



Manitoba Association of Visual Language Interpreters
Annual General Meeting
March 9th, 2024
Zoom
9:00am – 12:00pm

Annual General Meeting Package 2024

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Manitoba Association of Visual Language Interpreters
Annual General Meeting
March 9th, 2024

Section One

Agenda

Agenda

1. Land Acknowledgement

We recognize that the Manitoba Association of Visual Language Interpreters is located on Treaty 1 Territory and our members are active on the Territories of Treaty 1, 2, 3, 4 and 5; the original lands of the Anishinaabe, Cree, Oji-Cree, Dakota and Dene peoples, and the homeland of the Metis Nation.

We honour the history and knowledge of the original keepers of this land. We acknowledge the harms caused by colonization and recognize that this harm has influenced our practices as a profession. In our focus on working with members of a marginalized community, the Deaf and Hard of Hearing, we have often neglected the unique experiences of Indigenous peoples. We are dedicated to a spirit of reconciliation and partnership; we commit to learning and growth. We thank those who have taken the time to teach us.

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

3. Call to Order

4. Approval of the Agenda

5. Business arising from the minutes

6. Approval of the Annual General Meeting Minutes from March 4th, 2023

7. Executive, Committee, and Representative Reports

- | | | |
|-------|--|---|
| 7.1. | President..... | Meaghan Gessner |
| 7.2. | Vice President..... | Erica Trethart |
| 7.3. | Treasurer..... | Monica Furer |
| 7.4. | Secretary..... | Sarah Szalai |
| 7.5. | Fundraising..... | Position Vacant |
| 7.6. | MAVLI Education Committee..... | Shannon Graham, Kristen Hunt |
| 7.7. | Member-at-large..... | Jenn Horvath |
| 7.8. | Membership..... | Emma Drury |
| 7.9. | Professional Development..... | Sheryl LaVallee, Dawn-Marie Wilson, Meg Toews |
| 7.10. | Public Relations..... | Miranda Murphy, Mariette Koop |
| 7.11. | Digital Media Coordinator..... | Amar Schiwietz |
| 7.12. | AEIP Student Representative..... | Shayna Hoggarth |
| 7.13. | Diversity, Equity, Inclusion and Belonging (DEIB) Committee..... | Dawn-Marie Wilson |

8. Old Business**9. New Business**

- 9.1. Waiving Public Accountant
- 9.2. Appointing Accountant for 2024 Financial Review
- 9.3. Proposed 2024 Budget
- 9.4. Fee Grid
- 9.5. Amber Galloway Workshop
- 9.6. Bylaw Revisions

10. Nominations

- | | |
|--------------------------------|-------------|
| 10.1. Vice President | 2024 – 2026 |
| 10.2. Secretary | 2024 – 2026 |
| 10.3. Fundraising | 2023 – 2025 |
| 10.4. Member-at-large | 2024 – 2026 |
| 10.5. Membership | 2024 – 2026 |
| 10.6. Professional Development | 2024 – 2026 |
| 10.7. Public Relations | 2024 – 2026 |

11. Appreciation and Acknowledgements**11.1. 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.

11.2. Vice President Award

The Vice President Award acknowledges a member whose actions have benefitted MAVLI. The Vice President will present the honour.

11.3. President Award

The President Award acknowledges a board member and their contributions. The President will present the honour.

12. Confirmation of Acts

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.

13. Announcements**14. Adjournment**



Manitoba Association of Visual Language Interpreters
Annual General Meeting
March 9th, 2024

Section Two

Executive, Committee, and Representative Reports

7. Executive, Committee Representative, and Committee Reports

7.1. President

Meaghan Gessner Annual Report

Activities to Date:

- 7.1.1.** Met with the Vice-President, Erica Trethart, to prepare for the MAVLI AGM. Was unable to attend due to a last-minute family emergency.
 - 7.1.1.1. Selected the President and Vice-President Awards prior to the AGM.
 - 7.1.1.2. Read through and provided edits for the MAVLI AGM minutes to be distributed to membership.
 - 7.1.1.3. Helped secure interpreters for the AGM.
 - 7.1.1.4. Purchased and mailed out gift card as a thank you to Emma Drury for being willing to interpret the AGM.
 - 7.1.1.5. Purchased and mailed out President and Vice-President Certificates and awards to the 2 recipients.
 - 7.1.1.5.1. Receipts provided to Monica Furer, MAVLI Treasurer, for the above.
 - 7.1.1.6. Followed up with CASLI President as to why no CASLI representative attended the MAVLI AGM.
- 7.1.2.** Attended and chaired monthly board meetings.
- 7.1.3.** Corresponded with MAVLI Board Members, as necessary.
- 7.1.4.** Wrote 2023-2024 Welcome Letter and submitted to CASLI.
- 7.1.5.** Responded to school divisions regarding the hiring of ASL-English interpreters in their schools.
- 7.1.6.** Attended CASLI AC President Meetings, March 21, April 18 and May 23.
 - 7.1.6.1. Contacted AC Presidents through the year regarding various concerns with CASLI.
- 7.1.7.** Contacted CASLI President and Executive Director regarding the 5 committee updates. Response was to wait for the CASLI AGM package.
- 7.1.8.** Met with Monica Furer to sign the Letter of Authorization for PayPal.
- 7.1.9.** Corresponded with Mandy MacDonald regarding AEIP students interpreting board meetings.
- 7.1.10.** Met with representatives from ECCOE and Sorenson regarding grants for pro bono interpreting.
- 7.1.11.** Met with MEC to help confirm plans for K-12 PD Day.
- 7.1.12.** Attended MAVLI K-12 PD Day, Oct 20, 2023.
- 7.1.13.** Connected with Mandy MacDonald about 4M events (MAVLI will receive \$25 from the recent 4M event [Cribbage and Hearts Tournament]).
- 7.1.14.** Corresponded with ASLIA regarding their 'fee grid' they have been tasked to complete.
- 7.1.15.** Read through MAVLI revised bylaws.

- 7.1.16. Read through President Policies and Procedures manual and provided edits.
- 7.1.17. Composed emails with MAVLI Vice-President to send to membership regarding the CASLI AGM.
 - 7.1.17.1. Read reports from CASLI in preparation for the AGM on Nov. 29, 2023.
 - 7.1.17.2. Contacted CASLI IT to make sure that MAVLI Vice-President has access to vote on behalf of MAVLI during the AGM.
- 7.1.18. Attended MAVLI SHIFT sessions, when available.

Ongoing Activities:

- 7.1.19. Prepare monthly board reports.
- 7.1.20. Review monthly board minutes and reports.
- 7.1.21. Respond to member and non-member inquiries.
- 7.1.22. Correspond with interested parties about current/prospective MAVLI Awards.
- 7.1.23. Support MAVLI board members, as needed.

Future Initiatives:

- 7.1.24. Participate in CASLI board meetings, as scheduled.
- 7.1.25. Go to TD Bank to set up pre-authorization for the MAVLI Credit Card with M. Furer.
- 7.1.26. Help support the planning of the next Magic of ASL with MCSD.
- 7.1.27. Attend AEIP Appreciation BBQ, March 1, 2024.
- 7.1.28. Attend scheduled MAVLI SHIFT sessions, if available.
- 7.1.29. Attend the AEIP Advisory Board meetings, as scheduled.
- 7.1.30. Attend Anti-Racism Training session with the new elected board members.

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| 7.2. Vice-President |
|----------------------------|

**Erica Trethart
Annual Report**

Activities to Date:

- 7.2.1. Attended CASLI AC President Meeting January 13 and February 21.
- 7.2.2. Attended MAVLI Windup Dinner/meeting on February 8.
- 7.2.3. Helped secure interpreters for MAVLI AGM.
- 7.2.4. Met with MAVLI Executive to confirm plans for the MAVLI AGM.
- 7.2.5. Met with Meaghan Gessner, MAVLI President, to make arrangements to chair the MAVLI AGM on her behalf due to family emergency.
- 7.2.6. Chaired the MAVLI AGM.
- 7.2.7. Attended monthly board meetings.
- 7.2.8. Responded with feedback for the K-12 PD Day survey.
- 7.2.9. Chaired September board meeting as Meaghan Gessner was unable to attend.
- 7.2.10. Read the Vice President section of the MAVLI Policies and Procedures manual and sent my questions and feedback to the executive. It was decided that it would be discussed at the next meeting.

- 7.2.11. Attended MAVLI SHIFT PD session on September 19th regarding social media.
- 7.2.12. Read the DEIB Terms of Reference and Bylaws and sent feedback to Dawn-Marie Wilson (DEIB Chairperson).
- 7.2.13. Supported MEC in planning the upcoming MTS PD Day.
- 7.2.14. Attended MAVLI SHIFT PD session on November 6th.
- 7.2.15. Attended the ASL & Deaf Studies Program and AEIP Advisory Committee Meeting on November 20th at RRC. Quorum was not met, but we proceeded with the meeting minus any motions or voting.
 - 7.2.15.1. Received updates from Cheryle Broszeit regarding programming at RRC. We were reminded that when the program does start, it will take 3 years before we have interpreters graduate, which means Spring of 2028 at the earliest.
- 7.2.16. Collected proxies for the CASLI AGM.
- 7.2.17. Attended with CASLI AGM virtually on November 29th at 7pm. Quorum was not met so the meeting was cancelled.

