



**MAVLI ANNUAL
GENERAL MEETING 2014**

Red River College
F205 – 2055 Notre Dame Avenue
Winnipeg, Manitoba
Saturday, March 29, 2014
9:00 a.m. to 12:00 p.m.

Annual General Meeting Package

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SECTION ONE

AGENDA
MARCH 29th, 2014



AGENDA

Annual General Meeting
Red River College
F205 – 2055 Notre Dame Ave.
Winnipeg, MB
Saturday, March 29, 2014
9:00 a.m. to 12:00 p.m.

- 1. Call to Order**
- 2. Welcome, Housekeeping, and House Rules**
- 3. Approval of the Agenda**
- 4. Business arising from the minutes**
- 5. Approval of the Annual General Meeting Minutes – March 17, 2012**
- 6. Executive, Committee, Representative, and Standing Committees' Reports**
 - 6.1. President.....Mandy MacDonald
 - 6.2. Vice President.....Brenda Rutherford
 - 6.3. Treasurer.....Leanne Muldrew
 - 6.4. Secretary.....Cindy Boscow
 - 6.5. Membership.....Dia Chaves
 - 6.6. Newsletter.....Kristi Dorian
 - 6.7. Public Relations.....Brianne Mauws
.....Scotty Duré
 - 6.8. Professional Development.....Shaina Cudmore
.....Jenn Horvath
 - 6.9. Fundraising.....Libby Smith
.....Brittney Toews
 - 6.10. MAVLI Education Committee.....Erica Weselowski
 - 6.11. AEIP Student Representative.....Chad Kroeker
.....Hali Wilson
 - 6.12. Minister's Advisory Board.....Erica Weselowski
 - 6.13. 2014 Biennial Conference Planning Standing Committee.....Bonnie Heath
.....Terry Janzen
 - 6.14. AVLIC 2014 Treasurer Report.....Kristi Dorian

- 6.15.** AVLIC 2014 Financial Report.....Kristi Dorian
.....Monica Furer

7. Old Business

- 7.1.** Deaf Interpreter Membership Rates
7.2. Proxy Policy

8. New Business

- 8.1.** MAVLI Bursary
8.2. MAVLI By-Laws

9. Nominations

10. Appreciation and Acknowledgements

10.1. Vice-President Award

The Vice-President Award acknowledges a member whose actions have benefited MAVLI. Brenda Rutherford will present the honours.

10.2. President Award

The President Award acknowledges a board member and their contributions. Mandy MacDonald will present the honours.

11. Confirmation of Acts

12. Announcements

13. Thank-you

14. Adjournment



SECTION TWO

Reports – Executive, Committee, Representative & Standing Committee

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

6.1. President

Mandy MacDonald
2013 – 2015 Term

Activities to Date

- i. Worked with AVLIC 2014 Fundraising to help with licenses and initiatives throughout the year
- ii. Hosted a meeting to prepare for the AVLIC 2013 AGM in Toronto and gathered proxies
- iii. Attended the Presidents' meeting and AGM in Toronto
- iv. Attended two Presidents' meetings online via Google+
- v. Met with Sorenson's Manager to discuss how to forge a better relationship between Sorenson and MAVLI and be of service to one another
- vi. Submitted an annual report for the AVLIC AGM and an updated report for AVLIC board meetings as requested.
- vii. Worked with the board to set up the Town Hall as requested by Sylvie Lemay regarding the Dispute Resolution Process.
- viii. Met with Jakee Werbuk at Red River College to discuss the idea of having the MAVLI Bursary awarded at a RRC function

Ongoing Activities:

- ix. Communicate with board members via meetings, email, and phone while responding to questions and issues as they arose
- x. Assist board members when needed for specific events
- xi. Meet and communicate with the AVLIC 2014 Co-chairs throughout the year
- xii. Meet and communicate with the AVLIC 2014 Fundraising Committee throughout the year
- xiii. Communicate with the AVLIC board and AVLIC manager
- xiv. Chair monthly board meetings
- xv. Recruit new board members

Future Initiatives for the President's portfolio

- xvi. Work with webmaster to create a "Presidential Greeting" on our website
- xvii. Plan an orientation for the new board and make a plan for the upcoming year

6.2. Vice President

Brenda Rutherford
2012 – 2014 Term

Activities to Date

- i. Served 3 years as Vice President
- ii. Took office midway through a term, and am currently completing the second and final year of the subsequent term

- iii. Attended all board and special meetings of MAVLI
- iv. Continue to support the on-going activities of MAVLI
- v. Provided assistance to the president as requested
- vi. Assisted other board portfolios as opportunities arose
- vii. Actively recruiting potential nominees to ensure a full board is elected at the 2014 AGM
- viii. Co-chair for this year’s Nomination Committee along with Scotty Duré

6.3. Treasurer
 Leanne Muldrew
 2013 – 2015 Term

MAVLI 2013 Financial Balance

Professional Development	Income	\$ 2,483.04
	Expense	\$ (2,277.54)
	Total PD Profit	\$ 205.50

Fundraising	Income	\$ 30.00
	Expense	\$ -
	Total Fund. Profit	\$ 30.00

Miscellaneous	Income	\$ 202.15
	Expense	\$ (1,240.45)
	Total Misc. Profit	\$ (1,038.30)

Office & Newsletter	Income	\$ -
	Expense	\$ (217.12)
	Total Office/NL Profit	\$ (217.12)

Membership	Income	\$ 1,745.00
	Expense	\$ (350.00)
	Total Mem. Profit	\$ 1,395.00
	TOTAL MAVLI 2013 PROFIT	\$ 375.08

