposal
- 6.1.15.** Reviewed CASLI financial records regarding 2019/2020 membership dues
- 6.1.16.** Submitted biography for MAVLI website
- 6.1.17.** Attended Presidents' Meetings
- 6.1.18.** Attended all CASLI AGM offerings
- 6.1.19.** Attended various MAVLI S.H.I.F.T. sessions
- 6.1.20.** Researched various online platforms: Zoom, Google Meet, Go-To-Meeting, etc
- 6.1.21.** Prepared welcome letter for the 2021-2022 CASLI membership year
- 6.1.22.** Wrote Affiliate Chapter annual report for CASLI AGM
- 6.1.23.** Reviewed MAVLI Bylaws and Policies and Procedures Manual
- 6.1.24.** Participated in the MAVLI Mentorship program
- 6.1.25.** Attended Red River College Advisory meeting regarding the future of the interpreting program

Ongoing Activities:

- 6.1.26.** Preparing board reports
- 6.1.27.** Review monthly board minutes and reports
- 6.1.28.** Respond to member and non-member inquiries
- 6.1.29.** Create the bones for a strategic plan for MAVLI to be fleshed out by the board
- 6.1.30.** Corresponding with interested parties about current/prospective MAVLI awards
- 6.1.31.** Liaise between MAVLI members and CASLI Board of Directors

Future Initiatives:

- 6.1.32.** Collection of MAVLI History for the website
- 6.1.33.** Prepare welcome letter for upcoming membership year

6.2. Vice-President

**Meaghan Gessner
Annual Report****Activities to Date:**

- 6.2.1.** Attended 2020 MAVLI AGM
 - 6.2.1.1.** Discussed and decided with the President the recipient for the Vice President's Award
- 6.2.2.** Corresponded with the MAVLI executive regarding choosing a MAVLI representative for the COVID-19 subcommittee for the emergency training
- 6.2.3.** Completed the DHA Emergency Broadcasting Training
- 6.2.4.** Attended regular monthly board meetings and chaired when necessary
 - 6.2.4.1.** Submitted monthly reports in a timely manner
- 6.2.5.** Contacted Ricki Hall, Principal of the Manitoba School for the Deaf, regarding booking the gym for K-12 PD Day, October 2020.
- 6.2.6.** Corresponded with several school divisions in the Province promoting the hiring of trained ASL-English Interpreters and the importance of MAVLI
- 6.2.7.** Read and watched the summary of Rita Bomak's findings on Emergency Media Interpreting on the news
- 6.2.8.** Completed and submitted the long-term goals for the Vice President Position
- 6.2.9.** Completed my bio to be added to the MAVLI website
- 6.2.10.** Attended CASLI AGM in the summer, 2020 (virtually)
 - 6.2.10.1.** Submitted my Proxy for the continuation of the AGM on Oct. 25, 2020. I was unable to attend due to a previous commitment.
- 6.2.11.** Attended SHIFT session on Nov. 25, 2020
- 6.2.12.** Attended first BIPOC Support Committee meeting
- 6.2.13.** Went to TD Bank to change MAVLI's bank account to the Community Plan/not for Profit Plan with Monica Furer

- 6.2.14. Attended MAVLI pre-CASLI AGM meeting on Oct. 21, 2020
- 6.2.15. Attended ECCOE AGM Nov. 20, 2020
- 6.2.16. Provided information and resources to A. Salgado regarding the Advocacy Brochure

Ongoing Activities:

- 6.2.17. Continue to support board members as requested
- 6.2.18. Continue to check emails and respond in a timely manner
- 6.2.19. Attend board meetings
 - 6.2.19.1. Upload monthly Vice President reports to MAVLI Dropbox in a timely fashion

Future Initiatives:

- 6.2.20. Attend the Advisory Committee board meeting as the MAVLI representative

6.3. Treasurer

**Monica Furer
Annual Report**

Activities to Date:

- 6.3.1. Filed 2019 GST Return and received a refund
- 6.3.2. Communicated with CASLI re missing membership dues for the 2019-2020 membership year, expected Dec 2019
 - 6.3.2.1. Funds received May 2020
- 6.3.3. Filed renewal of business name registration with MB Companies Office
- 6.3.4. Filed 2020 Annual Corporate Return of Information
- 6.3.5. Recruited 2 more members to join the Suzanne St. Yves award committee (committee members: H. Demers, M. Furer, T. Janzen, G. Perozuk and S. Szalai)
 - 6.3.5.1. Committee reviewed feedback received at the 2020 AGM and reviewed further proposals from the interpreting community
 - 6.3.5.2. Terms of reference for the Suzanne St. Yves Award were revised (included in the AGM package and to be discussed under Old Business)
- 6.3.6. Renewed MAVLI's Board Insurance
- 6.3.7. Researched GICs and banking options
 - 6.3.7.1. M. Gessner and I met with TD Bank account manager to change MAVLI's account to one for Non-Profit organizations with reduced fees (monthly fee \$1.95, fee waived with minimum account balance of \$5,000)
- 6.3.8. Attended CASLI AGM Special Topics Session via Zoom on Aug 10 and CASLI AGM via Zoom on Aug 15
- 6.3.9. Attended MAVLI pre-CASLI AGM meeting on Oct 21 and CASLI AGM on Oct 25

- 6.3.10.** Participated in a telephone meeting with C. Boscow and a TD investment advisor to discuss GIC options
- 6.3.10.1.** MAVLI board decided to purchase the following GICs to invest the Suzanne St. Yves award funds while awaiting approval for the award: a 14-month cashable GIC in the amount of \$500 and a non-cashable, 3-year Market Growth GIC (invested in TD banking and utilities) in the amount of \$4,500. This will allow us to gain more interest over the 3-year term with most of the funds, but still have enough cash available to pay out 2 awards in the meantime.
- 6.3.10.2.** The board decided to purchase the following GICs to invest the remaining AVLIC 2014 conference funds: a 14-month cashable GIC in the amount of \$2,000 and a non-cashable, 3-year Market Growth GIC in the amount of \$8,000. Again, this will allow us to gain more interest with the majority of the funds, but leave us with some extra available cash if needed in the interim
- 6.3.11.** Reviewed membership payments received from CASLI for 2020-2021 membership year and noticed an error which was resolved following a video meeting with CASLI's executive director
- 6.3.12.** Prepared the 2020 year-end financial statement and 2021 Budget
- 6.3.13.** Delivered the 2020 financials to Dianne Mondor for review

Ongoing Activities:

- 6.3.14.** Maintain financial records and create monthly financial reports
- 6.3.15.** Review, reconcile and print monthly bank, PayPal and Visa statements
- 6.3.16.** Pay expenses and make deposits in a timely fashion
- 6.3.17.** Empty mailbox regularly
- 6.3.18.** Ensure GST is collected for sale of any MAVLI merchandise and added to registration fees for PD sessions and workshops

Future Initiatives:

- 6.3.19.** Purchase GICs once pandemic restrictions are eased
- 6.3.20.** File 2020 GST and Income Tax returns

MAVLI Financial Statement December 31, 2019 to December 31, 2020

Opening Balance as of Dec 31, 2019: \$27,157.61

Income:

Membership (fees paid through AVLIC)	\$3,392.54
Fundraising (including 4M events) ¹	\$173.96
DVD Sales and MAVLI Merchandise (under PR portfolio)	0
Professional Development ²	0
MAVLI K-12 PD Day (under MEC portfolio) ³	0
Donations	0
Miscellaneous (GST Refund for 2019)	\$22.82
Conference registration refund ⁴ (see notes)	\$300.00
Subtotal	\$3,889.32

Expenses:

Annual Board Insurance Fee	\$801.00
Accounting Fees	\$1,561.00
Office Expenses (PO box, software, website, domain ⁵ , webhost)	\$620.89
Additional admin fees (Annual Corporate Return, USB, bank fee, name renewal)	\$149.00
CASLI 2020 conference & AGM (cancelled flight credit with West Jet) ⁶	\$632.36
MAVLI 2020 AGM	\$219.59
Affiliate memberships to various organizations (MDA, MCSD, WASLI)	\$337.01
Donations/Community Support (SLIC presentation)	\$25.00
Fundraising expenses (including 4M events))	\$25.00
Professional Development	0
MAVLI K-12 PD Day (under MEC portfolio)	0
Public Relations	0
Special Projects (Magic of ASL)	0
Miscellaneous (MAVLI Board wind-up)	\$200.00
Subtotal	\$4,570.85

Subtotals **\$3,889.32** **\$4,570.85**

Net Profit in 2020: (\$681.53)

Bank Balance as of Dec 31, 2020: \$26,476.08

Additional MAVLI Assets:

MAVLI Savings Account:

Opening Balance as of Dec 31, 2019:	\$1,006.90
Interest Credit	+\$2.78
Bank Balance as of Dec 31, 2020:	\$1,009.68

MAVLI Financial Statement cont.