Ongoing Activities:

- 7.2.18. Prepare monthly board reports.
- 7.2.19. Review monthly board minutes and reports.
- 7.2.20. Attend monthly board meetings.
- 7.2.21. Check email account and respond accordingly.

Future Initiatives:

- 7.2.22. Support PD with planning the upcoming music workshop.

7.3. Treasurer

Monica Furer
Annual Report

Activities to Date:

- 7.3.1. Filed 2022 GST Return.
- 7.3.2. Prepared and filed MAVLI's 2022 Income Tax Return.
- 7.3.3. Filed 2022 NPO Information Return.
- 7.3.4. Filed and paid for renewal of MAVLI's business name with MB Companies Office.
- 7.3.5. Filed MAVLI's 2023 Annual Corporate Return.
- 7.3.6. Renewed MDA affiliate membership.
- 7.3.7. Reviewed Policies and Procedure manual and sent edits to secretary.
- 7.3.8. Reviewed draft DEIB Terms of Reference and draft MAVLI Bylaws revision and sent feedback to Dawn-Marie Wilson.
- 7.3.9. Renewed and paid MAVLI Board insurance.
- 7.3.10. Sent MAVLI logo and MAVLI website link to DRC to be added to their website.
- 7.3.11. Reviewed RRC annual fund report and requested clarification on new format.
 - 7.3.11.1. Meeting booked to review details on January 17, 2024.

7.3.12. Renewed P.O. Box in Osborne Village.

7.3.13. Prepared the 2023 year-end financial statement and 2024 Budget.

7.3.14. Delivered the 2023 financials to Dianne Mondor for review.

Ongoing Activities:

7.3.15. Maintain financial records and create monthly financial reports.

7.3.16. Review, reconcile and save monthly bank, PayPal and Visa statements.

7.3.17. Pay expenses and make deposits in a timely fashion.

7.3.18. Issue workshop registration receipts when requested.

7.3.19. Empty mailbox regularly.

7.3.20. Ensure GST is collected for sale of merchandise and workshop registration fees.

Future Initiatives:

7.3.21. File 2023 GST Return, Income Tax Return and NPO Return.

7.3.22. Look into possibility of accepting payment for workshop registration via credit card through MAVLI's PayPal account (without requiring payee to have a PayPal account).

**MAVLI Financial Statement
December 31, 2022 - December 31, 2023**

Opening Bank Balance as of Dec 31, 2022 **\$15,135.16**

Balance adjustment for 2022 AP/AR

GST Refund \$65.45

Domain Maintenance (Go Daddy) -\$70.58

Website Renewal (Weebly) -\$88.20

Accounting Fee -\$275.00

Adjusted Opening Balance as of Dec 31, 2022 **\$14,766.83**

Income 2023:

| | |
|--|-------------------|
| Membership | \$3,106.59 |
| Fundraising | \$0.00 |
| DVD Sales and MAVLI Merchandise | \$0.00 |
| Professional Development | \$54.55 |
| MAVLI K-12 PD Day (under MEC portfolio) | \$1,874.89 |
| Donations | \$0.00 |
| Miscellaneous/Recovery (savings account interest, visa cash back credit, GST refund) | \$341.28 |
| Subtotal | \$5,377.31 |

Expenses 2023:

| | |
|---|-------------------|
| Board Insurance Fee | \$1,028.27 |
| Accounting | \$275.00 |
| Office expenses (Webhost/Zoom/PO Box/Domain maintenance/Website renewal/MS Office subscription) | \$908.73 |
| Additional Admin Fees (Corp return/Business name renewal) | \$100.00 |
| CASLI AGM | \$0 |
| MAVLI AGM | \$160.00 |
| Affiliate memberships to other organizations | \$60.00 |
| Donations/Community support (1 st National Indigenous Deaf Cultural Gathering) | \$100.00 |
| SSY Award | \$0.00 |
| Fundraising expenses | \$0.00 |
| Professional development expenses | \$62.50 |
| MAVLI K-12 PD Day expenses (under MEC portfolio) | \$524.66 |
| Public Relations | \$116.63 |
| Special projects (DEIB) | \$2,625.00 |
| Miscellaneous (board wind-up) | \$217.22 |
| Subtotal | \$6,178.01 |

Net Profit in 2023**-\$800.70****Balance as of Dec 31, 2023****\$13,966.13**

Note: Actual Bank Balance on Dec 31, 2023 is \$13, 554.16 because the AR/AP below have not yet processed through the account

Accounts Receivable for 2023:

| | |
|--|-----------------|
| 2023 GST Refund | \$198.46 |
| 2023 Interest from savings account | \$24.31 |
| Remaining 2021 interest from savings account | \$1.66 |
| Interest from GICs as of Dec 31, 2024 | \$100.05 |
| Membership dues Jun-Dec 2023 | <u>\$441.47</u> |
| Total | \$765.95 |

Accounts Payable for 2023:

| | |
|---|-----------------|
| Domain Maintenance (GoDaddy) | \$78.98 |
| Accounting Fees for 2023 Financial Review | <u>\$275.00</u> |
| Total | \$353.98 |

Additional Assets:**MAVLI Savings Account:**

| | |
|---|-------------------|
| Opening Balance as of Dec 31, 2022 | \$1,010.19 |
| 2022 Interest transferred to chequing account | -\$8.53 |
| Interest Credit | <u>\$24.31</u> |
| Bank Balance as of Dec 31, 2023 | \$1,025.97 |

GICs: purchased Mar 4, 2021

| | |
|---|--------------------|
| 3-year Canadian Banks GIC with SSY funds | \$4,000.00 |
| Gain as of Dec 31, 2023 | \$33.35 |
| 3-year Canadian Banks GIC with conference funds | \$8,000.00 |
| Gain as of Dec 31, 2023 | <u>\$66.70</u> |
| Total GICs | \$12,100.05 |

MAVLI PayPal Account:

| | |
|--|----------------|
| PayPal Balance as of Dec 31, 2022 | \$0.00 |
| MAVLI K-12 PD Day income | \$275.00 |
| PayPal fees for K-12 W/S | -\$10.11 |
| Transfer of funds to chequing account | -\$264.89 |
| PD workshop (SHIFT) income | \$5.00 |
| PayPal fees for SHIFT W/S | -\$0.45 |
| Transfer of funds to chequing account | <u>-\$4.55</u> |
| PayPal Balance as of Dec 31, 2023 | \$0.00 |

RRC Investment (MAVLI Student Achievement Award):

| | |
|-------------------------------------|--------------------|
| Balance as of March 31, 2022 | \$11,231.65 |
| Disbursement (AEIP Award) Apr 2022 | -\$500.00 |
| Gain Apr 1, 2022 | <u>\$159.50</u> |
| Balance as of March 31, 2023 | \$10,891.15 |

Note: MAVLI still has a flight credit for a cancelled flight (due to pandemic) for CASLI 2020 May 14, 2020 West Jet Flight Credit \$632.36

Additional Liabilities: Nil

M.A.V.L.I. 2023 Itemized Financial Report by Portfolio

| | Income | Expense | Net Profit (Loss) |
|------------------------|---------------|----------------|--------------------------|
| Membership | | | |
| Jan 1 – June 13, 2023 | \$2,665.12 | | |
| June 14 – Dec 31, 2023 | \$441.47 | | |
| Subtotal | | | \$3,106.59 |

| | | | |
|--------------------|--|--|---------------|
| Fundraising | | | |
| Subtotal | | | \$0.00 |

| | | | |
|--|---------|---------|---------------|
| Professional Development | | | |
| Workshop registration | \$55.00 | | |
| Presenter Honorarium (GC + activation fee) | | \$55.00 | |
| PayPal fees | | \$0.45 | |
| EFT fees | | \$7.50 | |
| Subtotal | \$55.00 | \$62.95 | \$7.95 |

| | | | |
|--|------------|----------|-------------------|
| MAVLI Education Committee (MEC) | | | |
| K-12 PD Day registration | \$1,745.00 | | |
| Lunch income | \$140.00 | | |
| Lunch/snack/supplies expenses | | \$235.91 | |
| Presenter/interpreter honoraria | | \$275.00 | |
| PayPal fees | | \$10.11 | |
| EFT fees | | \$13.75 | |
| Subtotal | \$1,885.00 | \$534.77 | \$1,350.23 |

| | | | |
|------------------------------|--|----------|-----------------|
| Public Relations (PR) | | | |
| April PR event expense | | \$116.63 | |
| Subtotal | | | \$116.63 |

| | | | |
|--------------------------------------|--|----------|-----------------|
| MAVLI AGM | | | |
| awards/interpreter honorarium/stamps | | \$160.00 | |
| Subtotal | | | \$160.00 |