No financial activity was made in Public Relations in 2013

As of December 31, 2013, our year-end balance is **\$5,289.70**

6.4. Secretary
 Cindy Boscow
 2012 – 2014 Term

Activities to Date

- i. Continue to improve/update MAVLI website
 - a. Work with Newsletter Chair to develop MAVLI Interpreter/Student Directory
 - b. Work with Newsletter Chair to develop Freelancing Section of website
 - c. Work with Newsletter Chair to develop Mentorship Section of website
 - d. Keep all MAVLI events (board meetings, fundraisers, town halls, etc) up to date on web calendar and alert membership as needed
 - e. Research other interpreting websites to gather ideas to update MAVLI website
- ii. Created AGM package to be forwarded to membership
 - a. Develop online Proxy Form submission for MAVLI members
- iii. Update our Mailbox account to be paid until Dec. 2014
- iv. Found speaker for Health and Wellness Workshop
- v. Forwarded our newly updated Policy and Procedure Manual and Bylaws to AVLIC board as a reference for Saskatchewan as they continue to develop their interpreting chapter.
- vi. Co-Chair for AVLIC 2014 Conference Webmaster Committee
 - a. Attended AVLIC 2014 meetings
 - b. Set-up Registration web application to accept online conference registrations
 - c. Prepared for Registration to Go-Live after GST # confirmation
 - d. Updated AVLIC conference website with Keynote Speaker information, Call for Papers, Fundraising Events, Auction Information, Tourist information, Sponsorship Details, Calendar
 - e. Supported conference fundraising and auction with donations/selling tickets
 - f. Disseminate AVLIC Sponsorship package nationally to AVLIC chapters

Ongoing Activities:

- vii. Maintain DropBox account.
- viii. Maintain the secretary email account.
- ix. Coordinate report submissions.
 - x. Prepare and disseminate monthly meeting minutes.
 - xi. Pick up mail and distribute accordingly.
 - xii. Check and respond to emails accordingly.
- xiii. Maintain an up-to-date membership email list.
- xiv. Forward job postings and information to membership
- xv. Continue to take minutes and disseminate to board.

Future Activities:

- xvi. Continue working with Sherra Hall as co-webmaster for the AVLIC 2014 conference
- xvii. Support MAVLI members and the Board in future initiatives
- xviii. Develop welcome video with MAVLI President for website
- xix. Further develop MAVLI website
 - a. Offer online registration/payment of workshops, events, fundraisers, etc
 - b. Sell MAVLI merchandise online

6.5. Membership

Dia Chaves

2012 – 2014 Term

Activities to Date:

- i. Emailed members who have not renewed for the 2013-2014 membership year, to see if they will continue to be members or not
- ii. Participated in AVLIC's Membership Categories & Criteria Review (MCCR) committee as MAVLI's representative
- iii. Sent out reminder to membership to complete the MCCR survey
- iv. Received survey results from MCCR
- v. Received a draft of a revised AVLIC Membership Policy and Procedures Manual from Jane Pannell
- vi. Attended SAGE Day on October 25th, helped with registration and was also a member of the panel
- vii. Updated the MAVLI Membership welcome letter and sent it to AVLIC
- viii. Updated the membership list
- ix. Membership statistics as of January 1st, 2014:
 - Active Members: 63
 - Deaf Interpreters: 2
 - Students: 20
 - Exempt: 1
 - Subscriber: 1
 - Total: 87

On-going Activities:

- x. Continue to be apart of the MCCR committee (even though I am not continuing on as MAVLI's membership chair), we are now looking to create motions to present at the AGM and then moving towards a comprehensive membership policy for AVLIC

6.6. Newsletter

Kristi Dorian

2013 – 2015 Term

Thank you to MAVLI members and the board of directors for your ongoing encouragement and support for the newsletter these past three years. In November 2013, I had to unfortunately resign from my positions as NL chairperson and AVLIC 2014 Treasurer. Monica Furer has accepted the AVLIC 2014 Treasurer position and I am happy to orientate/train the new Newsletter chairperson!

Activities to Date

- i. Published two full colour, 20-paged newsletters in the 2013-2014 term year
- ii. Created MAVLI's Writers' Guidelines

- iii. Made contact with other Canadian/American chapters to exchange newsletters, articles & ideas
- iv. Connected with various publishers for book reviews, reprints and book quote usage permissions
- v. Attended workshops and events to take photos for the NL
- vi. Networked and collaborated with the board and members for NL themes, feedback, ideas and articles
- vii. Brainstormed, solicited and collected articles/submissions from our community specifically and the community at large
- viii. Wrote articles, did interviews and book reviews for the newsletter
- ix. Researched and read other publications for inspiration and reprints
- x. Worked with the editor to create a high quality publication for our membership's professional development
- xi. Regular attendance at meetings and submission of reports
- xii. Networked and maintained relationships with other chapters and organizations in Canada and the USA
- xiii. Mentored four AEIP students on a regular basis
- xiv. Volunteered for the MAVLI panel at ASL Immersion Program
- xv. Headed the MAVLI Display Committee (researched and conducted meetings for promo material such as banners, brochures, business cards, etc and booth set up) till September 2013 at which time it all documents and duties were transferred to the PR chairpersons
- xvi. Researched and implemented MAVLI's online members directory list, worked with the MAVLI secretary to go live in September
- xvii. Created a Nominations document for AGM procedures
- xviii. Looked into the successful membership with the World Association of Sign Language Interpreters, worked with treasurer to apply.
- xix. Researched and implemented Directors and Officers insurance to protect MAVLI's board, the AVLIC 2014 committee and all MAVLI members/volunteers during the heightened transactions and responsibilities of hosting a national conference
- xx. Updated the Policies and Procedures Manual
- xxi. Met with Johnny Hawkins/Sorenson to create partnership with newsletter and MAVLI board
- xxii. Created new sections on the MAVLI website with the MAVLI Webmaster and supplied articles and resources for those sections (Freelancing business material, mentoring articles, reviewed online directory and various templates, plus NL cover pages)

6.7. Public Relations
Scotty Duré
Brienne Mauws
2012 – 2014 Term

Activities to Date

- i. Established ASL Night, which is held at the end of the month on a Thursday. We moved locations to Polo Park Tavern which has been very accommodating and has had a good response from those who attend ASL night. On average 25-30 people are in attendance.
- ii. Presented to the AEIP classes regarding the MAVLI Board, the MAVLI Bursary and the benefits to becoming a MAVLI member and MAVLI mentorship program.

