



MAVLI Annual General Meeting

March 18th, 2017

Red River College

F205 - 2055 Notre Dame Avenue

Winnipeg, Manitoba

Special Topic Discussion: K - 12, 9:30am – 11:30am

Lunch: 11:30am – 12:30pm

AGM Registration: 12:30pm – 1:00pm

AGM: 1:00pm – 4:00pm

Annual General Meeting Package

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Manitoba Association of Visual
Language Interpreters
Annual General Meeting
March 18th, 2017

Section One

Agenda

Agenda

- 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 19th, 2016**
- 6. Executive, Committee, Representative, and Standing Committees' Reports**
 - 6.1. President.....Cindy Boscow
 - 6.2. Vice President.....Meaghan Gessner
 - 6.3. Treasurer.....Leanne Muldrew
 - 6.4. Secretary.....Tania MacNeil
 - 6.5. Fundraising..... Jane Langes and Cheryl Purll
 - 6.6. MAVLI Education Committee.....Jodi Dyck and Kristina Goranson
 - 6.7. Membership.....Shaina Dumont
 - 6.8. Newsletter.....Vacant
 - 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 and Erika Duguay
- 7. Old Business**
 - 7.1. Newsletter Discussions**
 - 7.2. MAVLI Mentorship**
- 8. New Business**
 - 8.1. MAVLI Membership Leave – Voting Status**
- 9. Nominations**

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

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

10.2 President Award

The President Award acknowledges a board member and their contributions. Cindy Boscow will present the honours.

11. Confirmation of Acts**12. Announcements****13. Thank-you****14. Adjournment**



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Section Two

Reports - Executive Committee, Representative, & Standing Committee

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

- 6.1. President**
Cindy Boscow
2015 – 2017 Term
- 6.2. Vice President**
Meaghan Gesner
2016 – 2018 Term
- 6.3. Treasurer**
Leanne Muldrew
2015 – 2017 Term
- 6.4. Secretary**
Tania MacNeil
2016 – 2018 Term
- 6.5. Fundraising**
Jane Langes and
Cheryl Purll
2015 – 2017 Term
- 6.6. MAVLI Education Committee**
Jodi Dyck and
Kristina Goranson
2015 – 2017 Term
- 6.7. Membership**
Shaina Dumont
2016 – 2018 Term
- 6.8. Newsletter (No Report Submitted)**
Vacant
2015 – 2017 Term
- 6.9. Professional Development**
Mandy MacDonald
2016 – 2018 Term
- 6.10. Public Relations**
Elaine Fong and Sarah Klassen
2016 - 2018 Term
- 6.11. Webmaster**
Arleen An
2017 – 2019 Term
- 6.12. AEIP Representative**
Erika Duguay and
Danica Loewen
2016 – 2017 Term

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

6.1. President

Cindy Boscow
Annual Report

Activities to Date:

- 6.1.1. Attended Sex, Drugs, and Rock 'n' Roll Workshop
- 6.1.2. Attended Nurturing Deaf Arts Entertainment Evening
 - 6.1.2.1. Hosted a visiting Artist
- 6.1.3. Sent support of several members applying for exemption status
- 6.1.4. Chaired MAVLI Board meetings throughout the year
- 6.1.5. #Attended Affiliate Chapter Presidents' Meeting in Fredericton, NB
 - 6.1.5.1. Participated in leadership training given by Maureen Haan
 - 6.1.5.2. Suggested AVLIC take the idea of making completion of WTK a criterion for the Translation Bureau as a follow up to AVLIC membership not being one of the criteria
- 6.1.6. Attended 2016 Biennial AVLIC Conference in Fredericton, NB
 - 6.1.6.1. Continued to be involved in AVLIC Name Change Committee
 - 6.1.6.2. Brought ideas of professional development back to the board once attending the conference; Privilege Workshop by Bonnie Lyn Barker & Mandy MacDonald and Multiple Intelligences by Symantix
 - 6.1.6.3. Attended the AVLIC 2016 AGM and carried a substantial number of member proxies, MAVLI was well represented
- 6.1.7. Continued conversation regarding exemption status members maintaining voting rights
- 6.1.8. Coordinated PR co-chairs to fill vacant position: Elaine Fong & Sarah Klassen
- 6.1.9. Coordinated PR co-chair to join Jodi Dyck: Kristina Goranson
- 6.1.10. Coordinated transition of all webmaster duties to new Director Arleen An
- 6.1.11. Created online videos to keep members updated on meeting events to make the website more accessible
- 6.1.12. MC Special Area Groups of Educators (SAGE) workshop
- 6.1.13. Coordinated with MAVLI Secretary, MAVLI Professional Development, and AVLIC Executive Director to host AVLIC board meeting in October
 - 6.1.13.1. Coordinated Wine & Cheese Event at the Canadian Museum of Human Rights for the same weekend
- 6.1.14. Volunteered as AEIP student mentor and attended social gathering on November 4th and February 9th.
- 6.1.15. Attended Fall/Winter/Spring Affiliate Chapter Presidents' Meetings