| Administration Fees | | | |
|----------------------------|----------|------------|-------------------|
| Accounting fee | | \$275.00 | |
| Board Insurance | | \$1,028.27 | |
| Annual Corporate Return | | \$40.00 | |
| Business name renewal | | \$60.00 | |
| GST Refund | \$198.46 | | |
| Subtotal | \$198.46 | \$1,403.27 | \$1,204.81 |

| Office Expenses | | | |
|----------------------------------|--|----------|-----------------|
| Domain maintenance fee (GoDaddy) | | \$78.98 | |
| Website Hosting fee (DreamHost) | | \$214.87 | |
| Website renewal (Weebly) | | \$88.20 | |
| Zoom annual registration | | \$224.00 | |
| Post Office Box fee | | \$214.20 | |
| MS Office subscription | | \$88.48 | |
| Subtotal | | \$908.73 | \$908.73 |

| Community Support | | | |
|--|--|----------|-----------------|
| Donation (1st National Indigenous Deaf Cultural Gathering) | | \$100.00 | |
| SSY Award | | \$0.00 | |
| MDA affiliate membership | | \$60.00 | |
| MCSO affiliate membership fee | | \$0.00 | |
| Subtotal | | \$160.00 | \$160.00 |

| Special project: DEIB | | | |
|-----------------------------------|------------|------------|-----------------|
| Carry-over from 2022 (GIC cashed) | \$2,007.50 | | |
| Equitable Solutions | | \$2,625.00 | |
| Subtotal | | | \$617.50 |

| Miscellaneous | | | |
|---|---------|--|--|
| Visa credits | \$8.27 | | |
| Residual savings account interest from 2021 | \$1.66 | | |
| 2022 Savings account interest | \$8.53 | | |
| 2023 Savings account interest | \$24.31 | | |

| | | | |
|---------------------------------|----------|----------|----------------|
| GIC interest as of Dec 31, 2023 | \$100.05 | | |
| MAVLI Board Wind-up | | \$217.22 | |
| Subtotal | \$142.82 | | \$74.40 |

7.4. Secretary

**Sarah Szalai
Annual Report**

Activities to Date:

- 7.4.1.** Attended MAVLI’s AGM on March 4, 2023.
 - 7.4.1.1. Recorded AGM minutes.
 - 7.4.1.2. Managed Zoom account during meeting.
 - 7.4.1.3. Sent the AGM minutes to the membership.
- 7.4.2.** Attended board meetings, created agendas, composed minutes, emailed minutes to board members and uploaded minutes to Dropbox.
- 7.4.3.** Managed MAVLI’s Zoom account for board meetings, workshops and events.
- 7.4.4.** Sent out monthly reminders to board members for meetings and requested agenda submissions.
- 7.4.5.** Sent out all job advertisements and announcements to the membership.
- 7.4.6.** Ensured all board members had access to MAVLI email, Zoom and Dropbox accounts.
- 7.4.7.** Attended the MAVLI SHIFT Sessions on June 5, September 19, and November 6.
- 7.4.8.** Reviewed and updated MAVLI’s Policies and Procedures Manual.
- 7.4.9.** Prepared the 2024 AGM Package.

Ongoing Activities:

- 7.4.10.** Send out reminders for board meetings, request for submissions, create agendas and arrange meeting space or Zoom meeting link.
- 7.4.11.** Compose meeting minutes, send to board members and upload to the Dropbox account.
- 7.4.12.** Create and upload monthly board report to Dropbox.
- 7.4.13.** Review all board reports prior to the board meeting.
- 7.4.14.** Communicate job opportunities and announcements to the MAVLI membership.
- 7.4.15.** Maintain the MAVLI membership email contact list.

Future Initiatives:

- 7.4.16.** Prepare the 2025 MAVLI AGM package.

7.5. Fundraising

Position Vacant

7.6. MAVLI Education Committee**Shannon Graham and Kristen Hunt
Annual Report****Activities to Date:**

- 7.6.1.** Attended MAVLI AGM on March 4th, 2023, via Zoom.
- 7.6.2.** Shannon attended SHIFT sessions regularly.
- 7.6.3.** Communicated with the board about expectations of role and positions as new members to the MAVLI board.
- 7.6.4.** Created survey to send out the K-12 interpreters/signing EAs for ideas about topics for MAVLI MTS PD Day in October 2023.
 - 7.6.4.1. Sent survey to Erica Trethart for feedback.
 - 7.6.4.2. Sent completed survey to Meaghan Gessner to distribute to all K-12 interpreters and signing EAs.
- 7.6.5.** Emailed Sarah Rabu about staff interest in attending MAVLI's MTS PD Day as well as interest in hosting a workshop/presentation.
- 7.6.6.** Reached out to various Deaf organizations and individuals about interest in participating in MAVLI MTS PD Day.
 - 7.6.6.1. These presenters all fell through and were not available to attend.
- 7.6.7.** Hosted a successful MAVLI MTS PD Day on October 20th, 2023.
 - 7.6.7.1. Communicated regularly with Meaghan Gessner and Erica Trethart about plans, resources, and asked for feedback about MAVLI MTS PD Day.
 - 7.6.7.2. Secured presenters from Klinik, as well as Rita Bomak and Laurie Zimmer-Plett.
 - 7.6.7.3. Secured interpretation through Mandy MacDonald and discussed the possibility of the practicum students interpreting.
 - 7.6.7.4. Created and distributed a "Save the Date" followed by a formal flyer with registration information which was distributed through various channels.
 - 7.6.7.5. Secured a location at a community center to host MAVLI MTS PD Day.
 - 7.6.7.6. Created a Zoom link to distribute closer to the day of for those who could not attend in person and arranged for Amar to help with the technology on October 20th.
 - 7.6.7.7. Created an agenda and gathered preparation materials which were distributed to the interpreting team.
 - 7.6.7.8. Created an evaluation from which was printed for those in person and emailed to those joining virtually.
 - 7.6.7.9. Created a Google Form to collect registration information and created a separate Google Form to collect information for those who wanted to purchase lunch.
 - 7.6.7.10. Created a budget for food, snacks, coffee, and supplies.
 - 7.6.7.11. Purchased the food, snacks, coffee, and other supplies for the actual MAVLI MTS PD Day.
 - 7.6.7.12. Collected registration fees through e-transfer, cash or cheque.

- 7.6.7.13. Monica sent receipts to those who requested them via email and paper receipts were written for those who requested them in-person.
- 7.6.7.14. Collected feedback forms from those in person as well as those who attended virtually and sent to Meaghan Gessner and Erica Trethart.
- 7.6.7.15. Collected all receipts and financial information and sent to Monica Furer.
- 7.6.7.16. Purchased and gave out honorariums to presenters, interpreters, and technology support (total \$275).
- 7.6.7.17. Income from registration was 10 MAVLI members at \$35 each (\$350), 31 non-MAVLI members at \$45 each (\$1395), income from pizza lunch (\$140).
- 7.6.7.18. Expenses from honorariums (\$275), food, coffee, and lunch (\$235.91), bank fees (\$13.75), PayPal fees (\$10.11).
- 7.6.7.19. **Total net profit \$1350.23 (Income: \$1885 – Expenses: \$534.77)**
- 7.6.8.** Attended regular monthly board meetings and submitted monthly reports.

Ongoing Activities:

- 7.6.9.** Research and plan topics for MAVLI MTS PD Day based on feedback from this year's PD Day in October 2023.
- 7.6.10.** Attend MAVLI board meetings.

Future Initiatives:

- 7.6.11.** Plan MAVLI MTS PD Day for October 2024.
- 7.6.12.** Continue to support MAVLI board.

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| 7.7. Member-at-large |
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**Jenn Horvath
Annual Report**

Activities to Date:

- 7.7.1.** Attended monthly board meetings.
- 7.7.2.** Ran nominations for MAVLI AGM.
- 7.7.3.** Attended Mental Health Conference Planning meetings as MAVLI representative.
- 7.7.4.** Attended CASLI AGM.
- 7.7.5.** Monitored CASLI emails for pressing information for MAVLI members.

Ongoing Activities:

- 7.7.6.** Attend PD opportunities hosted by MAVLI.
- 7.7.7.** Accept duties assigned by the President and Board of Directors.
- 7.7.8.** Support Board of Directors as needed.

Future Initiatives:

- 7.7.9.** Selection committee for AEIP Bursary.

7.8. Membership**Emma Drury
Annual Report****Activities to Date:**

- 7.8.1. Maintained a current membership list throughout the year.
- 7.8.2. Corresponded with CASLI Administrator regarding new memberships, exemptions, and other requests.
- 7.8.3. Presented to the graduating AEIP students regarding changes in their membership after graduation.
- 7.8.4. Attended the 2023 MAVLI AGM.
- 7.8.5. Attended MAVLI events and workshops through the year.

Membership Statistics as of January 17th, 2024

Active: 91
Student: 3
Exempt: 0
Subscriber: 0
Total: 94

Ongoing Activities:

- 7.8.6. Remain in contact with CASLI regarding MAVLI's membership.
- 7.8.7. Maintain an up-to-date membership list throughout the year.
- 7.8.8. Assist new members with membership process requests.
- 7.8.9. Respond to various membership related requests.