- iii. Set-up AEIP students with an interpreter mentor.
- iv. Set-up a MAVLI panel for ASL Immersion which ended up being cancelled the day of the panel due to lack of registration.
- v. Held a mentor panel evening for mentors and mentees. We had a 1 hour panel for students to ask questions about Interpreting and what to expect from their mentor and then a 1 hour period where everyone could mingle. This was held at Red River College.

Ongoing Activities:

- vi. Arrange a MAVLI panel for ASL Immersion week.
- vii. Remind students of upcoming Bursary deadlines.
- viii. Volunteering to help with AVLIC 2014
- ix. Continue to arrange ASL Nights at Polo Park Tavern

Future Initiatives:

- x. Set-up MAVLI bursary in partnership with RRC and encourage further interest in the MAVLI bursary.
- xi. Arrange mentorship for the 2014-2015 school years. Intend to put a call out for interpreters to become mentors during the summer months to gather enough mentors before the school year commences.
- xii. Create a MAVLI video to be shown at any opportunity to promote MAVLI.

6.8. Professional Development

Shaina Cudmore
Jenn Horvath
2012 – 2014 Term

Activities to Date:

- i. Wrote an article for the fall-winter newsletter
- ii. Was joined by a new co-chair, Jenn Horvath, in April 2013!! We met to discuss past and future activities
- iii. Submitted baby pictures to Kristi for NL
- iv. Planned and hosted the CES Narratives workshop on May 4 & 5, 2103
- v. Volunteered at the Garbonzo's pizza fundraiser on June 7th
- vi. Planned and hosted a Wellness workshop, with a physiotherapist, on May 30th
- vii. Filled out and submitted the AVLIC membership survey
- viii. Volunteered at SAGE day 2013
- ix. Planned and hosted an income tax workshop, with accountant Lori Dann, on Oct 23rd
- x. Planned and hosted the CES Interactives workshop on Feb 1 & 2, 2014

Ongoing Activities:

- xi. Securing presenters and interpreters for future workshops in 2014/2015

- xii. Collaborating with the AVLIC 2014 fundraising committee to coordinate possible PD/Fundraising opportunities

Future Initiatives:

- xiii. Corresponding with Society for Manitobans with Disabilities Inc. regarding the possibility of having a summer immersion for interpreters in 2015
- xiv. Discussing strategies to include participants from across Canada in future MAVLI workshops or as presenters

6.9. Fundraising
Libby Smith
Brittney Toews
2013 – 2015 Term

Activities to Date:

- i. The fundraising portfolio has continued to stay in contact with the AVLIC 2014 fundraising committee.
- ii. Sold raffle tickets.
- iii. Sold Sobey's gift cards
- iv. Sold Garbonzo's pizza fundraiser tickets and aid as needed.
- v. Advertised/sold MAVLI merchandise when applicable: SAGE day.

Ongoing Activities:

- i. Continue to help with AVLIC 2014 in anyway possible.
- ii. Sell MAVLI merchandise

Future Initiatives:

- i. We would like to sell as much of the merchandise as possible, since there is still quite a bit of product left.
- ii. Work with AVLIC 2014 very closely in the next few months as the conference nears. Help at fundraising events and volunteer at the conference.

6.10. MAVLI Education Committee
Erica Weselowski
2013 – 2015 Term

Activities to Date:

- i. Sent email to Student Services Administrators Across Manitoba (SSAAM) with MEC documents regarding the importance of hiring trained interpreters.
- ii. Coordinated with other provincial groups to host SAGE at the Manitoba School for the Deaf: October 25, 2013
 - 60 Participants
 - Income - \$1735.00, Expenses - \$372.25, Total Profit – \$1362.75
 - Evaluations were very positive

- Made a short announcement for MEC discussing the services we provide. No one approached me or contacted me for more information.

Ongoing Activities:

- iii. Figure out the best person for school division to call when they need to hire a trained interpreter and inform SSAAM.

Future Activities:

- iv. Continue to spread awareness of MEC documents and the importance of hiring trained interpreters
- v. Plan for SAGE 2014

6.11. AEIP Representative

Chad Kroeker

Hali Wilson

2013 – 2014 Term

Student updates:

- i. Four students are currently in 'Practicum A' (January-April), while two students are in 'Practicum B', which begins in April.

Activities to Date:

- ii. Fundraising for AEIP Thank You BBQ:
 - First RRC pizza Wednesday (September 25, 2013) - \$279.00
 - Bake sale (November 18, 2013) – \$250.00
 - Second RRC pizza Wednesday (November 27, 2013) - \$350.95
 - **Total** fundraised so far: **\$879.95**

Future Initiatives:

- i. Planning and hosting the annual AEIP/DSP Thank You BBQ.
- ii. There is still a possibility for Kernels Popcorn fundraising. No date has been set yet.

6.12. Minster's Advisory Board

Erica Weselowski

2013 – 2015 Term

Activities to Date:

- i. Attended meeting on January 14th, 2013 at SMD
- ii. Attended meeting on March 11th, 2013 at DCM
 - Informed board of SAGE date change to October 25th and the need to look for a new presenter
 - Updated board of new EA3 position added in Pembina Trails for trained interpreters.

- iii. Unable to attend meeting on May 27th, 2013 at Central Speech and Hearing Clinic
- iv. Attended meeting on October 28, 2013 at Manitoba School for the Deaf
 - Had a discussion about hiring trained interpreters in the K-12 setting. Members of the Manitoba Deaf Association (MDA) questioned MAVLI about what we are doing in regards to this matter and why we cannot enforce this in the school divisions. I explained that MAVLI has no authority on the hiring policies of school divisions, but we do provide them with information on the importance of hiring trained interpreters. The members of the MDA feel it is important that this matter is brought to the attention of the Minister of Education through Minister's Advisory Board (MAB).
- v. Sent information to the board regarding the AVLIC 2014 conference
- vi. Forwarded our MEC package electronically to Drucie Hogle (SSAAM), who is to forward it to her secretary and disseminate it to all the SSAAM members in Manitoba. I also sent this information to the MAB board.
- vii. Please contact Erica if you would like to view a copy of the minutes from any MAB meeting.

