



MAVLI Annual General Meeting Minutes 2018

Red River College
E205 – 2055 Notre Dame Avenue
Winnipeg, Manitoba
Saturday, March 17, 2018
9:00pm to 12:00 pm

Members in Attendance:

An, Arleen
Braun, Amy
Boscow, Cindy
Butz, Katie
Castellano Sinclair, Carmela
Dumont, Shaina
Duré, Scotty
Fong, Elaine
Furer, Monica
Gallardo, Xenia
Gessner, Meaghan
Graham, Shelby
Goranson, Kristina
Guinn, Janine
Harrison, Hannah
Horvath, Jenn
Kehler, Lacey
Klassen, Sarah
Janzen, Terry
Langes, Jane
Loewen, Danica
MacDonald, Mandy
MacNeil, Tania
Martin, Jennilee
McDougall, Lauralee
Rhoda, Marlo
Rutherford, Brenda
St. Yves, Suzanne
Trethart, Erica
Vitucci Spencer, Josie
Wilson, Dawn-Marie
Wolf, Sara

Proxies:

Beaulieu, Tracy
Demers, Hubert
Friedrich, Pamela
Ginakes, Phyllis
Guinn, Janine
Heath, Bonnie
Iftody, Alanna
Jones, Tara
Kroeker, Chad
Lysachok, Sandy
Morden, Christina
Purll, Cheryl
Rogowski, Tessa
Saunders, Jan
Smith, Sandra
Toews, Jennifer
Wilson, Hali
Yorobe, Sherra

1. Call to Order: 9:23 am**2. Welcome, Housekeeping, House Rules and AVLIC President's Message**

- 2.1. The president thanked all in attendance at the AGM and stated that MAVLI appreciated the membership taking time out of a valuable Saturday to support the organization.
- 2.2. The restroom locations were identified as down the hall; gender neutral washrooms on the 3rd floor.
- 2.3. Thanks were extended to those who brought articles of clothing for Suzanne's Closet.
- 2.4. Terry Janzen was identified as the parliamentarian with the meeting following the Roberts Rules of Order.
- 2.5. Snacks were made available at the back of the room. Popcorn was available for a fee with all proceeds going to YCTD.
- 2.6. A video from the AVLIC President, Ashley Campbell, was shown to the group. She wished MAVLI a good AGM and highlighted some of the work AVLIC has been undertaking, ex. CES review process, PCRPP hiring a project manager, AVLIC's transition to a governance board and the formal name change to CASLI. It was noted that the 2018 conference will be held in Niagara Falls where a new board of directors will be elected for the 2018-2020 term.
- 2.7. MAVLI's directive is to ensure proceedings are in the language of commonality, interpreters were available.

3. Approval of the Agenda**3.1.** The following was added to the agenda:**3.1.1.** Policies and Procedures Manual Revisions (7.2)

Motion to accept the agenda with the addition.

Motion: Meaghan Gessner

Seconded: Jane Langes

Carried

4. Business arising from the 2017 Minutes.**5. Approval of the Annual General Meeting Minutes - March 18th, 2017.**

Motion to accept the Minutes as disseminated.

Moved: Monica Furer

Seconded: Arleen An

Carried

6. Executive, Committee, Representative, and Standing Committees' Reports

- 6.1. **President**.....Cindy Boscow
- 6.2. **Vice President**..... Meaghan Gessner
- 6.3. **Treasurer**..... Monica Furer
- 6.4. **Secretary**.....Tania MacNeil

Motion to accept the Executive reports as disseminated.

Moved: Dawn-Marie Wilson **Seconded:** Jenn Horvath **Carried**

- 6.5. **Fundraising**..... Jane Langes
 6.6. **MAVLI Education Committee**..... Kristina Goranson and Erica Trethart
 6.7. **Member-at-large**.....Brenda Rutherford
 6.8. **Membership**.....Shaina Dumont
 6.9. **Professional Development**.....Mandy MacDonald
 6.10. **Public Relations**..... Elaine Fong and Sarah Klassen
 6.11. **Webmaster**.....Arleen An
 6.12. **AEIP Student Representative**..... Danica Loewen

Motion to accept the committee reports as disseminated.