MAVLI PayPal Account:

Opening Balance as of Dec 31, 2019:	\$0.00
No activity	
PayPal Balance as of Dec 31, 2020	\$0.00

RRC Investment Fund (MAVLI Student Achievement Award):

Balance as of Mar 31, 2019	\$11,880.32	
Apr 1, 2019, Gain	+\$321.84	
Disbursement (AEIP Award) Apr 2019		-\$500.00
Balance as of Mar 31, 2020	\$11,702.16	
Disbursement (AEIP Award) Apr 2020		-\$500.00

Additional Liabilities:

MAVLI Visa⁷:

Dec 1, 2020	Cash Back annual credit	+\$3.11	
Dec 22, 2020	GoDaddy.com (domain fee)		- \$65.23
Visa Balance as of Dec 31, 2020			(\$62.12)

Notes:

- MAVLI decided to take a break in fundraising for a year because of membership fatigue. MAVLI has sufficient funds to cover any additional 2020 expenses not covered by membership fees. Fundraising efforts will resume in 2021.
- Professional development workshops were held in an informal fashion via video-conference due to the Covid-19 pandemic. No fees were charged for attending these workshops.
- MAVLI K-12 PD Day could not be held because of the Covid-19 pandemic. SAGE Day (typically in October) was not hosted by the school divisions in Winnipeg due to the pandemic, so signing educational assistants could not attend a MAVLI- run workshop during SAGE as in the past.
- CASLI 2020 conference (previously AVLIC 2020) was cancelled due to the Covid-19 pandemic. A \$300 conference registration for the MAVLI president was purchased at an early-bird rate of \$300 at the AVLIC 2018 conference and refunded by CASLI in June 2020.
- The \$75.21 fee for annual renewal of MAVLI's domain (@mavli.com) through GoDaddy.com was paid by Visa on Dec 22, 2019, but the credit card bill was paid by MAVLI in January 2020, so the expense is included in the 2020 financial statement.
- MAVLI has a flight credit of \$632.36 with West Jet. The president's flight to Vancouver for CASLI 2020 had to be cancelled due to cancellation of the conference as noted above.

7. The Visa transactions dated Dec 1 and Dec 22, 2020, will not impact the chequing account balance until the visa bill is paid in January 2021.

M.A.V.L.I. 2020 Itemized Financial Report

	Income	Expense	Net Profit (Loss)
Membership			
Remainder of membership dues from 2019-2020 year (delayed payment)	\$375.84		
Membership dues collected (April 2020)	\$1,593.50		
Membership dues collected (May-Dec 2020)	\$1,423.20		
Subtotal			\$3,392.54

Fundraising			
Cribbage Hearts 4M event- winter	\$72.08		
Cribbage Hearts 4M event- fall	\$101.88		
Cribbage event prize	\$0.00	\$25.00	
Subtotal			\$148.96

Professional Development			
	\$0.00	\$0.00	
Subtotal			\$0.00

MAVLI Education Committee (MEC)			
	\$0.00	\$0.00	
Subtotal			\$0.00

Public Relations (PR)			
	\$0.00	\$0.00	
Subtotal			\$0.00

MAVLI AGM			
VP Award		\$50.00	
President Award		\$100.00	
Snacks & Coffee		\$64.20	

Mailing costs for VP award		\$5.39	
Subtotal			\$219.59

CASLI 2020 AGM/Conference (cancelled)			
Flights - have a West Jet credit for this amount		\$632.36	
Early Bird Registration for AVLIC 2020 (purchased in 2018 and refunded June 2020)	\$300.00		
Subtotal			\$332.36

Office Expenses			
Domain maintenance fee (GoDaddy)		\$75.21	
Microsoft office 365 Software annual subscription		\$88.48	
Website Hosting fee for 2020 (DreamHost)		\$160.05	
Website renewal (Weebly)		\$88.20	
Post Office Box fee for 2021		\$208.95	
Subtotal			\$620.89

Administration Fees			
Accounting fee for 2019 review		\$1,561.00	
Board Insurance		\$801.00	
Business name renewal		\$60.00	
Annual Corporate Return		\$40.00	
Purchase of USB		\$20.00	
Fee (overlimit for Visa in Feb)		\$29.00	
Subtotal			\$2,511.00

Community Support			
MDA membership Apr 2020- Mar 2021		\$60.00	
MCSD 2020 membership fee		\$100.00	
WASLI 2020 membership fee		\$177.01	
Support of SLIC presentation Dec 3		\$25.00	
Subtotal			\$362.01

Miscellaneous			
GST Return for 2019	\$22.82		
MAVLI Board Wind-up		\$200.00	
Subtotal			\$177.18
Totals	\$3,889.32	\$4,570.85	\$681.53

6.4. Secretary

Sarah Szalai
Annual Report

Activities to Date:

- 6.4.1. Attended board meetings, composed minutes, emailed minutes to board members and uploaded minutes to Dropbox
- 6.4.2. Arranged virtual board meetings via Google Meet
- 6.4.3. Sent out reminders for meetings and requested submissions
- 6.4.4. Sent out all job advertisements and announcements to the membership
- 6.4.5. Ensured all board members had access to MAVLI email and Dropbox accounts
- 6.4.6. Attended CASLI AGMs on August 15 and October 25, 2020
- 6.4.7. Participated in MAVLI Mentorship program
- 6.4.8. Participated on the committee for the Suzanne St. Yves Award
- 6.4.9. Attended MAVLI S.H.I.F.T. Sessions on October 7 and November 25, 2020
- 6.4.10. Prepared the 2021 AGM Package

Ongoing Activities:

- 6.4.11. Send out reminders for meetings, request for submissions and arrange meeting space (virtual or in person)
- 6.4.12. Communicate job opportunities and announcements to MAVLI membership
- 6.4.13. Complete the board minutes and post to Dropbox
- 6.4.14. Maintain the email membership contact information

Future Initiatives:

- 6.4.15. Organize and disseminate the 2022 MAVLI AGM package

6.5. Fundraising

Emily Duncan Annual Report

Activities to Date:

- 6.5.1. Complete PD Survey
- 6.5.2. Submitted workshop ideas for MAVLI PD Day
- 6.5.3. Attended Shift session on Virtual Teaming
- 6.5.4. Attended Shift panel for student interpreters
- 6.5.5. Portfolio Plan outline

Ongoing Activities:

- 6.5.6. Planning Mom's Pantry Fundraiser for February 2021

Future Initiatives:

- 6.5.7. 'Back to Fundraising' for post-COVID fundraising
- 6.5.8. Survey to membership on fundraising habits and preferences

6.6. MAVLI Education Committee

Meaghan Gessner, Heather Hutchison-Campbell, Joyce Sztandera Annual Report

Activities to Date:

- 6.6.1. Attended regular monthly board meetings
 - 6.6.1.1. Submitted monthly reports in a timely manner
- 6.6.2. Attended 2020 MAVLI AGM
- 6.6.3. Corresponded with several school divisions in the Province promoting the hiring of trained ASL-English Interpreters and the importance of MAVLI
- 6.6.4. Forwarded a few ASL-English Interpreter job postings to the MAVLI secretary on behalf of different school divisions to distribute to membership
- 6.6.5. Completed and submitted long term goals for the MEC position
- 6.6.6. Completed bios to be added to the MAVLI website
- 6.6.7. Checked with Deaf and Hard of Hearing Unit Manager to inquire if MAVLI can distribute PD Day information through them
- 6.6.8. Checked with other school divisions in the province and inquired if they would be partaking in the virtual MTS PD Day. For most schools Oct. 23rd was used as a regular instruction day or in-school PD session
- 6.6.9. Read through suggestions offered to MEC regarding presenters for MTS PD Day, 2021