Future Activities:

- viii. Attend next MAB meeting on March 24th, 2014. Please let me know if there is anything you would like me to pass on to MAB.

6.13. 2014 Biennial Conference Planning Standing Committee

Bonnie Heath
Terry Janzen

- i. Planning Committee update:
 - We say goodbye and a huge thank you to Kristi Dorian for taking the post of conference treasurer until recently. Kristi has been responsible for setting up the conference books, and leading us through the GST process. Recently, however, Kristi had to step down, and we are pleased that Monica Furer has stepped into these big shoes. Thank you Kristi and thank you Monica! As well, another newer committee to be struck is that of Volunteer Committee, so we welcome Scotty and Christina to the conference planning committee.
- ii. Full slate of committee chairs:
 - Conference Co-chairs: Terry Janzen and Bonnie Heath
 - Treasurer: Monica Furer
 - Fundraising: Suzanne St. Yves and Tessa Rogowski
 - Publicity/Website: Sherra Yorobe and Cindy Boscow
 - Workshops: Erin Wilkinson and Barbara Shaffer
 - Interpreting: Sue Schmid and Nigel Howard
 - Registration: Shaina Cudmore and Josie Vitucci Spencer
 - Facilities: Dawn-Marie Hildebrand and Deborah Goertzen
 - Special Events: Dianna Rasing and Elaine Fong

- Auction: Carmela Castellano-Sinclair and Sheila Montney
 - Volunteers: Scotty Duré and Christina Morden
- iii. Thanks too, to all the members of the MAVLI board for your work to date in supporting the efforts of the conference planning committee.
The success of the conference is largely dependent on a huge number of volunteers. Already many people have offered some volunteer time, both within the interpreting community and the Deaf community in Winnipeg. There are a lot of volunteer tasks to take on, so please consider volunteering some time. When Scotty and Christina come calling, please say yes!
- iv. **Call for presenters:** The call for presenters was extended to February 15th. Submissions are coming in, from Canada, the US, Europe, and several from Africa. We hope this means that the conference will have a truly international flavour.
- v. **Call for interpreters:** The call for interpreters is being prepared, and will go out soon. Please consider applying to interpret part of the conference. Interpreters will work in teams, and there are events that require various levels of experience.
- vi. **Special events:** Two excellent special events are planned for the conference.
- Thursday evening, **July 10**, we will host **Greg Evans'** band, and recording artists, **Say Uncle!**, for an evening of music that is sure to be entertaining. This is one of the events that we will need interpreters for, so if your forte is interpreting live music, why not sign up! In any case, we hope to see you there. Details and tickets are available on the conference website.
 - Friday evening, **July 11**, we will host **Noah Buchholz**, presenting a one-man show. We are pleased to welcome Noah back to Winnipeg for this exciting performance. Details and tickets are available on the conference website. Tickets for both these events are limited, so be sure to get yours now.
- vii. **Registration:** Early bird registration ends February 28th. Regular registration begins March 1st. If you haven't already registered for AVLIC 2014, you won't want to miss out. See the conference website for information on the workshops, keynote speakers, social events/special performances, AVLIC special interest sessions /AGM, the opening reception, appreciation luncheon, awards banquet and auction.
- viii. **Hotel:** The Hotel Fort Garry promises to be an exciting venue for AVLIC 2014. Even for locals, there's a lot to experience at the hotel. You might want to consider staying at the hotel for the duration of the conference, or even part of it, so not to miss out on anything. If so, conference goers get a special rate, and have full use of the fitness facilities and pool. Go to Accommodations on the conference website, and note the conference code to use when booking the hotel.
- ix. **Fundraising:** We have had many very successful fundraising events leading up to AVLIC 2014. These will continue right up until the close of the conference. Thanks to all who have participated! We hope you have been enjoying these learning and entertaining experiences along the way to AVLIC 2014.

- x. **Auction items:** Got any items that need a, ahem, a better home? We want them! See Carmela and Sheila about these – they'll be more than happy to take them off your hands. But then, come to the banquet and auction to see what YOU might take home! This event promises to be fun, entertaining, and you never know what you might score. It's an event not to be missed.

See you all at AVLIC 2014!

6.14. AVLIC 2014 Treasurer Report

Kristi Dorian

- i. Worked with MAVLI Board, AVLIC 2014 Committee, and the Canadian Revenue Agency to update MAVLI's records and successfully register for a GST number
- ii. Worked with MAVLI Treasurer, PD and PR chairs and AVLIC 2014 Committees to implement GST procedures, answer questions and create receipt systems
- iii. Supplied supporting documentation and manuals during this process
- iv. Organized and discussed monies with MAVLI treasurer on past activities and new procedures for moving forward
- v. Met with Registration and Webmaster committee chairs to finalize registration process
- vi. Implemented PayPal and Square accounts
- vii. Created Receipt template and sent out receipts for AVLIC 2014 workshop
- viii. Maintained all Excel transactions spreadsheets
- ix. Handled all monetary transactions for the committee – banking, deposits and cash, paying bills and tracking income throughout the year
- x. Monitored and maintained all financial balances and records
- xi. Oversaw and presented budgets, accounts, financial statements and reports to committee
- xii. Liaised with designated committee members about financial matters
- xiii. Ensured all committee members handling money keep proper records and documents, supported them at events if needed
- xiv. Organized and transferred all Treasurer files, bank account authorities plus orientated Monica Furer in December as AVLIC 2014's new treasurer

6.15. AVLIC 2014 Financials Report

Kristi Dorian
Monica Furer

**AVLIC 2014
Financial Statement
January 1, 2013 to December 31, 2013**

Opening Balance as of Jan 1, 2013:		\$14,988.47
Income:		
	PayPal verification deposits	\$1.68
	Registration (21)	\$7,181.78
	Fundraising	\$14,873.12
	Donations	\$60.00
	TOTAL	\$22,116.58
Expenses:		
	Banking Fees	\$13.00
	Fundraising	\$11,697.92
	TOTAL	\$11,710.92
Net Profit in 2013:		\$10,405.66
Total Profit as of December 31, 2013:		\$25,394.13



SECTION THREE

OLD BUSINESS

7. Old Business

7.1. Deaf Interpreter Membership Rates

MOTION: I move that the Deaf Interpreter membership category rate be changed from the current amount of \$35.00 annually to a reduced amount of \$20.00 annually.