Moved: Mandy MacDonald **Seconded:** Meaghan Gessner **Carried**

7. Old Business

7.1. Update of Online Motions:

- 7.1.1. Student Membership Conditions:** *The motion that was voted on by the membership was passed. There will be a 50% reduction in the MAVLI fees for first-time students registering after September 1st. MAVLI recognizes that students are not getting a full year of membership. There will be a similar motion made at the AVLIC (CASLI) AGM in July.*
- 7.1.2. Subscriptions Membership Conditions:** *The motion that was voted on by the membership was passed. It is now explicit that subscription members are not eligible to vote. All other members have voting privileges.*

7.2. Policies and Procedures Manual Revisions: The board has the authority to change the Policies and Procedures Manual. However, when any large changes are made the board prefers to bring them to the membership. The following revisions have been made:

- 7.2.1. Wording Changes:** *Some of the changes to the manual include wording changes, for example, AVLIC to CASLI, committee chair to director, etc.*
- 7.2.2. Communication Section:** *Originally it stated that written correspondence would be filed by the secretary, the document now includes electronic correspondence as well. A new section has been added to indicate that any correspondence that requires action from the board will be documented and recorded in the minutes with the name of the member making the request. The timeline for response from the board has been reduced from a week to 2 days. Minutes are available upon request to membership. All members can attend the board meetings.*
- 7.2.3. Special Meetings:** *A special meeting section has been added. Regular meetings are board meetings and the AGM. Special meetings can be called by the board when needed. If a member would like a special meeting called but the board does not deem it necessary, the member would need to enlist the support of 15% of the*

membership (51 % must be active members) to hold the meeting to discuss the issue.

- 7.2.4. Travel Policy:** *Previously MAVLI did not have a travel policy in place. It was recommended that the board consider adding more details to this section. For example, if the CASLI conference was in Newfoundland, would MAVLI pay mileage? An addition could state that mileage will be reimbursed up to the cost of an economy flight. Flights should be booked in advance to ensure that the fees are kept to a minimum. All predicted expenses would need to be brought to the board and approved by the membership in the budget. Approval would depend on the available funds and appropriateness of the expenditure. It was recommended that the format of this section be changed, all points should be listed under "Budget to be vetted by the Board and approved by the membership at the AGM".*

Action: MAVLI board to reformat the Travel Policy to include some of the recommendations made by the membership.

- 7.2.5. AEIP Representative and Member-at-Large:** *The duties of the AEIP Representative and Member-at-Large will be added to the Policies and Procedures Manual soon.*

8. New Business

- 8.1. Motion** to approve Routley & Co Professional Chartered Accountant Ltd. to perform an audit of our 2018 financials.

Moved: Monica Furer

Seconded: Tania MacNeil

Carried

- 8.2. Motion** to approve the 2018 proposed MAVLI Budget as outlined below.

Moved: Monica Furer

Seconded: Tania MacNeil

Carried

- 8.3. Accounting Statements:** The 2018 AGM package included the Financial Engagement Reviews for 2013 and 2014. The 2015 statement was recently sent out to the membership. MAVLI was behind with the financial audits and is currently in the process of getting caught up. The accountants recommended that we do Engagement Reviews for the previous missed years and full audits from 2017 forward. The fees have increased substantially since we started with the Routley & Co Professional Chartered Accountants Ltd. In 2011, we were charged only \$250.00. The current fees are \$850.00 for the Engagement Reviews and \$1,100.00 for the audits. MAVLI may need to consider looking for a different accounting firm with more reasonable rates.