- 6.6.10. Meaghan, as Educational Interpreting Consultant (EIC), reached out to the Winnipeg School Division (WSD) HR offering assistance in figuring out the best placement for the Signing EAs and Interpreters working within the division. This team work will be ongoing
- 6.6.11. Meaghan, as EIC, helped one school division in the province hire the second ASL-English Interpreter for one student. This is currently the only rural division that currently has this
- 6.6.12. Updated a current interpreter//Signing EA Pay Scale List and sent it to various schools and divisions, as requested.
- 6.6.13. Attended ECCOE AGM, Nov 20, 2020

Ongoing Activities:

- 6.6.14. Continue to check emails and respond in a timely manner
- 6.6.15. Attend monthly board meetings
 - 6.6.15.1. Upload monthly MEC reports to MAVLI Dropbox in a timely fashion
- 6.6.16. Contact possible presenters for MAVLI K-12 PD Day
- 6.6.17. MEC continues to discuss possible ways to interest Signing EA's in attending future workshops
- 6.6.18. MEC continues to discuss the problems that Signing EA's and Interpreters face regarding their placements within the schools in their divisions
- 6.6.19. MEC will continue to listen to feedback from Signing EA's and Interpreters in the school divisions to get a better understanding of what type of support is needed

Future Initiatives:

- 6.6.20. Plan MAVLI K-12 PD Day, Oct. 2021
 - 6.6.20.1. Secure a venue for MAVLI K-12 PD Day

6.7. Member-at-large

Tessa Rogowski
Annual Report

Activities to Date:

- 6.7.1. Volunteered to be on a committee for the MAVLI website and YouTube page. Working with Anna Salgado and Jordan Wynychuk to develop a vision and possible content
- 6.7.2. Attended the first on-line CASLI AGM in October of 2020, as a member
- 6.7.3. Was able to use my Zoom license to host MAVLI meetings when needed

Ongoing Activities:

- 6.7.4. Attended MAVLI board meetings and participated in discussion relating to MAVLI business
- 6.7.5. Attended and supported MAVLI events and PD opportunities such as S.H.I.F.T.
- 6.7.6. Assist other portfolios as requested

Future Initiatives:

- 6.7.7. None

6.8. Membership

**Emma Drury
Annual Report**

Activities to Date:

- 6.8.1. Maintained a current membership list throughout the year
- 6.8.2. Corresponded with the CASLI administrator regarding new memberships, exemptions, and other requests
- 6.8.3. Presented to final-year AEIP students regarding changes to their membership status upon graduation
- 6.8.4. Attended the 2020 MAVLI AGM; created and distributed voting cards and proxies
- 6.8.5. Attended SHIFT sessions when able

Membership statistics as of January 16th, 2021

- Active: 85 members
 - Student: 18 members
 - Exempt: 3 members
 - Subscriber: 3 members
- Total: 109 members**

Ongoing Activities:

- 6.8.6. Remain in contact with CASLI regarding MAVLI's membership
- 6.8.7. Maintain an up-to-date membership list throughout the year
- 6.8.8. Assist new members with membership process questions
- 6.8.9. Respond to various membership related requests

Future Initiatives:

- 6.8.10. Request a current membership list from CASLI before the AGM
- 6.8.11. Annually visit the final-year AEIP students (either in-person or virtually), during March, to outline the "upgrading to active member" process
- 6.8.12. Request RRC coordinator to send a list of graduating ADSP students to CASLI before their final day of instruction

6.9. Professional Development

Sheryl LaVallee & Dawn-Marie Wilson Annual Report

Activities to Date:

- 6.9.1.** Received hand off information and access to files from previous PD chair
- 6.9.2.** Contacted Amber Galloway regarding the possibility of a music workshop in Winnipeg. (The original hope was to host this in the summer of 2020, but plans were put on hold due to the pandemic.)
- 6.9.3.** Composed and sent out a survey to MAVLI membership to gather ideas and determine what kind of interest there would be for events during COVID-19
- 6.9.4.** Hosted 3 SHIFT Sessions on: Remote Interpreting (August 18, 2020), Teaming (Oct 7, 2020) and Feedback (Nov. 25, 2020)
- 6.9.5.** Hosted a student only SHIFT session for AEIP students with a panel of interpreters to answer questions. Thank-you to Hubert Demers and Emily Duncan for their participation
- 6.9.6.** Correspondence with RID in regard to offering CEU's for MAVLI workshops
- 6.9.7.** Attended CASLI AGM
- 6.9.8.** Created an Eventbrite account for easier SHIFT registration
- 6.9.9.** Contacted Rita Bomak about the possibility of being involved in a workshop related to working with Deaf Interpreters. Timing wasn't right for her, but she is open to discussing further in the future
- 6.9.10.** Created and sent out long-term goals to Cindy Boscow

Ongoing Activities:

- 6.9.11.** Planning upcoming SHIFT sessions to be held every 6-8 weeks for the duration of our term. Next Session will be on Monday, February 15th, 2021.
- 6.9.12.** Attending Board Meetings
- 6.9.13.** Exploring options for a formal PD workshop that can be provided via a remote platform

Future Initiatives:

- 6.9.14.** Once we have a better sense of when COVID-19 restrictions will be lifted and travel allowed, we will follow up with Amber Galloway to continue discussing the possibility of a music workshop

6.10. Public Relations

Shelby Graham & Jordan Wynychuk Annual Report

Activities to Date:

- 6.10.1. Collaborated with PD regarding current portfolio goals
- 6.10.2. Attended BIPOC committee meeting on August 11th
 - 6.10.2.1. Invited membership to participate in a discussion group
- 6.10.3. Researched hiring information with different agencies across Canada and what is included on their platforms
 - 6.10.3.1. Struck a sub-committee in October to discuss visions for the MAVLI website
- 6.10.4. Presented to AEIP students
 - 6.10.4.1. Surveyed the students via survey monkey
- 6.10.5. Successfully matched all students with Mentors
- 6.10.6. Have established monthly virtual ASL fun nights with various themes
- 6.10.7. Submitted goals for MAVLI's strategic plan

Ongoing Activities:

- 6.10.8. Discuss different ideas for mentor night and get feedback from students/interpreters about what they wish they had had when in the program
- 6.10.9. Hosting weekly Zoom nights with the students and community for ASL PD
 - 6.10.9.1. Collaborating with Deaf community member, Evan Husack, to facilitate these events

Future Initiatives:

- 6.10.10. Reach out to interpreting students/recent grads to see if there are any resources we are able to help with throughout the summer months
- 6.10.11. Review and revamp the mentorship program

6.11. Webmaster

Anna Salgado
Annual Report

Activities to Date:

- 6.11.1. Linked all AGM packages, minutes, bylaw revisions to 'Interpreter Resources'
- 6.11.2. BIPOC Committee Meeting
 - 6.11.2.1. Met with committee (Meaghan, Dawn-Marie, Shelby) via Zoom to discuss committee vision/goals
 - 6.11.2.2. Decided to tweak goals: instead to focusing on recruitment strategies, set up a BIPOC meeting group which can consult MAVLI board committee
 - 6.11.2.3. Sent out email to membership from personal email (Anna Salgado) to set up discussion group

- 6.11.2.4. Met informally three times: purpose and goal of the group is to have a safe discussion space, not necessarily 'consult' at this point
- 6.11.3. Added information to 'About Us' section of MAVLI board members, published 'About Us' section
- 6.11.4. Created YouTube channel
 - 6.11.4.1. Linked U of W informational videos (working with interpreters in post-secondary environments)
- 6.11.5. Reviewed changes to be made in the Policies and Procedures Manual re: changing Webmaster title to Digital Media Coordinator and created a rationale for the AGM

Ongoing Activities:

- 6.11.6. Update and maintain MAVLI website/Facebook page regularly
 - 6.11.6.1. Update board member photos/bios
 - 6.11.6.2. Update student directory
 - 6.11.6.3. Update community event calendar
 - 6.11.6.4. Post events/relevant information on Facebook page
 - 6.11.6.5. Perform various website tweaks as needed
- 6.11.7. Send website and domain hosting receipts/invoices to MAVLI treasurer (Weebly, GoDaddy, DreamHost)
- 6.11.8. Create a digital copy of the MAVLI DVD (Educational Settings) and post it to the 'Interpreter Resources' section of the website (unlisted YouTube link) – will be posted in sections by topic
- 6.11.9. Developed concept for advocacy video series to grow MAVLI's available resources
 - 6.11.9.1. Established Script Writing Committee: Committee consists of Tessa Rogowski, Anna Salgado and Jordan Wynychuk– goal is to write scripts for a number of short, simple instructional/informational videos to be created in the future to add to our resource catalogue and MAVLI YouTube channel