Mover: Mandy MacDonald

Seconder: Dia Chaves

RATIONALE: As per 2012 Annual General Meeting, an action¹ was passed directing The Board to investigate revision of the cost of membership of Deaf Interpreters. After investigating the fee structures of the other AVLIC Affiliate Chapters, the MAVLI board voted in favour of reducing the rate as proposed above.

7.2. Proxy Policy

MOTION: I move that the Membership 2.a.x Policy be amended to read as follows: All voting members are responsible for their vote in person or by proxy at the Annual General Meeting.

Mover: M. MacDonald

Seconder: C. Boscow

Carried

RATIONALE: I move that The Board discuss Membership 2.x to further stress the importance of the proxy.

Mover: Dr. T. Janzen

Seconder: T. Turcotte

Carried

6.1.5.1 Old Membership Policy 2.a.x reads:

2. Membership

a. Responsibilities of Members

- i. Members are encouraged to discuss issues as they arise.
- ii. Members are encouraged to become involved on committees.
- iii. Members are responsible for keeping their membership dues up-to-date.
- iv. Members are responsible for notifying the Membership Chairperson of any changes of information.
- v. Members are expected to stay abreast of MAVLI business.
- vi. Members are expected to uphold MAVLI's mission statement and goals.
- vii. Members are expected to pursue professional development opportunities.
- viii. Members have the right to attend Board meetings.
- ix. Active Members are encouraged to participate in Annual General Meetings (AGM).
- x. Active Members are encouraged to vote in person or by proxy at the AGM.**
- xi. Active Members shall uphold the AVLIC Code of Ethics and Guidelines for Professional Conduct

¹ **ACTION:** Dr. T. Janzen would like there to be a discussion at the MAVLI board level regarding if they should keep the Deaf Interpreter rate as the current rate or further reduce it.



SECTION FOUR

NEW BUSINESS

8. New Business

- 8.1. MAVLI Bursary**
- 8.2. MAVLI By-Laws**



SECTION FIVE

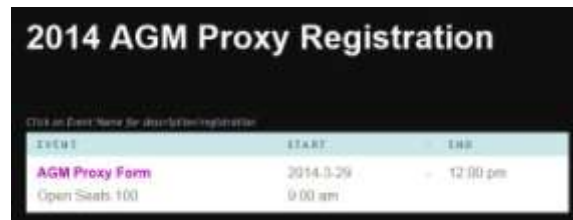
**PROXY
&
NOMINATION
FORMS**

How To: Submit Your Electronic Proxy

1. Navigate to the MAVLI website (www.mavli.com). Select 2014 AGM Proxy Registration from the drop down menu.



2. Click on the purple **AGM Proxy Form** link.



3. A new window will open with details and a map about the AGM. Scroll down to the bottom of the window and click REGISTER.



- A new window will open with the AGM Proxy Form. You can click [Show/Hide Details](#) to minimize the details screen and proceed to complete the Proxy Form.



The screenshot shows a registration form titled "AGM PROXY FORM". At the top, there is a link that says "Show/Hide Details". Below this, there are several input fields for personal information: "First Name", "Last Name", "Email Address", "Phone Number", "Street/PO Address", "City", "State", and "Postal/Zip Code". At the bottom of the form, there is a question: "Who do you authorize to carry your vote on Saturday, March 29th, 2014 at the MAVLI Annual General Meeting?" followed by an empty input field.

- There is a drop down menu to **select at least one item** for submission. Pick 1 from the drop down menu. There is no cost for this Proxy submission. Your Total should read 0.00. Enter the required security code as it is shown. Click Submit.



The screenshot shows the "REGISTRATION FEES" section. A red error message states: "You must select at least one item". Below this, there is a dropdown menu with "0" selected, followed by the text "Proxy Form 0.00". Below that, there is a "Total" field showing "0.00". A horizontal line separates this section from the next. The next section is titled "Enter the security code as it is shown (required)" and contains an empty input field. Below the input field is a security code image showing the word "summer" in a stylized font. At the bottom of the form, there are two buttons: "Submit" and "Reset".

- Submitting the form takes you to a verification screen. Review your details and click Confirmed.



2014 AGM Proxy Registration

Please verify your registration details:

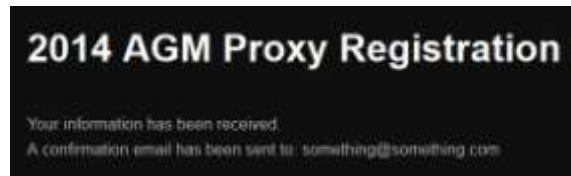
Event Name/Cost:	AGM Proxy Fees - CAD 0.00
Registering Name:	Jane Doe
Email Address:	something@something.com
Number of Attendees:	1
Order Details:	1 REG-Proxy Form CAD 0.00
Event Name / Total Cost:	AGM Proxy Fees: CAD 0.00

You are registering for 1 person(s). Please provide the first and last name of each person:

Attendee #1

First Name:	Jane
Last Name:	Doe

- Congratulations, your information has now been received and a confirmation email has been sent to your email address.



2014 AGM Proxy Registration

Your information has been received.
A confirmation email has been sent to: something@something.com

- Thank-you for submitting your AGM Proxy.

**Annual General Meeting
Saturday, March 29, 2014**



Registration: 8:30 am
Business Meeting: 9:00 am – 12:00 pm
Location: F205 – 2055 Notre Dame Avenue
Red River College
Winnipeg, Manitoba

**Proxy Form
MAVLI Annual General Meeting 2014
Winnipeg, Manitoba**

Note: In the event that you are unable to attend the Annual General Meeting and are an ACTIVE member/student member of MAVLI, in good standing, proxy forms may be presented at the MAVLI General Meeting by the person carrying your vote or mailed **no later than Monday, March 24, 2014:**

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

Name

Address

Telephone

I hereby authorize _____ to carry my vote March 29, 2014.