Future Initiatives:

- 7.8.10. Request a current membership list from CASLI before AGM.
- 7.8.11. Make new voting cards, prior to the AGM, as necessary.
- 7.8.12. Annually visit the 2nd year AEIP students, during March, to outline the "upgrading to active member" process.
- 7.8.13. Request RRC Coordinator to send a list of graduating AEIP students to CASLI before their final day of instruction.

7.9. Professional Development**Sheryl LaVallee, Dawn-Marie Wilson, and Meg Toews
Annual Report****Activities to Date:**

- 7.9.1. Attended MAVLI AGM on March 4th, 2023.
- 7.9.2. Attended MAVLI monthly board meetings.

7.9.2.1. Provided monthly board reports.

7.9.3. Hosted 5 SHIFT Sessions on: ASL Vocab (April 26th) hosted by Laurie Zimmer-Plett, (\$5 registration, \$80 paid to presenter), Religious & Faith-based interpreting (June 5th), Social Media: personal expression vs. maintaining professionalism (Sept 19th), Performing Arts (November 6th), Reciprocity (December 5th)

7.9.4. Music Workshop dates have been set with Amber Galloway for summer of 2024.

Ongoing Activities:

7.9.5. Planning upcoming SHIFT sessions to be held every 6-8 weeks for the duration of our term.

7.9.6. Next Events: Trivia Night (March 20th), SHIFT Session (February 21st) on the topic: Taking Assignments that Scare You.

7.9.7. Planning logistics for three-day Music Workshop this summer with Amber Galloway.

7.9.7.1. Looking into grant and fundraising opportunities to help with Music Workshop funding.

7.9.8. Check PD email regularly and correspond accordingly.

7.9.9. Attending board meetings.

7.9.10. Correspondence with Nikki Jeanson who has volunteered to help with some of our recent initiatives.

Future Initiatives:

7.9.11. MAVLI representatives to form committee for Music Workshop planning and fundraising.

| |
|-------------------------------|
| 7.10. Public Relations |
|-------------------------------|

**Miranda Murphy and Mariette Koop
Annual Report**

Activities to Date:

7.10.1. Hosted ASL Pool Night at the Hanger.

7.10.2. Reviewed emails and past board reports.

7.10.3. Attended MAVLI PD SHIFT sessions.

7.10.4. Contacted Treasurer for PR Billiards night refund – refund received.

7.10.5. Emailed movie theatres for inquiry of open caption availability/reservations.

7.10.6. Met to discuss mentorship group night dates.

7.10.7. Created Mentorship Groups.

7.10.7.1. Created a new Google Forum with a fillable link.

7.10.7.2. Sent out to membership.

7.10.7.3. Created groups.

7.10.7.4. Emailed for save the dates/reminders for mentorship night.

7.10.8. Registered for/attended MAVLI MTS PD Day.

7.10.9. Reviewed and sent edits to secretary on the Policies and Procedures Manual.

- 7.10.10.** Hosted Mentorship Group Night.
- 7.10.11.** Susanne St. Yves Award
 - 7.10.11.1. Set up ad hoc committee to select recipient of award.
- 7.10.12.** Contacted the Hanger for future events.
 - 7.10.12.1. Pricing now changed to charge per reservation per hour plus pool tables per hour.
 - 7.10.12.2. Decided it was too costly to host the event.

Ongoing Activities:

- 7.10.13.** Prepare monthly board reports.
- 7.10.14.** Review past board minutes and reports.
- 7.10.15.** Respond to emails and inquiries in the PR email account.
- 7.10.16.** Attend board meetings.
- 7.10.17.** Host more mentorship group nights.
- 7.10.18.** Attend Deaf/interpreting events.

Future Initiatives:

- 7.10.19.** Collecting the nominations for the MAVLI AGM.
- 7.10.20.** Running the nominations during the AGM.
- 7.10.21.** Finalize committee for the Suzanne St. Yves Award.

| |
|--|
| 7.11. Digital Media Coordinator |
|--|

**Amar Schiwietz
Annual Report**

Activities to Date:

- 7.11.1.** Updated board member photos and biographies on mavli.com
- 7.11.2.** Worked as tech for MAVLI K-12 PD Day.
 - 7.11.2.1. Securing venue for in-person PD Day.
 - 7.11.2.2. Hosting zoom/operating and setting up production for online participants.
- 7.11.3.** Consulting with PR chairs for Amber Galloway event on multiple aspects.
- 7.11.4.** Cleaning up unnecessary pages/regular maintenance of website and hosting.
- 7.11.5.** Posting local events on social media and website calendar.

Ongoing Activities:

- 7.11.6.** Post events to MAVLI Facebook page regularly.
- 7.11.7.** Post events to MAVLI Community Events calendar regularly.
- 7.11.8.** Renew online accounts for Weebly, GoDaddy, and DreamHost.

Future Initiatives:

- 7.11.9.** Continue “How to work with interpreters” project. Currently on hold, but potentially write script, shoot, edit, and create page to display content on MAVLI website. Need to setup committee willing to work on said project.

7.12. AEIP Representative

Shayna Hoggarth Annual Report

Activities to Date:

- 7.12.1.** Students held first fundraiser for AEIP BBQ (Browns Social House Burger Night).
7.12.2. First, second and third practicum placements have been completed.
7.12.3. There was a program advisory meeting November 21, 2023.
 7.12.3.1. No updates were stated.
7.12.4. AEIP Students have completed practicum.
 7.12.4.1. One recent graduate has moved back to Saskatchewan to pursue interpreting.

Ongoing Activities:

- 7.12.5.** Recent graduates have begun entering the workforce and establishing on-going bookings.
7.12.6. AEIP Appreciation event is being planned.
 7.12.6.1. Date of March 1st, 2024, and venue have been established.
 7.12.6.2. Last minute details, food, and magnets are being finalized.

Future Initiatives:

- 7.12.7.** Appreciation event will be hosted.
7.12.8. Graduates will plan ways to give back to both Deaf and interpreting community going forward in their careers.

7.13. Diversity, Equity, Inclusion and Belonging (DEIB) Committee

Dawn-Marie Wilson Annual Report

Activities to Date

- 7.13.1.** Regular communication with Laurell Harris of Equitable Solutions regarding DEIB process.
7.13.2. Attempted to plan an Anti-Racism workshop for the board (to be provided by Laurell). Due to problems finding a date, this was postponed with the plan for it to take place early in the fall after the new board has been established for the 2024-2025 year.

- 7.13.3. Worked with Laurell Harris to establish Terms of Reference for the DEIB committee.
- 7.13.4. Reviewed (with the help of Erica Trethart and Monica Furer) proposed changes to MAVLI's By-Laws provided by Laurell to ensure our language and processes are more in line with our DEIB goals.

Ongoing Activities

- 7.13.5. Continued communication with Laurell Harris regarding our initiatives.
- 7.13.6. Finalization of proposed edits to our By-Laws.

Future Initiatives

- 7.13.7. Establish a DEIB committee according to the Terms of Reference to meet a few times per year or as needed.
- 7.13.8. Create an ASL version of our Land Acknowledgement for the MAVLI website.



Manitoba Association of Visual Language Interpreters
Annual General Meeting
March 9th, 2024

Section Three

Old Business

8. Old Business

8.1. Nil



Manitoba Association of Visual Language Interpreters
Annual General Meeting
March 9th, 2024

Section Four

New Business

9. New Business

9.1. Waiving Public Accountant

9.1.1. I move that MAVLI waives the requirement for a public accountant to review MAVLI’s 2024 financials.

Rationale:

According to the Government of Canada, members of not-for-profit Corporations with annual revenues <\$50,000 “may waive appointment by annual unanimous resolution”. Waiving appointment of a Public Accountant allows 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

9.2. Appointing Accountant for 2024 Financial Review

9.2.1. I move to appoint Dianne Mondor to do MAVLI’s 2024 financial review.

Moved: Monica Furer

Seconded: Sarah Szalai

9.3. Proposed 2024 Budget

9.3.1. I move to approve the proposed 2024 MAVLI Budget as outlined below.

Moved: Monica Furer

Seconded: Sarah Szalai

MAVLI 2024 BUDGET

| | Estimated | Actual |
|-----------------------|-------------------|--------|
| Total Income | \$4,100.00 | |
| Total Expenses | \$4,100.00 | |

Income:

| | | |
|--|------------|--|
| Membership (Dues collected - \$260 affiliate chapter fee - \$115 POS fees) | \$3,500.00 | |
| MAVLI K-12 PD Day | \$600.00 | |

Expenses:

| | | |
|------------------------------|------------|--|
| Annual Board Insurance Fee | \$1,030.00 | |
| Accounting Fee | \$300.00 | |
| Annual Corporate Return | \$40.00 | |
| Domain Maintenance (GoDaddy) | \$90.00 | |

| | | |
|---------------------------------------|----------|--|
| Website Hosting (DreamHost) | \$220.00 | |
| Website Renewal (Weebly) | \$100.00 | |
| Zoom Subscription | \$230.00 | |
| Post Office Box Annual Fee | \$220.00 | |
| MAVLI Board Wind-Up (max \$20/person) | \$300.00 | |
| MAVLI AGM | \$300.00 | |
| CASLI AGM | \$0.00 | |
| Affiliate Memberships | \$160.00 | |
| Community Support | \$300.00 | |
| SSY Award | \$250.00 | |
| Misc. admin costs (stamps/bank fees) | \$100.00 | |
| DEIB Consultant | \$460.00 | |

9.4. Fee Grid

9.5. Amber Galloway Workshop

9.6. Bylaw Revisions

9.6.1. I move that in these MAVLI By-Laws:

All uses of she/her/hers and he/him/his

Be amended to:

They/them/their

Rationale: This is a language update. The pronoun ‘their’ is no longer assumed to be plural and is inclusive of all gender identities.