Future Initiatives:

- 6.11.10. Meet with the new Webmaster board member to transfer passwords/account access, provide overview of MAVLI website management
- 6.11.11. Change 'Webmaster' title to 'Digital Media Coordinator'
 - 6.11.11.1. Change Webmaster email address to reflect name change

6.12. AEIP Representative

Landon Cormack & Miranda Murphy
Annual Report

Activities to Date:

- 6.12.1. First year AEIP students put together a Christmas/Thank you video for the instructors, with each ADSP and AEIP student being involved in the video. This was done in lieu of the usual Christmas party held annually for the ADSP/AEIP students
- 6.12.2. The winter break started for the final year AEIP students on December 11, 2020, and the winter break for the ADSP and first year AEIP students began on December 18, 2020
- 6.12.3. The final year AEIP students held a wine raffle fundraiser virtually
 - 6.12.3.1. The fundraising goal of \$2000 was exceeded raising \$2600
- 6.12.4. Mandy MacDonald set up a mini-interpreting provider center for the practicum students for them to practice interpreting real assignments free of charge for their practicum

Ongoing Activities:

- 6.12.5. All classes for ADSP/AEIP students are being held virtually via Zoom
- 6.12.6. Final year AEIP students have started their practicum placements
- 6.12.7. ADSP/AEIP 1 classes resumed January 4, 2021
- 6.12.8. Students have been attending online workshops and other related events that they are able to find

Future Initiatives:

- 6.12.9. Final year AEIP will continue their first practicum block until February 12, 2021. Their second practicum block will start February 22, 2021 and continue to April 2, 2021
- 6.12.10. Following Covid-19 restrictions, come spring the final year AEIP students will be creative to figure out some way to have a Deaf Community appreciation/AEIP graduation BBQ

6.13. Suzanne St. Yves Award Ad Hoc Committee
--

**Hubert Demers, Monica Furer, Terry Janzen, Gina Perozuk, Sarah Szalai
Committee Report****Activities to Date:**

- 6.13.1. MAVLI received a \$5000 bequest from the estate of Suzanne St. Yves in August 2019
- 6.13.2. Following discussion by the MAVLI Board, an ad hoc committee was created to develop a proposal for an award to be named in Suzanne's honour
- 6.13.3. An initial award proposal was presented at the MAVLI AGM in March 2020 and feedback was collected

- 6.13.4.** Two more MAVLI members joined the ad hoc committee following the 2020 AGM
- 6.13.5.** The new committee reviewed the feedback received at the AGM and gave serious consideration to additional proposals from the interpreting community
- 6.13.6.** A proposal for a mentorship award was discussed
- 6.13.6.1.** The committee agrees that mentorship is invaluable and in the future an award to recognize that would be fitting
- 6.13.6.2.** At this time MAVLI has no structured mentorship program for graduated interpreters and therefore award criteria would be difficult to ascertain
- 6.13.7.** The committee reached the following conclusions:
- 6.13.7.1.** This bequest came to MAVLI and the funds should be used to support interpreters in some way
- 6.13.7.2.** MAVLI currently does not have a monetary award for graduating AEIP students. The committee recognizes that students have a financial need and completion of this program should be celebrated
- 6.13.7.3.** MAVLI would like to recognize that with successful completion of training, the graduates become our future
- 6.13.7.4.** Considering the source of the donation, the committee feels it is most fitting to honour Suzanne's memory by creating an award for a graduating AEIP student
- 6.13.8.** The terms of reference below (to be reviewed under Old Business) is the final result of the committee's work and has been approved by the MAVLI Board

Ongoing Activities:

- 6.13.9.** Nil

Future Initiatives:

- 6.13.10.** The committee will be disbanded once membership approves the terms of reference for the award



Manitoba Association of
Visual Language Interpreters
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March 13th, 2021

Section Three

Old Business

7. Old Business

7.1. Rescind 2020 AGM Motion 9.4

7.1.1. I move to rescind the Motion 9.4 passed at the 2020 MAVLI AGM: “Motion to transfer \$5,000, received as a bequest from Suzanne St. Yves’ estate, into MAVLI’s RRC investment fund in order to establish an award in her name to be paid out annually, the amount depending on the return of investment.

Moved: M. Furer Seconded: S. Szalai.”

Rationale:

Funds may not be deposited into an RRC scholarship fund until terms of reference for the award have been established and reviewed by Red River College. MAVLI could not act on this motion following the 2020 AGM because the terms of reference for the award were still being discussed and revised. In the interim, the MAVLI board decided, at the recommendation of the award committee and taking into consideration suggestions made by membership at the AGM, to look into alternative investments for the award funds. Investing the funds outside of RRC allows for more flexibility in administering the award and for the opportunity to revisit the terms of reference at some future time.

Moved: Monica Furer

Seconded: Hubert Demers

7.2. Suzanne St. Yves Award

7.2.1. I move to accept the Suzanne St. Yves Award Terms of Reference outlined below.

Moved: Monica Furer

Seconded: Sarah Szalai

Preamble:

MAVLI has received a \$5000 bequest from the estate of Suzanne St. Yves. Following discussion by the MAVLI Board, an ad hoc committee was created to develop a proposal for an award to be named in Suzanne’s honour.

The committee proposes to use the money to give an award in Suzanne’s honour as described below. The value of the award will be \$250 per year. A decision not to give out the award in any one year will be at the discretion of MAVLI. The Terms of Reference should be reviewed periodically.

Terms of Reference:

Award name: Suzanne St. Yves Award of Excellence

Criteria:

This award is to be given to a graduating student of the Red River College American Sign Language-English Interpretation Program who reflects the values Suzanne brought to every aspect of her work in ASL-English interpreting: the highest ethical principles and actions, always striving for excellence, unwavering respect toward everyone she interpreted for, especially Deaf community members, and collegiality and friendships within her chosen field. The student selected to receive this award will demonstrate the following qualities in their final year of the AEIP:

- community involvement in the Deaf and interpreting communities (e.g. volunteer work)
- high academic achievement
- ethical conduct
- respect for consumers and colleagues

The nominees must be student members of MAVLI. Special consideration will be given to former signing Educational Assistants.

Eligible students will not need to apply for the award. The committee will invite nominations for the recipient of the award from members of the Deaf and interpreting communities, consumers, practicum supervisors, instructors and fellow students. Nomination letters may be provided in ASL or English and will need to outline the nominee's qualities as per the above criteria. Eligible students will be permitted to give out nomination request letters to people who are familiar with the student's contributions. A suitable candidate for the award will be selected by a three-member ad hoc committee chosen annually by the MAVLI Board, consisting of at least two MAVLI members and at least one Deaf community member.

MAVLI will announce the award recipient annually.



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Section Four

New Business

8. New Business

8.1. Webmaster Title Change and Bylaw Revision

8.1.1. I move that MAVLI bylaw 4.1 (1) (ratified 2020)

(1) The Board of Directors shall consist of:

- President
- Vice-President
- Treasurer
- Secretary
- Fundraising Committee
- MAVLI Education Committee
- Membership Committee
- Webmaster
- Professional Development
- Public Relations Committee
- AEIP Representative

Be amended to:

(1) The Board of Directors shall consist of:

- President
- Vice-President
- Treasurer
- Secretary
- Fundraising Committee
- MAVLI Education Committee
- Membership Committee
- **Digital Media Coordinator**
- Professional Development
- Public Relations Committee
- AEIP Representative

Rationale:

The title 'Webmaster' is an outdated term for said position on the MAVLI board. The term refers exclusively to maintaining a website. According to the Policies & Procedures Manual, Webmaster is responsible for various duties aside from the website such as managing the Facebook page, and other tasks that require some level of digital media literacy. The title 'Digital Media Coordinator' is a more accurate and current term for the position. Additionally, having a clear and accurate title may help future members in their decision to nominate and/or run for the position on the MAVLI board.