6.1.16. Responded to emails:

- 6.1.16.1. Member inquiry regarding Title Protection
 - 6.1.16.1.1. Contacted Jessica Siegers and Miriam West from WAVLI regarding their process
- 6.1.16.2. WAVLI was interested in MAVLI DVD and whether we would be willing to make it open access
 - 6.1.16.2.1. Contacted stakeholders to seek their opinion

On-Going Activities:

- 6.1.17. Finalize edits to policy and procedures manual
- 6.1.18. Formulate motion to allow for pro-rated first time student memberships with AVLIC and MAVLI

Future Initiatives:

- 6.1.19. Attend Creative Arts Awards' Evening
- 6.1.20. Present MAVLI Achievement Award
- 6.1.21. Attend RRC Donor Appreciation Evening
- 6.1.22. Solidify an annual calendar of events

6.2. Vice President

Meaghan Gessner
Annual Report

Activities to Date:

- 6.2.1. Attended 2016 AGM
- 6.2.2. Attended Sex, Drugs and Rock and Roll Workshop
- 6.2.3. Attended the DSP/AEIP Appreciation BBQ
- 6.2.4. Responded to several emails regarding various ASL-English interpreting job vacancies in Manitoba
- 6.2.5. Reviewed Policies and Procedures MAVLI Board Manual for the Vice-President Portfolio as requested by the MAVLI President
- 6.2.6. Presented and facilitated the MAVLI workshop during the ASL immersion on behalf of the PR portfolio as the position was vacant at the time.
- 6.2.7. Submitted my proxy for the AVLIC AGM, July 2016
- 6.2.8. Agreed to be a mentor for the AEIP mentorship program
- 6.2.9. Attended Terry Janzen's workshop hosted by MAVLI on October 1, 2016
- 6.2.10. Helped with the planning of SAGE day
- 6.2.11. Attended Denise Sedran and David Lee's workshop

- 6.2.12.** Researched various options of laptops and projectors for the MAVLI Board to purchase
- 6.2.12.1. Contacted Elly Prendergast at the Lion's Foundation requesting more specifics regarding eligibility
 - 6.2.12.2. Contacted Computers for Schools regarding the laptop and projector as suggested by Elly Prendergast
 - 6.2.12.3. Contacted Powerland Computers and received a quote for a laptop and projector
 - 6.2.12.4. Provided copies of the MAVLI DVD to Carmela Castellano-Sinclair and Erica Trethart to sell on MAVLI's behalf

On Going Activities:

- 6.2.13.** Following up with various companies and making a decision with the Board on which laptop and projector to purchase

Future Initiatives:

- 6.2.14.** Review and complete the Vice President section of the Policies and Procedures MAVLI Board Manuel with the other board members during a scheduled meeting
- 6.2.15.** Attend the Advisory Committee Board Meeting as the MAVLI Representative

6.3. Treasurer

**Leanne Muldrew
Annual Report**

Please find the enclosed financial records of the 2016 fiscal year.

As of December 31, 2016, our year-end balance is **\$26,046.73**

<u>MAVLI 2016 Financial Balance</u>		
Professional Development	Income	\$ 1,550.00
	Expense	\$ (2,770.76)
	Total PD Profit	\$ (1,220.76)
Fundraising	Income	\$ 6,765.60
	Expense	\$ (2,477.71)
	Total Fund. Profit	\$ 4,287.89
Miscellaneous	Income	\$ 8,699.18
	Expense	\$ (6,073.42)
	Total Misc. Profit	\$ 2,625.76
Office	Income	\$ -
	Expense	\$ (756.23)
	Total Office	\$ (756.23)
Membership	Income	\$ 2,955.31
	Expense	\$ (60.00)
	Total Mem. Profit	\$ 2,895.31
Public Relations	Income	\$ -
	Expense	\$ (350.00)
	Total Mem. Profit	\$ (350.00)
	TOTAL MAVLI 2016 PROFIT	\$ 7,481.97

Professional Development			
Expenses 2016			
Date		Cheque #	Amount
16-May	Honorarium for Presenters for Workshop	68	\$ 160.00
19-May	Magic of ASL - Technician Fee	69	\$ 91.88
18-Oct	MAVLI Workshop with Dr. Janzen - Deposit	75	\$ 500.00
10-Nov	SAGE - Gifts for Presenters - Painting	79	\$ 198.15
30-Nov	SAGE - Gifts for Presenters	84	\$ 50.00
30-Nov	SAGE - Refreshments	83	\$ 94.27
01-Dec	MAVLI Workshop with Dr. Janzen	80	\$ 1,676.46
	TOTAL PD EXP. 2016		\$ 2,770.76
Income 2016			
Date			Amount
02-Feb	Late 2015 SAGE payment		\$ 60.00
31-Oct	SAGE Day Income		\$ 1,490.00
	TOTAL PD INCOME 2016		\$ 1,550.00
	TOTAL PD PROFIT FOR 2016		\$(1,220.76)