2018 Proposed MAVLI Budget:

	Estimated	Actual
Total Income	\$6,800.00	
Total Expenses	\$9,315.00	

Income:

Membership	\$3,000.00	
Fundraising	\$3,600.00	
DVD Sales and MAVLI Merchandise	\$200.00	
Subtotal	\$6,800.00	

Expenses:

Annual Insurance Fee	\$810.00	
Accounting Fees (2014, 2015, 2016 Review Engagements) *	\$2,550.00	
Accounting Fees (2017 Audit)	\$1,100.00	
Annual Corporate Return	\$25.00	
GST Return	\$75.00	
PR Events (3 events)	\$800.00	
MAVLI Wind-up (max \$20/person)	\$300.00	
MAVLI AGM (awards, snacks, interpreter honoraria)	\$350.00	
AVLIC 2018 (airfare, hotel, meals and airport transfers)	\$2,000.00	
AVLIC 2020 (early-bird registration)	\$300.00	
Community Support	\$300.00	
MDA Membership	\$100.00	
MCSD Annual Membership	\$100.00	
WASLI Membership 2018	\$30.00	
WASLI Membership 2019	\$30.00	
Post Office Box Annual Fee	\$200.00	
Microsoft Office 365 Software Annual Fee	\$80.00	
Website hosting Annual Fee	\$165.00	
Subtotal	\$9,315.00	

Total (Loss)**(\$2,515.00)**

The budget includes the additional expenses for 3 years of financial reviews which should have been completed previously. Next year's budget will only include the 2018 audit and therefore the fees will be significantly less. MAVLI began holding insurance coverage when we hosted the 2014 conference. The board feels it is prudent to continue with the coverage and has ensured the cost is appropriate based on quotes from other agencies. In conference years, the expenses tend to be higher compared to the opposite year's President's meeting.

9. Nominations Committee: Kristina Goranson and Brenda Rutherford**9.1. Nominations for Vice-President:**

9.1.1. Meaghan Gessner (Nominated by Suzanne St. Yves)

9.1.2. Motion to accept the nomination for Vice-President.

Seconded: Dawn-Marie Wilson **Carried**

Meaghan Gessner is declared Vice-President by acclamation.

9.2. Nominations for Secretary:

9.2.1. Erica Trethart (Nominated via paper nomination form – Liana Price)

9.2.2. Shaina Dumont (declined)

9.2.3. Motion to accept the nomination for Secretary.

Seconded: Shaina Dumont **Carried**

Erica Trethart is declared the Secretary by acclamation.

9.3. Nominations for Membership:

9.3.1. Shaina Dumont (Nominated by Scotty Duré)

9.3.2. Motion to accept the nomination for Membership.

Seconded: Jenn Horvath **Carried**

Shaina Dumont is declared the Membership director by acclamation.

9.4. Nominations for Professional Development:

9.4.1. Mandy MacDonald (Nominated by Monica Furer)

9.4.2. Motion to accept the nomination for Professional Development.

Seconded: Scotty Duré **Carried**

Mandy MacDonald is declared Professional Development director by acclamation.

9.5. Nominations for Public Relations:

9.5.1. Sarah Klassen (Nominated by Jane Langes)

9.5.2. Motion accept the nomination for Public Relations.

Seconded: Marlo Rhoda **Carried**

9.5.3. Xenia Gallardo (Nominated by Meaghan Gessner)

9.5.4. Motion accept the nomination for Public Relations.

Seconded: Monica Furer **Carried**

Sarah Klassen and Xenia Gallardo are declared the Public Relations co-directors by acclamation.

Nominations were closed.

10. Appreciation and Acknowledgements:**10.1. Vice-President Award:**

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

The VP Award goes to a member of the community who gives back to MAVLI in some way. MAVLI would like to acknowledge the RRC staff and U of M Linguistics Department for all their work. A donation has been made to MCSD in the amount of \$100 to help cover their interpreting costs. Elaine Fong and Terry Janzen accepted the awards on behalf of their departments.

10.2. President Award:

The President Award acknowledges a board member and their contributions during the past year. Cindy Boscow presented the honours: MAVLI has been fortunate to have had a great board who are committed to being involved in the meetings, the board always has quorum for the meetings. Before the award was presented Cindy thanked each board member.