Moved: Dawn-Marie Wilson

Seconded: Monica Furer

9.6.2. I move that the following definition be added to the Definitions section 1.1:

vii) “Equity” means the individual, interpersonal, and organizational success and well-being of MAVLI’s members as well as members of the public engaging interpreters, and the absence of discrimination, mistreatment, or abuse for all. Equity is achieved by eliminating structural & cultural barriers resulting from historical and present-day inequities and meeting individuals’, groups’ and organizations’ unique needs.

and that the numbers of section 1.1 be adjusted to accommodate the added definition.

Rationale: With the addition of the DEIB committee and MAVLI’s endeavors to be equitable, it’s important to have a clear understanding of what equity means.

Moved: Dawn-Marie Wilson

Seconded: Monica Furer

9.6.3. I move that section 3.4 Nominations (1):

The Board shall appoint a Nominating Committee in each year consisting of 2 (two) current directors not standing for election at the upcoming Annual General Meeting.

Be amended to:

The Board shall appoint a Nominating Committee in each year consisting of not fewer than 2 (two) current directors not standing for election at the upcoming Annual General Meeting together with not fewer than one (1) community members who are Indigenous or members of a community which has been racialized.

Rationale: This provision will bring diversity of perspective and lived experience to the nominations process.

Moved: Dawn-Marie Wilson

Seconded: Monica Furer

9.6.4. I move that section 3.5 Voting at Members' Meetings (1):

At member meetings, motions shall be carried or not carried based on the Chairperson's judgement of the majority of votes, unless a poll is demanded, at which point votes shall be counted.

Be amended to:

At member meetings, motions shall be carried or not carried by consensus whenever possible, save and except:

- Where the motion relates to an expenditure of greater than \$1000;
- Where a poll is requested by any member, or deemed appropriate by the Chairperson in all of the circumstances;
- Where consensus cannot be reached after a reasonable period of discussion.

Rationale: Moving to consensus decision-making helps to flatten (colonial) hierarchies and promotes equitable decision making.

Moved: Dawn-Marie Wilson

Seconded: Monica Furer

9.6.5. I move that section 3.5 Voting at Members' Meetings (2):

If a poll is **demand**ed, whether before or after the Chairperson has given **her** declaration, the same shall be taken in such manner as the Chairperson directs, and the results shall be deemed to the motion of MAVLI.

Be amended to:

If a poll is **requested**, whether before or after the Chairperson has given **their** declaration, the same shall be taken in such manner as the Chairperson directs, and the results shall be deemed to the motion of MAVLI.

Rationale: Update of language. A demand should not need to be made in order to have a poll taken, a request will be accepted. ‘Her’ updated to ‘their’ as explained above.

Moved: Dawn-Marie Wilson

Seconded: Monica Furer

9.6.6. I move that the entire contents of section 4.1:

Be moved to the section after “Terms of Office of Directors” (This would become 4.3 if all proposed revisions are adopted). No changes made to the information (with the exception of updates to gender inclusivity of ‘him/her’ to ‘them’ in the Vice-President section ii).

Rationale: This is a minor change that will make the order of Section four more in line with general by-law standards.

Moved: Dawn-Marie Wilson

Seconded: Monica Furer

9.6.7. I move that section 4.2 Directors of the Corporation:

(1) President

Vice-President

Treasurer

Secretary

Fundraising Committee

MAVLI Education Committee

Membership Committee

Digital Media Coordinator

Professional Development

Public Relations Committee

AEIP Representative

(2) The AEIP Representative shall be a student from the local interpreter education program.

Be amended to:

The Board of Directors shall consist of not fewer than 5 and not greater than 11 directors qualified to hold the position at law.

(1) Of the total number of directors, and subject to these By-laws, one position shall be held by the AEIP Representative to the Board, who shall be a student from the local interpreter education program (if the program is active).

Rationale: The officer positions and committee chair/director positions are already identified in 4.1 and 4.5

Moved: Dawn-Marie Wilson

Seconded: Monica Furer

9.6.8. I move that section 4.3 Number of Directors:

There shall be no fewer than five and no more than twelve portfolio directors or teams of portfolio directors who shall constitute the Board.

Be removed.

Rationale: This information has been added with the adoption of the changes to 4.2 above.

Moved: Dawn-Marie Wilson

Seconded: Monica Furer

9.6.9. I move that section 4.4 Terms of Office of Directors:

(1) No **Officer** shall hold a position as an **Officer** for more than two consecutive two-year terms without a specific motion duly moved, seconded and passed by the membership at an Annual General Meeting authorizing that the individual may seek office.

Be amended to:

No **director** shall hold a position as a **director** for more than two consecutive two-year terms, **save and except in the case that a director may be elected to a third term for the purpose of acting as the intended President of the organization. In the event that the director does not undertake the role of President in their third term, the director's position on the Board shall lapse without the necessity of terminating the director in accordance with these By-laws.**

Rationale: Typically, term limits apply to directors proper, not those directors serving as officers. Term limits are considered best practice, however, can inadvertently become a barrier to equity in the event that board members joining the organization are inexperienced in board management. The addition of a third term permits those board members who may not have as much board experience the opportunity to grow into the position. These can be folks who may experience social disadvantage, who are racialized or Indigenous, have dis/abilities, etc. and need more time to learn how boards work to participate. This encourages directors from equity deserving groups to enter into the executive committee.

Moved: Dawn-Marie Wilson

Seconded: Monica Furer

9.6.10. I move that section 4.5 Committees:

(1) The Board may at any time and as required, by resolution appoint or dissolve any special committee, sub-committee or ad hoc committee.

(2) The Board shall prescribe terms of reference for any committee of the corporation.

Be amended to:

(1) The Board shall establish the following Standing Committees:

- Executive Committee;
- Fundraising Committee
- MAVLI Education Committee
- Membership Committee
- Professional Development Committee
- Public Relations Committee
- Equity and Inclusion Committee.

(2) The Chair of each committee shall be a director of the Corporation. In the case of the Executive Committee, the President shall Chair the Committee.

(3) The President is deemed a member of each Committee of the Board and may attend meetings at their pleasure.

(4) One or more directors shall be designated in the role of Digital Media Coordinator or Co-Coordinator.

(5) The Board may at any time and as required, by resolution appoint or dissolve any special committee, sub-committee or ad hoc committee.

(6) The Board shall prescribe terms of reference for any committee of the corporation.

(7) In prescribing terms of reference, the Board shall consider whether the proposed terms of reference will create barriers to equity or negative impacts upon affected members of equity-deserving groups and shall amend terms of reference from time to time should barriers to equity in the proposed terms of reference be found.

Rationale: The committees were removed in the above motion 9.6.7 and added here in order to add clarity to the separation of Director positions, and committees. Committee chair's may be directors on the board but the committee itself is an extension of the directors.

Moved: Dawn-Marie Wilson

Seconded: Monica Furer

9.6.11. I move that section 4.6 Composition and Administration of the Board (6):

The President shall preside as Chairperson at all meetings of MAVLI, provided that in **her** absence the Vice-President or a member of the Board as chosen by the members present shall preside.

Be amended to:

The President shall preside as Chairperson at all meetings of MAVLI, provided that in **their** absence the Vice-President shall preside. In the event of the absence of the Vice-President, another director chosen by the directors present shall preside.

Rationale: Improvement of language and phrasing. The purpose of the by-law remains the same.

Moved: Dawn-Marie Wilson

Seconded: Monica Furer

9.6.12. I move that section 4.6 Composition and Administration of the Board (9):

The Board may appoint additional Directors as required.

Be amended to:

The Board may appoint additional Directors as required **and in accordance with these By-laws.**

Rationale: Provides further clarity.

Moved: Dawn-Marie Wilson

Seconded: Monica Furer

9.6.13. I move that section 4.7 Vacancy in Office:

(1) The Board may remove, whether for cause or without cause, any officer of the Corporation. Unless so removed, an officer shall hold office until the earlier of:

- The officer's successor being appointed;
- The officer's resignation;
- Such officer ceasing to be a director (if a necessary qualification of appointment);
- Such officer's death; or
- Such officer becomes an employee of the corporation.