Moved: Anna Salgado

Seconded: Sarah Szalai

8.2. Waiving Public Accountant**8.2.1. I move that MAVLI waives the requirement for a public accountant to review MAVLI's 2021 financials.****Rationale:**

According to the Government of Canada requirements for financial review of not-for-profit Corporations with annual revenues <\$50,000, MAVLI requires the appointment of a public accountant. However, "members may waive appointment by annual unanimous resolution". Waiving appointment of a public accountant will allow MAVLI to hire a skilled accountant who does not have the certification of PA, such as Dianne Mondor or Doug Momotiuk.

Moved: Monica Furer**Seconded:** Sarah Szalai**8.3. Appointing Accountant for 2021 Financial Review****8.3.1. I move to appoint Dianne Mondor to do MAVLI'S 2021 financial review.****Rationale:**

It was suggested at last year's AGM that we alternate between Dianne Mondor and Doug Momotiuk yearly. However, it takes extra time to review financials when the account is new and makes more sense to use the same accountant every year for efficiency, so long as the individual is available and willing. Doug is supportive of MAVLI's decision to hire Dianne. However, he is willing to review our finances in the future if ever needed.

Moved: Monica Furer**Seconded:** Sarah Szalai**8.4. Proposed 2021 Budget****8.4.1. I move to approve the proposed 2021 MAVLI Budget as outlined below.****Moved:** Monica Furer**Seconded:** Sarah Szalai

MAVLI PROPOSED 2021 BUDGET

	Estimated	Actual
Total Income	\$5,000.00	
Total Expenses	\$4,455.00	

Income:

Membership	\$3,000.00	
Fundraising	\$1,000.00	
MAVLI K-12 PD Day	\$1,000.00	
Subtotal	\$5,000.00	

Expenses:

Annual Insurance Fee	\$850.00	
Accounting Fee	\$500.00	
Annual Corporate Return	\$40.00	
MAVLI Board Wind-up (max \$20/person)	\$300.00	
MAVLI AGM (awards, snacks, interpreter honoraria, tech costs)	\$525.00	
AVLIC 2021 AGM	\$750.00	
Affiliate Memberships (MDA, MCSD, WASLI, ?SLIC)	\$510.00	
Post Office Box Annual Fee	\$210.00	
Microsoft Office 365 Software Annual Fee	\$90.00	
Web host, platform and domain	\$320.00	
4M events	\$60.00	
Community Support/Donations	\$200.00	
Additional Admin costs (stamps/stationery/bank fees)	\$100.00	
Subtotal	\$4,455.00	

Total (Loss)**\$545.00**



Manitoba Association of
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Section Five

Nomination and Proxy Forms

Electronic Nominations

To submit a nomination online, access the form at:

https://docs.google.com/forms/d/e/1FAIpQLSdnbcnx41NYPMnB4KdX7gnGDHtlygjEWFc9dJ3-Ycl2xgFvKQ/viewform?usp=sf_link

2021 MAVLI Board Nominations

This form is to nominate MAVLI members to vacant positions on the MAVLI board.

****NOTE:**
You must contact the Nominee prior to submitting this form.
Submit a new form for each nomination.
Online submissions will be accepted until midnight on March 12, 2021

*** Required**

Email address *

Your email _____

Next

Nomination Form



**MAVLI Annual General Meeting
Saturday, March 13th, 2021
Zoom Webinar**

The following is a list of Board Positions and their respective terms. Positions in bold face font are those that will be vacant.

President	2021 - 2023	
Vice President	2020 - 2022	Meaghan Gessner
Treasurer	2021 - 2023	
Secretary	2020 - 2022	Sarah Szalai
Fundraising	2021 - 2023	
Manitoba Education Committee	2021 - 2023	
Member-at-large	2020 - 2022	Tessa Rogowski
Membership	2020 - 2022	Emma Drury
Professional Development	2020 - 2022	Sheryl LaVallee & Dawn-Marie Wilson
Public Relations	2020 - 2022	Shelby Graham & Jordan Wynychuk
Webmaster	2021 - 2023	
AEIP Rep	2021 - 2022	To be elected in the Fall of 2021

Written nominations are to indicate the portfolio for which the candidate is running; are to be supported by the signature of two voting members as well as the nominee; and are to be received at the MAVLI address by March 5th, 2021.

The MAVLI address is:
MAVLI
PO Box 68056 RPO Osborne Village
Winnipeg Manitoba R3L 2V9

Nomination Form

Position: _____

Nominee: _____ Nominee Signature: _____

Voting Member: _____ Voting Member: _____

Date: _____

Electronic Proxy

To submit a nomination online, access the form at:

https://docs.google.com/forms/d/e/1FAIpQLSfOe9rjYUN0VApyFgIMI4j7nuq_o_trUEU9_3Lr63xAW7E4IA/viewform?usp=sf_link

2021 MAVLI AGM Proxy Form

Annual General Meeting
Saturday, March 13, 2021
9:00 am
Zoom Webinar

[Click here to see the AGM Package](#)

*****Important reminders:**
The president of MAVLI may not carry any proxies at the AGM.
Please confirm that your proxy will be in attendance at the AGM.
Online proxy submissions will be accepted until midnight on March 12, 2021.

*** Required**

Email address *

Your email _____

[Next](#)

Proxy Form



**MAVLI Annual General Meeting
Saturday, March 13th, 2021
9:00 am – 12:00 pm
Zoom Webinar**

Note: If you are unable to attend the Annual General Meeting and are an Active or Student member of MAVLI, in good standing, proxy forms may be completed online or received via mail **no later than Friday, March 5th, 2021.** The president of MAVLI cannot carry proxies at the AGM. Please confirm that your dedicated proxy will attend the meeting. The mailing address is:

**MAVLI
P.O. Box 68056
RPO Osborne Village
Winnipeg, Manitoba R3L 2V9**

Name

Address

Telephone

I hereby authorize _____ to carry my vote March 13th, 2021.

Signature **Date**



Manitoba Association of
Visual Language Interpreters
Annual General Meeting
March 13th, 2021

Section Six

2020 Annual General Minutes



MAVLI Annual General Meeting Minutes 2020

Red River College
F205 – 2055 Notre Dame Avenue
Winnipeg, Manitoba
Saturday, March 7, 2020
9:30pm to 12:30 pm

Members in Attendance:

An, Arleen
Boscow, Cindy
Cormack, Landon
Demers, Hubert
Drury, Emma
Dumont, Shaina
Duncan, Emily
Furer, Monica
Gallardo, Xenia
Gessner, Meaghan
Jeanson, Nikki
MacDonald, Mandy
Perozuk, Gina
Romero, Astrea
Rooney, Danielle
Rutherford, Brenda
Sproule, Becky
Szalai, Sarah
Toews, Jennifer
Trethart, Erica
Wiebe, Gordon
Wilson, Dawn-Marie

Proxies:

Badger, Candy
Beaulieu, Tracy
Braun, Amy
Butz, Katie
Castellano Sinclair, Carmela
Graham, Shannon
Graham, Shelby
Guinn, Janine
Huijen-Bilker, Sisko
Iftody, Alanna
Janzen, Terry
Koop, Mariette
Kroeker, Chad
Langes, Jane
LaVallee, Sheryl
Muirhead, Brianne
Pickering, Amanda
Rhoda, Marlo
Salgado, Anna
Villanueva, Khristine
Wynychuk, Jordan

1. Re-envisioning CASLI Discussion: Delegate Tyler Churchman

C. Boscow introduces Tyler Churchman and explains his involvement in the re-envisioning proposal. Today will include a short explanation and discussion.

Tyler thanks everyone for allowing him this time at the MAVLI AGM. The proposal is not official and still in draft form. He is looking for feedback before it is brought up at the CASLI AGM this summer.

Re-envisioning Proposal Explanation

CASLI:

Structure:

- Comprised of one representative from each Affiliate Chapter (AC)
- Each AC appoints or elects their representative
- CASLI membership is restricted to ACs, no individual members

Responsibilities

- National Advocacy
 - partnering CCSD & CAD
 - Advocating to government
- Supports Collaboration between Affiliate Chapters
- Advisory activities
 - Position papers
 - Best practice documents

In consultation with ACs collaboratively decide where the biennial conference will be held

- Host AC will strike a conference planning committee
- Host AC will be ultimately responsible for all aspects of conference planning and management
- Host AC will liaise with CASLI Board

Affiliate Chapter:

Structure:

- AC to determine their own structure

Main Responsibilities:

- Defining Membership Criteria/Renewal
- PD Offerings
- Local Advocacy
- Conflict/Complaint Resolution
- Maintain a Code of Ethics and bylaws

COI/WTK/TOI – will remain the same. No amendments to those processes with the restructuring.