Signature

Date

**Annual General Meeting
Saturday, March 29, 2014**

**Nomination Form
MAVLI Annual General Meeting 2014
Winnipeg, Manitoba**



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

President	2013 – 2015	Mandy MacDonald
Vice President	2012 – 2014	
Treasurer	2013 – 2015	Leanne Muldrew
Secretary	2012 – 2014	
Membership	2012 – 2014	
Fundraising	2013 – 2015	Libby Smith Brittney Toews
Newsletter	2013 – 2015	vacant
Professional Development	2012 – 2014	
Public Relations	2012 – 2014	
MEC	2013 – 2015	Erica Weselowski
AEIP Rep	2014 – 2015	To be elected in the Fall of 2014

Written nominations are to indicate the portfolio for which the candidate is running; is to be supported by the signature of two voting members as well as the nominee; and is to be submitted to the MAVLI address by March 24, 2014.

The MAVLI address is:

M.A.V.L.I.

PO Box 68056 RPO Osborne Village

Winnipeg Manitoba R3L 2V9

Nomination Form

Position: _____

Nominee: _____

Nominee Signature: _____

Voting Member: _____

Voting Member: _____

Date: _____



SECTION SIX

**2013 ANNUAL
GENERAL MEETING
MINUTES**



MAVLI ANNUAL GENERAL MEETING 2013

Red River College
F205 – 2055 Notre Dame Avenue
Winnipeg, Manitoba
Saturday, March 16, 2013
9:00 a.m. to 1:00 p.m.

Members:

Bergman, Janet
Boscow, Cindy
Castellano Sinclair, Carmella
Chartrand, Nichole
Chaves, Dia
Dorian, Kristi
Fong, Elaine
Ford, Jennifer
Furer, Monica
Gessner, Meaghan
Hall, Sherra
Hildebrand, Dawn-Marie
Horvath, Jenn
Janzen, Terry
Kehler, Lacey
Kroeker, Chad
Muldrew, Leanne
Rasing, Dianna
Rogowski, Tessa
Rutherford, Brenda
Smith, Sandra
St. Yves, Suzanne
Turcotte, Treena
Weselowski, Erica

Non-Members:

Gallardo, Xenia
Olson, Amy
Sangalang, Jordan
Tell, Matt
Toews, Brittany

Proxies:

Duré, Scotty (B. Rutherford)
Hoas, Julie (E. Weselowski)
Lowe, Danae (N. Chartrand)
Mauws, Brianne (L. Muldrew)
Morden, Christina (C. Boscow)
Perozuk, Gina (K. Dorian)
Purll, Cheryl Purll (C. Boscow)
Saunders, Jan (C. Boscow)

Regrets:

Cudmore, Shaina
Hoas, Julie
Knox, Jodi
Lowe, Danae
MacNeil, Tania
Mauws, Brianne
Perozuk, Gina
Price, Liana
Smith, Libby

1. Call to Order: 9:19 am

2. Welcome, Housekeeping, and House Rules

Welcome to the membership both interpreters and student interpreters working in the back of the room as well as D. Rasing whisper interpreting to the secretary. Feel free at any time to partake in the auctions in order to fundraise for AVLIC 2014. Thank you to Terry Janzen for serving as our meeting parliamentarian.

2.1. Moment of Silence for David Flack

2.1.1. D. Flack passed away 2 days ago and we would like to take a moment of silence in his memory.

2.2. Noah Bucholz is unable to come to provide a workshop. This will be stricken from the record 8.2.

2.3. New addition to the agenda: AVLIC 2014 – S. St.Yves 8.3.

2.4. Letter from AVLIC Board

In light of MAVLI's upcoming AGM, in March, the AVLIC Board would like to extend greetings to the members of the association as well as wish you the best of luck for a successful AGM.

We are aware that at each AGM there are members of the Executive and Board that will not be continuing on in their role and we would like to thank them for all their time and effort they have invested in MAVLI. Generations of interpreters to come will be able to reap the benefit of their membership within this dynamic and ever changing profession because of your dedicated work, thank you!

As these members step down new members will take their place to continue on in the journey of growth and development and we are sure they will continue this work with the same pride, honour and integrity of the members that came before them. To these members we would like to welcome you to the family of volunteers as we recognize that the work you do at a provincial level supports the work that occurs nationally. The profession would not be where it is today without the tireless work of our volunteers across Canada.

Finally the AVLIC Board would like to assure you of our guidance and support as your new board and members embark in the work of the new term.

Professionally Yours
AVLIC Board

3. Approval of the Agenda

3.1. 8.2 Removed: Workshop – Noah Buchholz: from Agenda

3.2. 8.3 Added: AVLIC 2014 – Suzanne St. Yves

Motion to accept the agenda with revisions.

Moved: J. Horvath

Seconded: S. Smith

Carried.

4. Business arising from the minutes

4.1. Deaf Interpreter memberships from last year, “Should we have a reduced rate?” We are still working on it and it needs further research. We have been in contact with 2 Deaf Interpreter members with the hopes that we will have something to share for next year’s AGM.

5. Approval of the Annual General Meeting Minutes – March 17, 2012

5.1. DM stated that a person cannot accept the minutes if they were not in attendance of the previous AGM.

5.2. K. Dorian stated that a member who is not there can make the motion.

5.3. M. MacDonald says that we will go ahead with someone who was there for this year, do some research, and then follow appropriate protocol next year.

5.4. Parliamentarian clarified that there is no official rules that someone who was not at the meeting cannot approve/move. Therefore, you can.

Motion to accept the 2012 AGM Minutes.

Moved: J. Ford

Seconded: K. Dorian

Carried.

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

6.1. President.....Mandy MacDonald

6.2. Vice President.....Brenda Rutherford

6.3. Treasurer.....Dianna Rasing

6.3.1. Treasurer clarified about a \$4,500 deposit to the AVLIC 2014 Conference Committee. It looks like we lost money but in actuality, it was donated to the upcoming conference committee that Winnipeg is hosting in 2014.