(2) Any vacancy occurring in the Board may, provided that a quorum of the Board remains in office, be filled by appointment by the directors for the unexpired term.

Be amended to:

(1) The Board may, by a vote of at least 70% of the directors present, remove a director of the Corporation in the event of:

- Unexplained and/or unreasonable absence from more than three (3) consecutive board meetings;
- For cause, including but not limited to a finding of professional misconduct or conduct unbecoming by CASLI;

(2) Unless so removed, a director shall hold office until the earlier of:

- The director's successor being appointed;

- The director's resignation;
- Such director ceasing to be a director (if a necessary qualification of appointment);
- Such director's death; or
- Such director becomes an employee of the corporation.

Rationale: This clarifies the process and reasonable grounds for removing a director.

Moved: Dawn-Marie Wilson

Seconded: Monica Furer

9.6.14. I move that section 4.9 Meeting of the Board of Directors (4):

A quorum of any meeting of directors shall be 50% of The Board.

Be amended to:

A quorum of any meeting of directors shall be 50% of the elected and appointed directors of the Board.

Rationale: An update to language to provide grammatical clarity.

Moved: Dawn-Marie Wilson

Seconded: Monica Furer

9.6.15. I move that section 5.2 Conflict of Interest:

No director shall be required to vacate her office by reason of her being a shareholder or member of any corporation which has entered into any contract with or has done any work for MAVLI; however, such director shall not be entitled to vote in respect of any such contract or work.

Be amended to:

(1) No director shall be required to vacate their office by reason of their being an employee, shareholder or director of any corporation which has entered into any contract with or has done any work for MAVLI in the preceding 24 months;

however, such director shall not be entitled to be present for discussions or be entitled to vote in respect of any current or future such contract or work

(2) Directors shall declare all conflicts of interest or potential conflicts of interest in writing annually; where a conflict of interest or a potential conflict of interest is not known at the time the declaration is made, the director shall disclose the conflict of interest or potential conflict of interest forthwith.

Rationale: This brings our conflict of interest policy in line with current best practices.

Moved: Dawn-Marie Wilson

Seconded: Monica Furer



Manitoba Association of Visual Language Interpreters
Annual General Meeting
March 9th, 2024

Section Five

Nomination and Proxy Forms

Nomination Form



**MAVLI Annual General Meeting
Saturday, March 9th, 2024
Zoom**

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

| | | |
|---------------------------------|--------------------|------------------------------------|
| President | 2023 – 2025 | Meaghan Gessner |
| Vice President | 2024 – 2026 | |
| Treasurer | 2023 – 2025 | Monica Furer |
| Secretary | 2024 – 2026 | |
| Fundraising | 2023 - 2025 | |
| Manitoba Education Committee | 2023 – 2025 | Shannon Graham & Kristen Hunt |
| Member-at-large | 2024 – 2026 | |
| Membership | 2024 – 2026 | |
| Professional Development | 2024 – 2026 | |
| Public Relations | 2024 – 2026 | |
| Digital Media Coordinator | 2023 - 2025 | Amar Schiwietz |
| AEIP Rep | 2024 - 2025 | To be selected in the Fall of 2024 |

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 1, 2024**.

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: _____

Proxy Form



**MAVLI Annual General Meeting
Saturday, March 9th, 2024
Zoom**

Note: If you are unable to attend the Annual General Meeting and are an Active or Student member of MAVLI, in good standing, written proxy forms must be received at the MAVLI address **by Friday, March 1st, 2024**. The President of MAVLI cannot carry proxies at the AGM. Please confirm that your proxy will attend the meeting.

The MAVLI address is:
MAVLI
P.O. Box 68056 RPO Osborne Village
Winnipeg, Manitoba R3L 2V9

Proxy Form

Name

Address

Telephone

I hereby authorize _____ to carry my vote on March 9th, 2024.

Signature

Date



Manitoba Association of Visual Language Interpreters
Annual General Meeting
March 9th, 2024

Section Six

2023 Annual General Minutes



2023 MAVLI Annual General Meeting Minutes

Zoom

Saturday, March 4, 2023

9:45 am

A quorum of members was established.

1. Land Acknowledgement

We recognize that the Manitoba Association of Visual Language Interpreters is located on Treaty 1 Territory and our members are active on the Territories of Treaty 1, 2, 3, 4 and 5; the original lands of the Anishinaabe, Cree, Oji-Cree, Dakota and Dene peoples, and the homeland of the Metis Nation.

We honour the history and knowledge of the original keepers of this land.

We acknowledge the harms caused by colonization and recognize that this harm has influenced our practices as a profession. In our focus on working with members of a marginalized community, the Deaf and Hard of Hearing, we have often neglected the unique experiences of Indigenous peoples. We are dedicated to a spirit of reconciliation and partnership; we commit to learning and growth. We thank those who have taken the time to teach us.

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

- 2.1. Meaghan Gessner is not able to attend the AGM today due to a family emergency. Erica Trethart, MAVLI Vice President, will be chairing the meeting.
- 2.2. Erica Trethart welcomes all who are attending the AGM today.
- 2.3. Meaghan Gessner wanted to thank the board for their support over the past year, and for their willingness to run the AGM in her absence.
- 2.4. MAVLI will be following the Robert's Rules of Order for this meeting. Monica Furer will be acting as parliamentarian.
- 2.5. This virtual meeting will be recorded for minutes taking purposes only and will be deleted upon the completion of the minutes.
- 2.6. Instructions are given about the logistics of this Zoom meeting.

3. Call to Order: 9:54 am

4. Approval of the Agenda

- 4.1. Josie Vitucci Spencer requests to add an item under New Business: 9.5 ECCOE

Motion to accept the agenda with the addition.

Moved: Shaina Dumont

Seconded: Miranda Murphy

No Discussion

Carried

5. Business arising from the Minutes

5.1. None

6. Approval of the Annual General Meeting Minutes from March 5, 2022

Motion to accept the minutes as disseminated.

Moved: Dawn-Marie Wilson

Seconded: Chad Kroeker

No Discussion

Carried

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

7.1. President..... Meaghan Gessner

7.2. Vice President..... Erica Trethart

7.3. Treasurer..... Monica Furer

7.3.1. Monica Furer explains that the financial statement appears to have a net profit of \$1,855, but we cashed a GIC for \$3,000 this year (can be found under Income). The GIC is not actually income from the year but is listed as such on the financial statement. Dianne Mondor’s report has the GIC funds listed under an investment category.

7.3.1.1. \$1,000 of the GIC has been used so far for the DEIB consultant fees. The remaining \$2,000 is budgeted to be used for the same project.

7.3.2. The Suzanne St. Yves award money also comes from GIC investments. If both of those amounts are removed, the actual operating net profit from the year is \$105.07.

7.4. Secretary..... Sarah Szalai

Motion to accept the Executive reports as disseminated.

Moved: Miranda Murphy

Seconded: Meg Toews

No Discussion

Carried

7.5. Fundraising..... Position Vacant

- 7.6. MAVLI Education Committee
 Meaghan Gessner, Heather Hutchison-Campbell, Joyce Semchyshyn
- 7.7. Member-at-Large Jenn Horvath
- 7.8. Membership
 Emma Drury
- 7.9. Professional Development Sheryl LaVallee, Dawn-Marie Wilson, Meg Toews
- 7.10. Public Relations Miranda Murphy, Mariette Koop
- 7.11. Digital Media Coordinator Landon Cormack
- 7.12. AEIP Student Representatives Michaela McMechan, Shayna Hoggarth
- 7.13. Diversity, Equity, Inclusion and Belonging (DEIB) Committee Dawn-Marie Wilson

Motion to accept the committee reports as disseminated.

Moved: Cindy Boscow **Seconded:** Brenda Rutherford

No Discussion

Carried

8. Old Business

- 8.1. None

9. New Business

- 9.1. Waiving Public Accountant

- 9.1.1. I move that MAVLI waives the requirement for a public accountant to review MAVLI’s 2023 financials.