Benefits to restructuring

- AC would not have to approach CASLI for situations that can be handled provincially
- Currently individuals are members of both CASLI and AC and must follow the rules and policies for both organizations. This means ACs must make changes that CASLI makes (i.e. title protection), even if they are not the best fit. In the new model, programs and policies would be made by the AC so that it would be more representative of the local area and members.
- Each AC would have equal representation on the CASLI board, which is not the case as it stands now. Deaf Interpreters would also have a representative.
- Membership fee amount and distribution would be decided by the ACs

Dispute resolution process has been on hold for over a year. CASLI board minutes show that they are receiving complaints but there has been no action towards resolving these. It will still be up to the CASLI board to handle these unresolved disputes.

A meeting with the CASLI board and the ACs did not result in much feedback, but only a few concerns. The first was regarding ACs collecting memberships fees and the increase of responsibility that comes with that. Another was regarding CASLI Code of Ethics and how it would be modified by each AC. Finally, it was stated that CASLI would not disassociate with the ACs but would offer support through the process or the restructuring.

Discussion

It was asked why CCSD and CAD are mentioned as continued partners for CASLI, but not CDSA as sports are an active part of the interpreting community. Tyler responded that in his experience from BC sports are not actively involved in the interpreting politics, but he is willing to reach out to them for feedback.

It was stated that it may be difficult for conflicts to be handled locally as there would be a lack of neutrality when discussed with internal people. Tyler agreed that that when handled at a national level there is more neutrality, however they typically do not have a deep understanding of local problems. There is a working proposal of how complaints can be handled locally, which starts with an informal discussion with a local mediator (picked by the AC), the interpreter and the complainant. Mediators must be interpreters, so they have knowledge of the process. If no one neutral is available, they can bring people in from out of province. The AC knows community best so they could decide who to hire.

It was asked if there is an official committee and timeline. Tyler replied there was an online meeting with the CASLI board, where the concern was brought up that the process was moving too quickly. Discussions were put on hold until some revisions are made. Ideally, the proposal would be approved at the CASLI AGM in the summer of 2020 and the changes would be put in place March 31, 2021. This would allow ACs 7 months to discuss the process with members and make the necessary changes. However, this timeline can be

pushed to vote in the change at the CASLI AGM in the summer of 2022 and changes to be made in March 2023.

No further questions or discussion.

Tyler emphasize that feedback is welcome, and they do not want members to feel pressured to accept these changes as they stand. He can be contacted through email at tylerchurchman@me.com.

Cindy thanked Tyler for his time and explanation today.

2. Welcome, Housekeeping, House Rules and AVLIC President's Message Continued

2.1. The President welcomes and thanks all in attendance.

2.2. Video shown from CASLI President, Wayne Nicholson:

Hello to all at the MAVLI 2020 AGM. I'm here to offer greetings to you and congratulations to your newly elected board or directors.

As you know, MAVLI was founded in 1976 with the goal of promoting high quality interpreting standards and spreading awareness of our profession across your province. The newly elected board will keep as its mainstay this same goal: to ensure the highest standards of interpreting among both hearing and Deaf interpreters in Manitoba.

On behalf of the CASLI board of directors, I'd like to offer our best wishes. We look forward to working with you all.

Wayne Nicholson,

CASLI President

3. Call to Order: 10:10am

4. Approval of the Agenda

4.1. There were no changes or additions to the agenda.

Motion to accept the agenda as disseminated.

Motion: M. Furer **Seconded:** E. Duncan

Carried

5. Business arising from the Minutes.

6. Approval of the Annual General Meeting Minutes - March 9th, 2019.

Motion to accept the minutes as disseminated.

Moved: G. Wiebe **Seconded:** M. Gessner

Carried

7. Executive, Committee, Representative, and Standing Committees’ Reports

- 7.1. President.....Cindy Boscow
- 7.2. Vice President..... Meaghan Gessner
- 7.3. Treasurer..... Monica Furer
- 7.4. Secretary.....Sarah Szalai

Motion to accept the Executive reports as disseminated.

Moved: B. Rutherford **Seconded:** D. Wilson

Carried

- 7.5. Fundraising.....Emily Duncan
- 7.6. MAVLI Education Committee.....Meaghan Gessner
- 7.7. Member-at-large.....Brenda Rutherford
- 7.8. Membership..... Shaina Dumont
- 7.9. Professional Development.....Mandy MacDonald
- 7.10. Public Relations..... Sarah Szalai & Xenia Gallardo
- 7.11. Webmaster.....Anna Salgado
 - 7.11.1. Video shown explaining new website
- 7.12. AEIP Student Representative.....Ali Howorth

Motion to accept the committee reports as disseminated.

Moved: J. Toews **Seconded:** G. Perozuk

Carried

8. Old Business

9. New Business

9.1. Bylaw Change

9.1.1. **MOTION: 2019-1: I move that all occurrences of AVLIC be amended to CASLI and all occurrences of Association of Visual Language Interpreters be amended to Canadian Association of Sign Language Interpreters in the MAVLI bylaws.**

Rationale: Reflect name change made by the national parent association.

Moved: C. Boscow **Seconded:** M. Gessner

No Discussion

Carried

9.1.2. **MOTION: 2019-2: I move that MAVLI bylaw 2.1 (1) ii (ratified 2016) ii) Student Members**

Student membership shall be available only to individuals currently enrolled in an AVLIC-recognized interpreter education program and who have applied and have been accepted for Student membership by the AVLIC board and who have paid such fees as may be set from time to time by the Board. Dual membership in both the Corporation and AVLIC is mandatory.

The term of membership of a Student member shall be annual, subject to renewal in accordance with the policies of AVLIC. First time student members, registering after September 1st of the membership year, will be granted a 50% reduction in fee. Subsequent memberships will be full price.

Student members shall be entitled to receive notice of and attend at meetings of members and will be entitled to one (1) vote.

Be amended to:

ii) Student Members

Student membership shall be available only to individuals currently enrolled in an CASLI-recognized interpreter education program and who have applied and have been accepted for Student membership by the CASLI board and who have paid such fees as may be set from time to time by the Board. Dual membership in both the Corporation and CASLI is mandatory.

Student membership shall also be available to Deaf individuals who enter into agreement with CASLI to meet the criteria for Deaf interpreters within four (4) years and who have paid such fees as may be set from time to time by the Board.

The term of membership of a Student member shall be annual, subject to renewal in accordance with the policies of CASLI. First time student members, registering after September 1st of the membership year, will be granted a 50% reduction in fee. Subsequent memberships will be full price.

Student members shall be entitled to receive notice of and attend at meetings of members and will be entitled to one (1) vote.

Rationale:

New addition to reflect current CASLI student membership criteria requiring student Deaf interpreters to acquire affiliate chapter membership and therefore fulfilling the dual membership requirement.

Moved: C. Boscow

Seconded: M. Gessner

No Discussion

Carried

9.2. Waiving Public Accountant

9.2.1. Motion: MAVLI waives the requirement for a public accountant to review MAVLI's 2020 financials

Rationale:

According to the Government of Canada requirements for financial review of not-for-profit Corporations with annual revenues <\$50,000, MAVLI requires the appointment of a public accountant. However, "members may waive appointment by annual unanimous resolution".

A financial review completed by a public accountant costs MAVLI at least \$1,500 a year, which is a huge expense for our limited annual budget. Waiving appointment of a public accountant will allow MAVLI to hire a skilled accountant from within our community who does not have the certification of PA, such as D. Mondor or D. Momotiuk.

Moved: M. Furer

Seconded: C. Boscow

Discussion:

M. Furer added that the cost would be reduced to about \$50/hour (\$200-400 total). It was asked if MAVLI was audited would we get in trouble for not using a public accountant. M. Furer responded that we would not as we are following the Government of Canada requirements for NFP corporations

Carried (Unanimously)

9.3. Appointing Accountant for 2020 financial review

9.3.1. Motion: Motion to appoint Dianne Mondor to do a review of MAVLI's 2020 financial review.

Moved: G. Perozuk

Seconded: G. Wiebe

Discussion: It was suggested that we alternate between Dianne Mondor and Doug Momotiuk every year. It was also mentioned that we need to vote on this every year, so we can decide what person we would like at that time. M. Furer will check with them if that is a possibility or if they prefer one person does it every year for consistency. It was asked if we should amend the motion to include both names, but it was decided that we need to be clear about which person we are appointing this year, so the motion remained the same.