- Thank you to Meaghan for joining the board as Vice-president. You have a great perspective and help others to see things in different ways. Thank you!
- Thank to our Secretary, Tania, who has been on the board for 3 years. She is always on top of all of the emails and AGM package revisions. Thank you.
- Sarah and Elaine were great Public Relations co-chairs and they were always busy with many events; mentorship meetings, ASL Night, etc. We appreciate all the time and energy they put into these events. Other chapters marvel at the amount of PR events that MAVLI has. We are sad to have Elaine step down, but we are grateful to have had her on the board.
- MAVLI was very fortunate to have Mandy co-present the Privilege Workshop, we are so lucky to have such great talent here in our province. Professional Development has plans for MAVLI to host other great opportunities like the Sex, Drugs and Rock 'n Roll (part 2), a semantics workshop and a legal workshop. Thank you for all your hard work.
- MEC is a large portfolio. Kristina and Erica are two fantastic people willing to put the effort into navigating a complicated system. They are making changes that will have an impact and we are grateful to have had both Kristina and Erica as co-chairs.
- Membership is coordinated by Shaina and she is always the first one to have her board reports done. She works with AVLIC and keeps all of the statistics regarding our membership up-to-date. Thank you.
- Fundraising is often a challenge as it is hard work to get people involved. Jane has done a great job and has put in a lot of time and energy. Mom's pantry was a fantastic success! It was the first year for our yard sale and we are hoping to have more membership support for it in the future. Thank you for all of your work.
- Arleen has been our webmaster and it requires so much work. We are at a transition stage with the website and are planning a member's only section

that will be added in the near future. Thank you for all your work on our website.

- The AEIP Representative is Danica Loewen. She attends all of our monthly meetings and it is fantastic to hear what is happening with the AEIP group. They are always busy with course work and hosting many fundraising activities. She is a great addition to our board.
- Member-at-large is a new position on the board and we are lucky to have Brenda. She is great at providing perspective on issues and has the pulse of the community. The duties will be added to the Policies and Procedures Manual. Brenda is always willing to take on all tasks that are assigned. Thank you.

This brings us to the recipient for the President's award, our treasurer, Monica Furer. She has work so diligently on our finances since she began in the role. She has acquired a MAVLI credit card, organized the engagement reviews, audits, financial reports, and the budget. We are now more aware of our financial situation and can make practical plans for MAVLI spending. Monica's work has been outstanding. Thank you Monica.

Brenda thanked the president for doing an amazing job of steering the ship!

11. Confirmation of Acts

11.1. 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: Cindy Boscow

Seconded: Terry Janzen

Carried

12. Announcements:

- 12.1.** Emily Duncan indicated she is willing work on the fundraising committee with Jane Langes. It is currently midterm for fundraising, therefore, the board can appoint a co-chair.
- 12.2.** Terry Janzen made an announcement that the U of M is offering ASL 1 for 3 credits hours under the Arts Department as an elective. The course will be managed by the linguistics department. The course description can be found in the summer calendar and will held in May and June on Tuesday and Thursday evenings. The University is currently in the process of hiring an instructor. Terry encouraged everyone to get the information out to family and friends. The class will be a maximum of 25 students and other levels may be offered in the future.
- 12.3.** Terry mentioned that Erin Wilkinson is taking a leave of absence. She and her family are currently waiting on attaining Canadian immigration status for her husband. He

currently resides in the United States and Erin will be moving to be with him. She is hopeful she will be able to return to work in Winnipeg. The Linguistics Department has approval to hire a term position for the year and are looking for a Deaf linguist with a Ph.D. Canadian citizens would be given preferential consideration but the position may go to a non-Canadian if no qualified applicants are available. The department is hopeful that a Deaf scholar will be hired for the position.

- 12.4.** If you have any yard sale donation items, please hold on to them for now, MAVLI may be hosting another event in the future.

13. Thank-you

- 13.1.** Thank you to all the membership for taking the time to attend the AGM.
13.2. Thank you to all who donated clothes to Suzanne's Closet.
13.3. Thank you to Erica for making the muffins.
13.4. Thank you to Shaina for organizing all of the proxies.
13.5. Thank you to Tania for taking the minutes for the meeting.
13.6. Thank you to Terry Janzen for acting as our meeting parliamentarian.
13.7. Thank you to our volunteer interpreters, Carmela Castellano and our student interpreter Sara Wolf.

14. Adjourned – 11:05 pm