Rationale:

According to the Government of Canada, members of not-for-profit Corporations with annual revenues <\$50,000 “may waive appointment by annual unanimous resolution”. Waiving appointment of a Public Accountant allows 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

No Discussion

Carried

9.2. Appointing Accountant for 2023 Financial Review

9.2.1. I move to appoint Dianne Mondor to do MAVLI’s 2023 financial review.

Moved: Monica Furer **Seconded:** Sarah Szalai
No Discussion
Carried

9.3. Proposed 2023 Budget

9.3.1. I move to approve the proposed 2023 MAVLI Budget as outlined below.

Moved: Monica Furer **Seconded:** Sarah Szalai

MAVLI 2023 BUDGET

| | Estimated | Actual |
|-----------------------|-------------------|--------|
| Total Income | \$6,000.00 | |
| Total Expenses | \$6,000.00 | |

Income:

| | | |
|---|------------|--|
| Carry-over from 2022 (cashing of GICs for DEIB) | \$2,000.00 | |
| Membership | \$3,000.00 | |
| Fundraising | \$250.00 | |
| MAVLI K-12 PD Day | \$750.00 | |

Expenses:

| | | |
|---------------------------------------|------------|--|
| Annual Board Insurance Fee | \$1,020.00 | |
| Accounting Fee | \$300.00 | |
| Annual Corporate Return | \$40.00 | |
| Domain Maintenance (GoDaddy) | \$90.00 | |
| Website Hosting (DreamHost) | \$220.00 | |
| Website Renewal (Weebly) | \$100.00 | |
| Zoom Subscription | \$250.00 | |
| Post Office Box Annual Fee | \$220.00 | |
| MAVLI Board Wind-Up (max \$20/person) | \$300.00 | |
| MAVLI AGM | \$300.00 | |
| CASLI AGM | \$350.00 | |
| Affiliate Memberships | \$160.00 | |
| Community Support | \$300.00 | |
| SSY Award | \$250.00 | |

| | | |
|--------------------------------------|------------|--|
| Misc. admin costs (stamps/bank fees) | \$100.00 | |
| DEIB Consultant | \$2,000.00 | |

**No Discussion
Carried**

9.4. MAVLI Membership Fee

9.4.1. I move to increase MAVLI’s membership fee for Active members from \$35 to \$40 per year, effective for the April 1, 2024 – March 31, 2025, membership year. The student rate and Deaf interpreter rate will remain unchanged at \$20 per year.

Rationale:

MAVLI’s annual budget is always tight and we typically depend on additional fundraising to meet our operating expenses. Increasing MAVLI’s membership fee by \$5.00 per year for active members should not create undue hardship for members, but will generate an additional income of about \$450.00 per year. The additional income will mean that MAVLI can continue to run revenue-neutral PD workshops and forego fundraising except if required for exceptional circumstances.

Moved: Monica Furer

Seconded: Sarah Szalai

Discussion:

9.4.2. Monica Furer explains that MAVLI is currently has the lowest membership fee for CASLI’s affiliate chapters. ASLIA is \$100, ASLI-NB is \$55, MAPSLI is \$50, NAVLI is \$50, OASLI is \$50. WAVLI does not have their affiliate chapter membership fee listed.

9.4.3. Cindy Boscow comments that ASLIA is the most comparable to MAVLI in terms of membership numbers and they charge \$100 for their affiliate membership fee. Cindy suggests raising membership fee by more than \$5 to account for future year spendings. MAVLI provides a lot of workshops for membership and a higher membership fee would allow for even more opportunities for our members.

9.4.4. Terry Janzen agrees with Cindy’s comments and suggests a \$10 increase to the membership fee.

9.4.5. Mandy MacDonald agrees with the suggestion of raising the membership fee.

9.4.6. Erica Trethart reiterates that raising the membership fee will eliminate the need for fundraising, except for extra funds for special projects.

9.4.6.1. Cindy Boscow comments that professional organizations do not typically have a fundraising coordinator and suggests eliminating fundraising chair position. The board will discuss this at a future board meeting.

9.4.7. The motion put forward can be amended.

9.4.7.1. Amended motion: I move to increase MAVLI’s membership fee for Active members from \$35 to \$45 per year, effective for the April 1, 2024 – March 31, 2025, membership year. The student rate and Deaf interpreter rate will remain unchanged at \$20 per year.

Moved: Terry Janzen

Seconded: Cindy Boscow

Discussion:

- 9.4.8. Cindy Boscow asks if an \$10 increase will be enough to cover MAVLI's operating costs.
- 9.4.8.1. Monica Furer comments that an increase of \$10 would bring in close to \$1000 per year, which is exactly what MAVLI needs to cover all expected costs.

Carried

9.5. ECCOE

- 9.5.1. Josie Vitucci Spencer thanks the board for the opportunity to address the membership regarding ECCOE and the changes that have occurred in the past year.
- 9.5.2. Jane Langes is the new Executive Director and Josie is the new scheduling coordinator. ECCOE has a fantastic team that all works together.
- 9.5.3. With the new staffing, ECCOE is doing things differently than the past.
- 9.5.4. ECCOE's goal is to create a welcoming and supporting work environment and to be seen as a community interpreting agency.
- 9.5.5. ECCOE recognizes that many interpreters have other employment but would love all to be involved with ECCOE in some capacity.
- 9.5.6. ECCOE's primary objective is to serve the Deaf community and the only way they can serve the Deaf community is by having enough interpreters. Some requests are not able to be filled or need to be renegotiated due interpreter availability.
- 9.5.7. In the past there was the perception of 'all or nothing' and that is no longer how ECCOE is operating. ECCOE will work with your availability, whatever it may be, because it all helps to serve the Deaf community.
- 9.5.8. ECCOE will also honour setting-specific requests from interpreters.
- 9.5.9. Josie emphasizes that if ECCOE reaches out to an interpreter and the interpreter is not able to fill the request, they will ask again.
- 9.5.10. ECCOE is the keeper of the on-call system, which is a critical service needed to accommodate after-hours emergencies.
- 9.5.10.1. Any availability given to the on-call rotation is appreciated.
- 9.5.11. If you are interested, please email booking@eccoe.ca, call 204-926-3271 during business hours or look on the website for more information.
- 9.5.12. Terry Janzen asks how much ECCOE work is currently remote and what the projection of continued remote work is.
- 9.5.12.1. During COVID a lot of work was virtual, and 35-40% is still happening remotely. There are some interpreters who only do virtual work, so that is also an option for ECCOE work.

10. Nominations

- 10.1. Nominations for Digital Media Coordinator:
- 10.1.1. Amar Schiwietz has accepted a nomination by Landon Cormack.

- 10.1.1.1. Amar shares that he is a recent graduate. He is interested in the Digital Media Coordinator position because of his experience working with 'back end'/IT systems. He wants to be more involved in MAVLI and the interpreting community as a whole and sees this as a great opportunity to do so.
 - 10.1.2. Shaina Dumont nominates Landon Cormack
 - 10.1.2.1. Landon declines the nomination.
 - 10.1.3. No other nominations received.
 - 10.1.4. Amar Schiwietz is declared Digital Media Coordinator by acclamation.
 - 10.2. Nominations for Manitoba Education Committee:
 - 10.2.1. Shannon Graham and Kristen Hunt have accepted a nomination by Monica Furer
 - 10.2.1.1. Shannon shares that she has wanted to join the MAVLI board for a little while but felt more comfortable with a co-chaired position. She has some experience with educational interpreting, which is the setting she enjoys the most. She wants to be more involved and feels that this position is a good place to start.
 - 10.2.1.2. Kristen shares that she has also wanted to join the board and has been an educational interpreter since graduation.
 - 10.2.2. No other nominations received.
 - 10.2.2.1. Shannon Graham and Kristen Hunt are declared Manitoba Education Committee by acclamation.
 - 10.3. Nominations for Fundraising:
 - 10.3.1. No nominations received.
 - 10.3.2. Following the motion regarding increasing the membership fees, the board will be discussing eliminating this position.
 - 10.4. Nominations for Treasurer:
 - 10.4.1. Monica Furer has accepted a nomination by Sarah Szalai.
 - 10.4.1.1. Monica shares that she is willing to stay on as Treasurer, but she would be happy to mentor someone else in the position. She encourages others to be nominated.
 - 10.4.1.2. Monica has already completed three terms as MAVLI Treasurer, so a vote from membership is required to allow her to accept a fourth term as Treasurer.
 - 10.4.2. Motion to allow Monica Furer to accept a fourth term as MAVLI Treasurer.
Moved: Janine Guinn **Seconded:** Terry Janzen
No Discussion
Carried
 - 10.4.3. No other nominations received.
 - 10.4.3.1. Monica Furer is declared Treasurer by acclamation.
 - 10.5. Nominations for President:
 - 10.5.1. Meaghan Gessner has accepted a nomination by Monica Furer.

10.5.2. No other nominations received.

10.5.2.1. Meaghan Gessner is declared President by acclamation.

Nominations were closed.

11. Appreciation and Acknowledgements

11.1. The 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.

11.1.1. Meg Toews, past award recipient, presents the award.

11.1.2. Meg is honoured and proud to be presenting the award this year. This student's academic success is proven by their GPA which is currently over 4.0. This student is involved in the Deaf and the Deaf-Blind Community. They attended and thoroughly enjoyed the Deaf-Blind camp. They are currently a MAVLI board member and have volunteered at many Deaf and interpreting community events. On Fridays this student goes to the Deaf Centre Manitoba to interact with residents there. They are deeply passionate about the community and the relationships that are cultivated there. This student is originally from Saskatchewan where they have been involved with the community there. The recipient this year is Shayna Hoggarth. Congratulations!

11.1.3. Shayna thanks the community for their support and is excited to see where her future goes.

11.2. Vice President Award

The Vice President Award acknowledges a member whose actions have benefitted MAVLI.

11.2.1. Erica Trethart, MAVLI Vice President, presents the award.

11.2.2. The recipient this year has gone above and beyond. It's a transition year out of COVID and we have needed people to step up to create opportunities again. This person is one of the first people to volunteer and even presented a workshop for our membership for no cost. They immediately volunteered to interpret the AGM today. The recipient this year is Sue Schmid. Congratulations!