Carried

9.4. Suzanne St. Yves Award

Award Proposal

Preamble

MAVLI has received a \$5000 bequest from the estate of Suzanne St. Yves. Following discussion by the MAVLI Board, an ad hoc committee was created to develop a proposal for an award to be named in Suzanne's honour.

We propose to deposit the \$5000 in MAVLI's current RRC fund (MAVLI Student Achievement Award) and use the money to give out an additional student award in Suzanne's honour as described below. The value of the prize will be dependent on the return of the investment but will likely be \$200-\$250 per year. A decision not to give out the award in any one year will be at the discretion of MAVLI.

Terms of Reference

Award name:

Suzanne St. Yves Award of Excellence to a Graduating RRC AEIP Student

Criteria:

This award is to be given to a graduating student in their final year of the Red River College American Sign Language-English Interpretation Program who reflects the values Suzanne brought to every aspect of her work in ASL-English interpreting: the highest ethical principles and actions, always striving for excellence, unwavering respect for everyone she interpreted for, especially Deaf community members, and collegiality and friendships within her chosen field. The student selected to receive this award will demonstrate the following qualities in their final year of the AEIP program:

- community involvement in the Deaf and interpreting communities (e.g. volunteer work)
- high academic achievement
- ethical behaviour

Eligible students will not need to apply for the award. A suitable candidate will be chosen by a three-member ad hoc committee selected annually by the MAVLI Board, consisting of at least two MAVLI members and at least one Deaf community member. The committee will invite nominations for the recipient of the award from members of the Deaf and interpreting communities, practicum supervisors, instructors, and fellow students. Nomination letters may be provided in English or ASL and will need to outline qualities such as academic achievement, professionalism, ethics, work ethic, community involvement, etc. Eligible students will be permitted to give out nomination request letters to practicum supervisors and other community members who are familiar with the student's contributions.

The award will be publicly announced in the late spring annually (e.g., at the AEIP Appreciation BBQ) and will be given out at the RRC Creative Arts Ceremony. The inaugural Suzanne St. Yves Award of Excellence will be given out in the spring of 2021.

Motion

Motion to transfer \$5,000, received as a bequest from Suzanne St. Yves' estate, into MAVLI's RRC investment fund in order to establish an award in her name to be paid out annually, the amount depending on the return of investment

Rationale:

MAVLI has received a \$5000 bequest from the estate of Suzanne St. Yves. We propose to deposit the \$5000 in MAVLI's current RRC fund (MAVLI Student Achievement Award) and use the money to give out an additional student award in Suzanne's honour. The value of the prize will be dependent on the return of the investment but will likely be \$200-\$250 per year. A formal award proposal is included in the AGM package.

Moved: M. Furer**Seconded:** S. Szalai**Discussion:**

A concern was raised about what happens if the person who received the award does not continue in the field of interpreting. Members replied that Suzanne was not only an interpreter, but held and valued several other roles in her life so it would still be honouring her in that way. Also, no one can predict what will happen to any given individual in the future. The screening process would ensure that the individual would be an ally and highly involved in the Deaf community.

It was then suggested that maybe the award could be open to anyone (not only students). It was explained that the vice president award is given to someone from the community already. Also, if we were to deposit the money into the RRC account that the award must go to a student.

Membership was also reminded that Suzanne had donated money to other Deaf organizations in our community. This money was donated specifically to MAVLI in order support our association and members.

The reason RRC was chosen is because we know there is a good return on investment. We could use the interest from the money for the award, and therefore not use the principal. This would allow the award to continue for many years. As MAVLI is a non-profit organization it does not look good to keep the funds in our account. However, other options for investment were not investigated, but can be. It was suggested that we could speak to our accountant for ideas on where to invest. It was also brought up that the award does not have to be given right away. After we invest the money, we could let it sit for several years to increase the funds.

MAVLI currently has 1 other award for students at RRC. When we initially invested \$5000, RRC matched those funds. This means we are collecting interest on \$10,000. However, the matching grant from RRC is no longer available for programs. Students may still individually apply for the matching grant if they win an award, but the amount MAVLI invests for an award can no longer be augmented by a matching grant.

It was suggested that the criteria could be changed to include graduating students from ADSP and AEIP or any student who is involved in the Deaf community. It could also be

changed to include Deaf graduating students. It was also suggested that if the motion is passed it would be a good idea to establish a committee to collect more feedback and make changes to the award criteria.

Members would like to acknowledge the current committee who worked on the award and their beautiful work they did and the lovely representation of Suzanne's legacy in the current motion.

It was clarified if we approve the current motion, we can change the criteria later as long as the award goes to a RRC student. Also, we can invest the money at RRC, and take it out at a later date. However, we will lose all the interest made on that money.

The motion was read again, and a vote was taken.

Carried

MOTION:

To establish a committee to decide on criteria for the Suzanne St Yves Award.

Moved: M. Gessner **Seconded:** D. Wilson

No Discussion

Carried

9.5. Travel Policy Update

7.2.4. From time to time MAVLI may see fit to cover travel expenses for a Board member engaged in MAVLI business.

7.2.4.1 A budget for expected travel expenses must be included in the MAVLI annual budget to be approved by membership at the Annual General Meeting.

7.2.4.2 Unexpected travel expenses that may arise must be pre-approved by the Board depending on available funds and the appropriateness of the expenditure.

7.2.4.3 Travel costs to be considered for reimbursement include:

(i) the cost of an economy flight, preferably booked in advance to keep the fees to a minimum (fees for seat selection will not be covered)

(ii) the cost of one checked bag (fees for over-sized and over-weight luggage will not be covered)

(iii) the cost of transfer from home to airport and back, and the cost of transfer from airport to hotel and back. The traveller is expected to select the most cost-effective mode of transfer.

(iv) the cost for appropriately economical accommodations, within a reasonable distance of the scheduled event, for the required number of nights including one night before and one night at the end of the event if needed

(v) if travelling by car, a mileage rate of \$0.45/km up to a maximum equivalent to an economy return flight to the same destination. Gas receipts are not required.

(vi) per diem to cover meal expenses for the days of the scheduled event (unless meals are provided by the event itself) plus travel days, or portion thereof, at the following rates:

	Travel within Canada	International Travel
Breakfast	\$15 CAD	\$20 CAD
Lunch	\$20 CAD	\$25 CAD
Supper	<u>\$30 CAD</u>	<u>\$35 CAD</u>
Totals	\$65 CAD	\$80 CAD

Special requests based on dietary restrictions will be considered on an individual basis.

7.2.4.4 A copy of all travel and accommodation receipts, as well as proof of conference registration, will be required for reimbursement. If claiming a per diem, meal receipts are not required.

7.2.4.5 Cancellation insurance and travel health insurance expenses will not be covered by MAVLI.

7.2.4.6 If the traveller adds personal travel to a MAVLI business trip, or upgrades the mode of travel, all additional costs will be the responsibility of the traveller.

7.2.4.7 Multiple requests for travel will be prioritized by the Board, as the budget may not be able to accommodate all requests for travel in a given budget year.

9.5.1. No discussion or questions. Updates will be included in Travel Policy.

9.6. 2020 Proposed Budget

9.6.1. Motion to approve the 2020 proposed MAVLI Budget as outlined below.

Moved: Monica Furer

Seconded: Erica Trethart

Carried

MAVLI 2020 BUDGET

	Estimated	Actual
Total Income	\$6,100.00	
Total Expenses	\$6,250.00	

Income:

Membership	\$3,000.00	
Fundraising	\$2,000.00	
DVD Sales and MAVLI Merchandise	\$100.00	
MAVLI K-12 PD Day	\$1,000.00	
Subtotal	\$6,100.00	

Expenses:

Annual Insurance Fee	\$860.00	
Accounting Fee	\$1,400.00	
Annual Corporate Return	\$40.00	
MAVLI Board Wind-up (max \$20/person)	\$300.00	
MAVLI AGM (awards, snacks, interpreter honoraria)	\$300.00	
AVLIC 2020 AGM & Conference (Vancouver, B.C.)	\$2,500.00	
Affiliate Memberships (MDA, MCSD, WASLI)	\$200.00	
Post Office Box Annual Fee	\$210.00	
Microsoft Office 365 Software Annual Fee	\$90.00	
Web host, platform and domain	\$290.00	
4M events	\$60.00	
Subtotal	\$6,250.00	

Total (Loss)**(\$150.00)**

No Discussion

Carried

11. Nominations**11.1. Nominations for Vice President:**11.1.1. **Meaghan Gessner** (Nominated by) E. Trethart

11.1.2. Motion to accept the nomination for Vice President.

Seconded: X. Gallardo**Carried**

Meaghan Gessner is declared Vice President by acclamation.