6.4. Secretary.....Cindy Boscow

Motion to accept the Executive Reports.

Moved: D. Hildebrand

Seconded: M. Gessner

Carried.

6.5. Membership.....Dia Chaves

6.6. Newsletter.....Kristi Dorian

6.7. Public Relations.....Brienne Mauws

.....Nichole Chartrand

6.8. Professional Development.....Shaina Cudmore

.....Gina Perozuk

6.9. Fundraising.....Darla Stewart

- 6.10. MAVLI Education Committee.....Libby Smith
.....Erika Weselowski
.....Jennifer Ford
- 6.10.1. MEC report says 2012 – 2014: correction, it should say 2012 - 2013
- 6.11. AEIP Student Representative.....Erika Hummelt

Motion to accept Committee Reports

Moved: M. Furer

Seconded: T. Rogowski

Carried

- 6.12. Minister’s Advisory Board.....Erika Weselowski
- 6.13. AEIP Advisory Committee Representative.....
- 6.14. 2014 Biennial Conference Planning Standing Committee.....Terry Janzen
- 6.14.1. Bonnie Heath will be coming later but I want to let everyone know that we have been working hard over the last 2 years. There are 19 people currently on the committee. Most are from Winnipeg but some are from outside: Erin Wilkinson, Barb Schaffer (New Mexico), Sue Schmidt (from outside) lived and worked here but moved to Saskatchewan, and Nigel Howard (Vancouver) with much conference experience and will be great for our conference. We have been in contact with Fort Garry Hotel. The conference theme is *Interpreters and Human Rights*. There was a lot of discussion around the theme regarding “catch phrase” additives to the theme. WAVLI in 2015 has adopted our theme and we feel that our theme is timely. We are working on a key note speaker who will focus on human rights. There will also be different non-theme related venues. We are close to making a decision about the logo after receiving several submissions. We feel we need to raise approximately \$275,000 to cover the costs of the conference. Our fundraising committee have been working tirelessly on various projects. There is about a year and a half left. There are many more events to come. We are looking into getting some grants to bring in speakers. If anyone has any contacts with organizations that would be willing to support this conference please let us know. We would like to view this conference as a collective group of Deaf and Hearing participants. Deaf Interpreters are an important part our community and need to be included. We have a lot of support within our local community (Deaf organizations, Interpreting organizations, etc.) There are lots of costs involved for the conference but fortunately the facility costs and actual facility are excellent. Interpreting costs are very high (including DIs, intervenors, and international interpreters if needed). The 2012 conference had a few international speakers from South America. It would be nice if this conference was international. Nigel is involved and is very knowledgeable on this front. AVLIC policy doesn’t always include LSQ, ASL, but will depend on needs identified via registration. To close, two important points: please support upcoming AVLIC fundraisers and please register for the 2014 conference.
- 6.14.2. Financial Report.....Kristi Dorian
- 6.14.2.1. May 4, 2012 to December 31, 2013

Income:		\$28,742.81
Expenses:	Banking Fees	\$183.45
	Fundraising Costs	\$10,356.10
	Hotel & Facilities	\$3000.00
	Website	\$214.80
Totals:		\$13,754.35
Net Profit:		\$14,988.46

Motion to accept Representative Reports.

Moved: S. St. Yves

Seconded: D. Hildebrand

Carried.

7. Old Business

7.1. No Old Business

8. New Business

8.1. Proxies.....Mandy MacDonald

8.1.1. In Calgary, 2012, we didn't have quorum by 1 vote for a national conference. In Vancouver (2010) we didn't have quorum and were unable to have the meeting. We almost didn't have quorum today. I realize that MAVLI is small. We need 34 people for quorum but if people are unable to attend, votes by PROXY are necessary. We as attendants, it is our responsibility to gather proxies as a meeting comes with associated costs. For example, the presidents' meeting will happen this June along with our AVLIC AGM in Toronto. It is easy to send out an email to ask members to forward their proxy. I will be attending the Presidents' meeting in June. Please send them to me!

8.1.2. J. Ford thanks Mandy for explaining that and states she did not fully understand the function of a proxy. "It's like I am there and my voice is heard. The person that is not there will be represented."

8.1.3. D. Hildebrand is wondering if proxies can be forwarded earlier so that there is more time to send to anyone in attendance.

8.1.4. M. MacDonald as President will set up a meeting pre-AGM and would prefer to not have all the voting power. You should also know all the topics up for discussion at the national meeting because you can inform the person holding your proxy how to vote on your behalf for the meeting.

8.1.5. Parliamentarian quotes from the MAVLI Policy and Procedures Manual: "2.x states that MAVLI encourages all members to vote in person or by proxy." T. Janzen encourages us to change the policy to be stronger. It is our responsibility as members.

Motion: T. Janzen makes a motion to the board that they discuss 2.x to further stress the importance of proxy votes.

Seconded: T. Turcotte.

1 opposed

Discussion:

- 8.1.6. E. Fong feels this motion cannot go forward and wants to make sure that changes are not made out of turn.
- 8.1.7. T. Janzen says that polices are approved by the board, not the membership.

Carried.