11.2.3. Sue is thankful to be able to give back to the community and the interpreters. She is very appreciative of this honour.

11.3. President Award

The President Award acknowledges a board member and their contributions.

11.3.1. Erica Trethart, MAVLI Vice President, presents the award on behalf of Meaghan Gessner, MAVLI President.

- 11.3.2. The recipient this year was an easy choice. They have done an amazing job. They are on the MAVLI executive and always available to respond to questions or concerns. They are so valued and have gone above and beyond what anyone can ask from a board member. The recipient is Monica Furer. Congratulations!
- 11.3.3. Monica is so thankful for this honour. It's very kind and unexpected.

12. Confirmation of Acts

I, as Vice President for the 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: Erica Trethart
Carried

Seconded: Jenn Horvath

13. Announcements

- 13.1. Thank you to the interpreters, Sue Schmid and Emma Drury, for being willing to interpret today.
- 13.2. Thank you to the board for their support for today's AGM. Thank you for Sarah Szalai and Landon Cormack for running the technical aspects today, Sarah Szalai for taking minutes, Jenn Horvath for running nominations and Emma Drury for checking our quorum. Apologies to anyone who was missed from this list.
- 13.3. The Deaf Camp Ukrainian dinner fundraiser is tonight.
- 13.4. The CDCC is April 20-23 in Morris.
- 13.5. There is an AEIP bowling event March 23.
- 13.6. The Manitoba Deaf Dart banquet is April 29.
- 13.7. Dawn-Marie Wilson shares that Amber Galloway will be presenting a workshop on music interpreting on July 13-15. More details will be coming.
- 13.8. Jane Langes shares that ECCOE's virtual AGM will be March 21, 6:00pm. If you are interested, please contact booking@eccoe.ca to register.
- 13.9. Jane Langes adds to the above ECCOE discussion that ECCOE now pays interpreters via e-transfer at the end of each month.

14. Erica Trethart moves for adjournment at 11:06 am.



Manitoba Association of Visual Language Interpreters
Annual General Meeting
March 4th, 2023

Section Seven

Appendix

| |
|--|
| Breakdown of Special Funds as of Dec 31, 2023 |
|--|

SSY Award Funds:

| | | |
|--|------------------------------|-------------------|
| 1-yr GIC cashed on Mar 14, 2022 (funds in cheq acct) | | \$1,002.50 |
| 3-yr GIC still invested (value on Mar 31, 2023) | | \$4,033.35 |
| Final bequest from SSY estate received June 10, 2021 | | <u>\$346.70</u> |
| | Total | \$5,382.55 |
| Award disbursement May 2022 | -\$250.00 | |
| | Remaining Award Funds | \$5,132.55 |

2014 AVLIC Conference Funds:

| | | |
|--|------------------------------|-------------------|
| 1-yr GIC cashed on Mar 14, 2022 (funds in cheq acct) | | \$2,005.00 |
| 3-yr GIC still invested (value on Mar 31, 2023) | | <u>\$8,066.70</u> |
| | Total | \$10,071.70 |
| Paid to Equitable Solutions for DEIB May 5, 2022 | -\$1,000.00 | |
| Paid to Equitable Solutions for DEIB July 26, 2023 | <u>-\$2,625.00</u> | |
| | Subtotal | -\$3,625.00 |
| | Remaining Award Funds | \$6,446.70 |

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

| | <u>December 31</u> | |
|--------------------------------|--------------------|------------------|
| | <u>2023</u> | <u>2022</u> |
| Current assets | | |
| Cash | \$ 14,580 | \$ 16,145 |
| Accounts receivable | 640 | 65 |
| GIC Investments (*Note) | 12,100 | 12,000 |
| Prepaid expense (**Note) | 632 | 632 |
| | <u>27,952</u> | <u>\$ 28,843</u> |
| Current liabilities | | |
| Payables and accruals | \$ 354 | \$ 434 |
| Net Assets | <u>27,598</u> | <u>28,409</u> |
| | <u>27,952</u> | <u>\$ 28,843</u> |

APPROVED BY THE BOARD

Monica Fuser

(MAVLI Treasurer)

Digitally signed by Meghan Geiser
Date: 2024.03.09 08:20:11 -0500

(Mavli President)

REVIEWED BY :

[Signature]

(Dianne Mondor, Accountant)

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

| | Year ended December 31 | |
|--|------------------------|-------------------|
| | 2023 | 2022 |
| Revenue: | | |
| Membership | \$ 3,107 | \$ 3,005 |
| Professional development revenue | 1,929 | 1,136 |
| Grant/Donations | - | 916 |
| Miscellaneous/recovery revenue | 331 | 81 |
| | <u>5,367</u> | <u>\$ 5,139</u> |
| Expenditures: | | |
| Fundraising/projects | \$ 2,625 | \$ 2,894 |
| Insurance | 1,028 | 1,011 |
| Professional development expenses | 587 | 319 |
| Office and administration | 1,481 | 1,027 |
| Accounting and legal | 275 | 275 |
| Affiliate memberships | 60 | 160 |
| Donations/Award | 100 | 550 |
| Interest and bank charges | 21 | 40 |
| Travel | - | - |
| | <u>\$ 6,178</u> | <u>\$ 6,275</u> |
| Excess (deficiency) of revenues over expenditures | <u>\$ (811)</u> | <u>\$ (1,136)</u> |
| <hr/> | | |
| Net assets | | |
| Net assets, begin of year | \$ 28,409 | \$ 29,546 |
| Excess (deficiency) of revenues | <u>\$ (811)</u> | <u>(1,136)</u> |
| Net assets, end of year | <u>\$ 27,598</u> | <u>\$ 28,409</u> |

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

| | Year ended December 31 | |
|--|------------------------|-------------------|
| | 2023 | 2022 |
| Cash derived from (applied to): | | |
| Operating | | |
| Excess (deficiency) of revenues over expenditures | \$ (811) | \$ (1,136) |
| Change in non-cash operating working capital items | | |
| Decrease (increase) in accounts receivable | (133) | (54) |
| Decrease (increase) in prepaid expenses | - | - |
| (Decrease) increase in payables and accruals | (80) | (278) |
| Net increase (decrease) in cash | \$ (1,024) | \$ (1,469) |
| Decrease (increase) in investments | (100) | 3,000 |
| Cash on hand | | |
| Beginning of year | \$ 16,145 | \$ 14,614 |
| End of year | \$ 14,580 | \$ 16,145 |

***Note: GIC Investments**

| | as of December 31, 2023 | |
|--|-------------------------|------------------|
| | Investment | Accrued |
| | Principal | Interest |
| TD Canada Trust GIC Fund (MAVLI) Compound Annually | | |
| 3-year TD Canadian GIC purchased at 0.41% maturity Mar 4, 2024 | \$4,000.00 | \$ 33.35 |
| 3-year TD Canadian GIC purchased at 0.41% maturity Mar 4, 2024 | \$8,000.00 | 66.70 |
| Total TD GIC | \$12,000.00 | \$ 100.05 |

****Note: Prepaid Expense**

Mavli still has a flight credit for a cancelled flight (due to pandemic) for CASLI 2020
May 14, 2020 West Jet Flight Credit \$632.36

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 March 31, 2023, the value of the fund is \$10,891 (2022- \$11,232).

| | | |
|-------------------------------------|--------------------|--------------------|
| Balance as of March 31, 2022 | \$11,231.65 | \$11,479.25 |
| Disbursement (AEIP Award) Apr 2023 | -\$500.00 | -\$500.00 |
| Gain Apr 1, 2023 | \$159.50 | \$252.40 |
| Balance as of March 31, 2023 | \$10,891.15 | \$11,231.65 |

**Manitoba Association of Visual Language Interpreters Inc.
as of December 31, 2023**

Accounts Receivables/GIC Investment Analysis

| <u>Description</u> | <u>2023</u> | <u>2022</u> |
|--|------------------|-----------------|
| GST claimed Refund for 2023 | \$ 198.46 | \$ 65.45 |
| Rec'd from CASLI for 2023-24 membership | 441.47 | - |
| GIC Accrued Interest compound annually on \$12,000 | 100.05 | - |
| | <u>\$ 739.98</u> | <u>\$ 65.45</u> |
| | - | 65.45 |

Prepaid Expense Analysis

| | | |
|--|-----------|-----------|
| May 14, 2020 West Jet Flight Credit \$632.36 | \$ 632.36 | \$ 632.36 |
|--|-----------|-----------|

Account Payables and Accruals Analysis

| <u>Description</u> | <u>2023</u> | <u>2022</u> |
|--------------------------|------------------|------------------|
| Accrued audit fee | \$ 275.00 | \$ 275.00 |
| GoDaddy fee | 78.98 | 70.58 |
| Website Renewal (Weebly) | - | 88.20 |
| | <u>-</u> | <u>-</u> |
| | <u>\$ 353.98</u> | <u>\$ 433.78</u> |