11.2. Nominations for Secretary:11.2.1. **Sarah Szalai** (Nominated by) C. Castellano-Sinclair

11.2.2. Motion to accept the nomination for Secretary.

Seconded: S. Graham**Carried**

Sarah Szalai is declared Secretary by acclamation.

11.3. Nominations for Member-at-large:**11.3.1. Tess Rogowski** (Nominated by) S. Szalai**11.3.2.** Motion to accept the nomination for Member-at-large.**Seconded:** J. Toews**Carried**

Tessa Rogowski is declared Member-at-large by acclamation.

11.4. Nominations for Membership:**11.4.1. Emma Drury** (Nominated by) S. Dumont**11.4.2.** Motion to accept the nomination for Membership.**Seconded:** M. Furer**Carried**

Emma Drury is declared Membership by acclamation.

11.5. Nominations for Professional Development:**11.5.1. Sheryl LaVallee and Dawn-Marie Wilson** (Nominated by) M. MacDonald**Seconded:** M. Gessner**11.5.2. Jennifer Towes** (Nominated by) M. Furer**Seconded:** C. Boscow

Decision went to a vote by secret ballot.

Vote Sheryl LaVallee and Dawn-Marie Wilson are declared Professional Development by majority vote**11.6. Nominations for Public Relations:****11.6.1. Shelby Graham and Jordan Wynychuk** (Nominated by) S. Szalai**11.6.2.** Motion to accept the nomination for Professional Development**Seconded:** B. Muirhead**Carried**

Shelby Graham and Jordan Wynychuk are declared Public Relations by acclamation

Motion:

To destroy the ballots for professional development vote.

Moved: H. Demers **Seconded:** G. Perozuk**Carried**

Nominations were closed.

12. Appreciation and Acknowledgements:**12.1. MAVLI Student Achievement Award**

We typically announce in June, but membership is usually not aware of the winner.

We thought it would be nice to announce at the AGM with a bigger audience.

There were 2 applicants this year. The committee reviewed each application to see who was the best fit and it was a close race this year.

The recipient this year is highly involved in the interpreting, Deaf and Deaf-Blind communities. They have excelled in their academic achievements, with a GPA over 4.0. They are a strong ally and is always willing to lend a hand.

The winner this year is Miranda Murphy. Unfortunately, she is not able to attend today, but her mentor, Sarah Szalai accepted on her behalf.

12.2. Vice-President Award:

The Vice-President Award acknowledges a member whose actions have benefited MAVLI. Meaghan Gessner presented the honours:

The recipient this year is on several sub committees and is always willing to help. The winner is Terry Janzen.

11.2. President Award:

The President Award acknowledges a board member and their contributions during the past year. Cindy Boscow presented the honours:

Several people on the board were deserving this year and therefore there are two recipients.

The first person has been involved in the board off and on for many years. Always gives amazing feedback and a unique perspective in discussions. The winner this year is Brenda Rutherford.

The second recipient (but not second place) is always willing to help and offers assistance when others are busy. They are involved in several committees. She completes tasks before we can ask her and predicts the needs of the board. The other winner this year is Sarah Szalai.

13. Confirmation of Acts

13.1. Motion: I, as President, move that all acts, contracts, bylaws, proceedings, appointments, elections and payments enacted, made done or taken by the Directors and Officers of the Manitoba Association of Visual Language Interpreters for the last 1-year term and the same as set out or referred to in the minutes of the Board of Directors or in Financial Statements submitted to this meeting be hereby approved and affirmed.

Moved: C. Boscow **Seconded:** G. Wiebe
Carried

14. Announcements:

14.1. Please take a look at Suzanne's Closet. There are some clothes left. Once students have taken a look everyone is welcome to look. The clothes will stay at Red River College for one week and then the remaining clothing will be donated.

- 14.2. AVLIC conference is in Vancouver, BC, and the CASLI re-envision will be a hot topic. If there are any comments or feedback, please let us know. Also, please make sure to vote or send in a proxy regardless if you are planning to attend or not.
- 14.3. It was asked if there had been any discussion about a name change for MAVLI because of the AVLIC name change. Cindy responded that it is an important discussion and could be brought up by a member to put on next year's AGM agenda.

15. Thank-you

- 15.1. Thank you to the student interpreters and their support interpreter for providing the whisper interpreting.
- 15.2. Thank you for all who came in early to set up the room. We would appreciate some help in cleaning up the space as well.
- 15.3. Thank you to the members who took time to be here today.
- 15.4. Please help yourself to any food leftover.
- 15.5. The door prize was won by Dawn-Marie Wilson.

16. C. Boscow moves for adjournment at 12:24pm



Manitoba Association of
Visual Language Interpreters
Annual General Meeting
March 13th, 2021

Section Seven

Appendix


**Manitoba Association of Visual Language Interpreters Inc.
Statement of Financial Position
(Unaudited)**

	<u>December 31</u>	
	<u>2020</u>	<u>2019</u>
Current assets		
Cash	\$ 27,486	\$ 28,165
Accounts receivable	<u>120</u>	<u>23</u>
	<u>\$ 27,605</u>	<u>\$ 28,188</u>
 Current liabilities		
Payables and accruals	\$ 340	\$2,648
 Net Assets	<u>27,265</u>	<u>25,540</u>
	<u>\$ 27,605</u>	<u>\$ 28,188</u>

APPROVED BY THE BOARD

 <hr style="width: 100%;"/> (MAVLI Treasurer)	 <hr style="width: 100%;"/> (Mavli President)
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REVIEWED BY :



 (Dianne Mondor, accountant)

Manitoba Association of Visual Language Interpreters Inc.
Statement of Operations and Changes in Net Assets
(Unaudited)

	<u>Year ended December 31</u>	
	<u>2020</u>	<u>2019</u>
Revenue:		
Membership	\$ 3,393	\$ 2,321.00
Fundraising	174	1,717
Donations	-	5,000
Workshops	-	3,122
Public relations	-	146
Miscellaneous/recovery revenue	<u>1,431</u>	<u>-</u>
	\$ 4,998	\$ 12,306
Expenditures:		
Accounting and legal	\$ 315	\$ 1,727
Insurance	801	857
Conference	-	35
Donations	25	1,000
Fundraising	25	440
Interest and bank charges	29	-
Memberships	337	187
Office and administration	1,108	1,016
Travel	632	-
Workshops	-	2,277
	<u>\$ 3,272</u>	<u>\$ 7,539</u>
Excess (deficiency) of revenues over expenditures	<u>\$ 1,725</u>	<u>\$ 4,767</u>
<hr/>		
Net assets		
Net assets, begin of year	\$ 25,540	\$ 20,773
Excess (deficiency) of revenues	<u>1,725</u>	<u>4,767</u>
Net assets, end of year	<u>\$ 27,265</u>	<u>\$ 25,540</u>

Manitoba Association of Visual Language Interpreters Inc.
Statement of Cash Flows
(Unaudited)

	Year ended December 31	
	2020	2019
Cash derived from (applied to):		
Operating		
Excess (deficiency) of revenues over expenditures	\$ 1,725	\$4,767
Change in non-cash operating working capital items		
Accounts receivable	(97)	(4)
Payables and accruals	(2,308)	5
Net increase (decrease) in cash	\$ (679)	\$4,768
Cash on hand		
Beginning of year	28,165	23,397
End of year	<u>\$ 27,486</u>	<u>\$ 28,165</u>

Note: RRC Investment Fund (MAVLI Student Achievement Award):

The Association established an Investment Fund to be held in perpetuity at Red River College. As of December 31, 2020, the value of the fund is \$11,202.16 (2019 - \$11,380).