~~8.2 Workshop – Noah Buchholz.....Jennifer Ford & Erica Weselowski
(Removed)~~

8.3 AVLIC 2014.....Tessa Rogowski & Suzanne St. Yves

8.3.1 Ideas for future fundraisers:

- 8.3.1.1 Workshops have been very successful.
 - 8.3.1.1.1 T. Janzen will be giving a 2-part workshop. We are trying to convince E. Fong and she will say yes but not currently.
 - 8.3.1.1.2 Noah Buchholz is doing a religious interpreting workshop in partnership with WCD for their 95th anniversary. Many members have been asking for this. Noah is an ASL performer. He did the workshop, “How to lose a client in 10 days” last year.
- 8.3.1.2 Carol Demianuk wants to know if we want to partner for a farmer’s market called “Grow a Row”. We are currently working on logistics and licensing. We are looking for people, membership not required, that are interested in the farmers’ market. We are looking for people to plant and grow food for us to sell.
- 8.3.1.3 We are also thinking of having a garage sale concurrently. Any *lightly* used items will be accepted. The goal is to tap into other resources and not saturate our membership and Deaf community.
- 8.3.1.4 Alice Crawford would like to sell her book, “Splish, Splash, Splat” in partnership with AVLIC 2014. But we want to know how many people are interested to make sure it is worthwhile.
- 8.3.1.5 Tessa mentioned that the Sobey’s cards were a success and are thinking of doing that again, possibly for Father’s Day.
- 8.3.1.6 We are thinking of having another Deaf event, possibly a pizza night with an auction, 50/50 to try and get more people out and involve the Deaf and interpreting communities.
- 8.3.1.7 We would like to do a raffle for Ten Spa, iPad, and do some on-going selling time that continues for a couple of months. For example, if anyone has Jets tickets to auction, that would be great!!
- 8.3.1.8 We would like to know if anyone is interested in another Epicure party and also interested in your feedback of our events. It’s nice to receive a product for supporting the conference.
- 8.3.1.9 T-shirt sales were very popular and have been the top fundraiser so far. We’re also thinking of logos for the shirts. We will be making the butterfly/turtle logos for Adults shirts. Thank-you to Erica Weselowski for designing those. Maybe we could have a new quote for Deaf/Hearing community. Ideas always welcome.

8.3.2 Conference support

- 8.3.2.1 We are feeling that there isn't a lot of support from the membership and are feeling extremely frustrated by tapping the same people. We would prefer honesty so that we aren't investing undo time (e.g. Tocara party). It wasn't really worth going ahead with that party. We need more feedback to provide what the membership wants. Let us know of any novel ideas you may have for fundraising. We are running out of ideas, energy, and motivation is waning due to lack of support from the membership. We want to extend our efforts to the larger community.
- 8.3.2.2 M. MacDonald encourages Tessa and Suzanne to back their committee with more members. They could set up a movie night and offer it to the general public.
- 8.3.2.3 Suzanne says that we can use DCM to show a popular movie to try and get people out. We really feel there isn't enough commitment/support from the membership but the PD workshops are the best fundraising. We are grateful to MAVLI PD committee for providing those workshops.
- 8.3.2.4 J. Sangalang suggests reaching out to the larger community with less focus on the Deaf community as it is quite small. Maybe we could do a busking event at The Forks.

9. Nominations:

9.1 Nominations for President: Mandy MacDonald

Motion to close nominations for President.

Motion: S. St. Yves

Seconded: T. Rogowski and L. Kehler

Carried.

Mandy MacDonald is declared President by acclamation.

9.2 Nominations for Treasurer: Leanne Muldrew

Motion to close nominations for Treasurer.

Motion: T. Rogowski

Seconded: E. Fong and K. Dorian

Carried.

Leanne Muldrew is declared Treasurer by acclamation.

9.3 Nominations for Fundraising: Libby Smith & Brittney Toews

Motion to close nominations for Fundraising.

Motion: M. MacDonald

Seconded: T. Janzen and S. Hall, T. Rogowski and S. Smith (for Brittney)

Special Motion to accept both these names by M. Gessner and J. Ford

Carried.

Libby Smith and Brittney Toews are declared Fundraising Co-Chairs by acclamation.

9.4 Nominations for Newsletter: Kristi Dorian

Motion to close nominations for Newsletter.

Motion: C. Boscow

Seconded: M. Furer and L. Muldrew

Carried.

Kristi Dorian is declared Newsletter Chair by acclamation.

9.5 Nominations for MEC: Erica Weselowski & Jennifer Ford

Motion to close nominations for MEC.

Motion: K. Dorian

Seconded: S. St. Yves and D. Chaves

Carried.

Erica Weselowski and Jennifer Ford are declared MEC Co-Chairs by acclamation.

9.6 Professional Development: Gina Perozuk is stepping down and Shaina Cudmore will continue. Board announces that Jenn Horvath will continue on as Shaina's co-chair as this is to fill a position that is in the middle of the term.

9.7 Public Relations: Brianne Mauws to continue, Nicole Chartrand has stepped down.

10. Appreciation and Acknowledgements

10.1. Vice-President Award

The Vice-President Award acknowledges a member whose actions have benefited MAVLI. Brenda Rutherford will present the honours to Suzanne St. Yves and Tessa Rogowski for their great work with fundraising for the AVLIC 2014 Conference.

10.2. President Award

The President Award acknowledges a board member and their contributions. Mandy MacDonald will present the honours to Jennifer Ford and Erica Weselowski for their outstanding work.

11. Confirmation of Acts

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 2-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: M. MacDonald

Seconded: K. Dorian

12. Announcements

- 12.1.** M. MacDonald: MAVLI meeting Monday night and I realize that it is last minute but the plan is to hand over all the portfolios and get to work. We are planning to pass all contact information to K. Dorian.
- 12.2.** S. St. Yves: I work in the K – 12 setting and observe interpreters. One day I noticed the principal sitting in the back of the room. The principal was witness to my interpreting and now he has decided to hire a trained interpreter. There are 7 students at Kelvin High School that use ASL and the division employs 4-5 signers. One student sat all day and read because the substitute brought in did not know how to interpret. Please send your resume to work as a substitute to the school divisions if you want to make some extra cash as freelance interpreters.

13. Thank-you

- 13.1.** M. MacDonald thanks T. Janzen for acting as parliamentarian. Thank you to the board and AVLIC 2014 planning and committee chairs. Thank you to the members, without you we have nothing, thank you for supporting our fundraising efforts. Thank you to Brittany and Leanne for setting up the food. Thank you to the volunteer interpreters. Thank you to T. Turcotte for light duty. Thank you to today's babysitters.
- 13.2.** J. Ford and E. Weselowski who received the President's Award wanted to emphasize that the work that had been done would not have been possible without the support and guidance of S. St. Yves. She has been instrumental in our work!!

14. Adjournment: 11:28am