Fundraising			
Expenses 2016			
Date		Cheque #	Amount
25-Jan	MAVLI Draw	55	\$ 901.18
10-Mar	MAVLI Draw	60	\$ 88.13
04-Nov	Mom's Pantry	78	\$ 1,488.40
	TOTAL FUNDRAISING EXP. 2016		\$ 2,477.71
Income 2016			
Date			Amount
02-Feb	MAVLI T-Shirt Sales from 2015		\$ 105.00
02-Feb	Income from MAVLI Draw		\$ 863.00
02-Feb	Donation From ECCOE for MAVLI Draw		\$ 100.00
22-Feb	Income from MAVLI Draw		\$ 1,825.00
27-Apr	Income from MAVLI Draw		\$ 2,704.00
31-Oct	Mom's Pantry		\$ 1,168.60
	TOTAL FUNDRAISING INC. 2016		\$ 6,765.60
	TOTAL FUND. PROFIT FOR 2016		\$ 4,287.89

Miscellaneous			
Expenses 2016			
Date		Cheque #	Amount
03-Feb	Gifts for Recent Births	57	\$ 109.76
30-Mar	AVLIC - Remainder of profits from 2014	62	\$ 2,351.93
31-Mar	GST Payment		\$ 142.32
07-Apr	AGM Gifts and Administration	63	\$ 258.97
07-Apr	President Meeting Hotel 2015	64	\$ 164.02
07-Apr	MAVLI Windup	65	\$ 274.19
12-May	AGM Food and Proxy Cards	67	\$ 122.99
08-Sep	President Meeting Hotel 2016	72	\$ 1,360.45
09-Sep	President Meeting Flight 2016	71	\$ 1,000.00
20-Oct	President Meeting Expenses	73	\$ 226.04
27-Oct	Gifts for Recent Births	76	\$ 62.75
	TOTAL MISC. EXP. 2016		\$ 6,073.42
Income 2016			
Date			Amount
02-Feb	GST Income from 2015		\$ 453.04
12-Feb	Remainder of profits from AVLIC 2014		\$ 4,703.87
29-Jul	ASLIA Late Donation from AVLIC 2012		\$ 3,542.27
	TOTAL MISC. INC. 2016		\$ 8,699.18
	TOTAL MISC. PROFIT FOR 2016		\$ 2,625.76

Office			
Expenses 2016			
DATE		Cheque #	Amount
29-Jan	Monthly Bank Fee + Statement Fee		\$ 7.00
03-Feb	Corporations Act	56	\$ 50.00
04-Feb	Mailbox Fee	59	\$ 187.95
29-Feb	Monthly Bank Fee + Statement Fee		\$ 7.00
29-Feb	Deposit Fee		\$ 8.38
31-Mar	Monthly Bank Fee + Statement Fee		\$ 7.00
07-Apr	WebHosting	61	\$ 174.35
20-Apr	RRC MAVLI Award Top-up	66	\$ 205.00
29-Apr	Monthly Bank Fee + Statement Fee		\$ 7.00
29-Apr	Deposit Fee		\$ 6.71
31-May	Monthly Bank Fee + Statement Fee		\$ 7.00
30-Jun	Monthly Bank Fee + Statement Fee		\$ 7.00
29-Jul	Monthly Bank Fee + Statement Fee		\$ 7.00
31-Aug	Monthly Bank Fee		\$ 5.00
30-Sep	Monthly Bank Fee + Statement Fee		\$ 7.00
31-Oct	Monthly Bank Fee + Statement Fee		\$ 7.00
31-Oct	NSF Fee and Bounced Cheque		\$ 45.00
31-Oct	Deposit Fee		\$ 6.84
30-Nov	Statement Fee		\$ 2.00
30-Dec	Statement Fee		\$ 2.00
	TOTAL OFFICE 2016		\$ 756.23
	TOTAL OFFICE PROFIT FOR 2016		\$ (756.23)

Membership			
Expenses 2016			
Date		Cheque #	Amount
28-Dec	MDA Membership	81	\$ 60.00
	TOTAL MEMBERSHIP EXP. 2016		\$ 60.00
Income 2016			
Date			Amount
02-Feb	AVLIC Membership Fees		\$ 65.00
27-Apr	AVLIC Membership Fees		\$ 1,412.25
29-Jul	AVLIC Membership Fees		\$ 1,478.06
	TOTAL MEMBERSHIP INC. 2016		\$ 2,955.31
	TOTAL MEM. PROFIT FOR 2016		\$ 2,895.31

Public Relations			
Expenses 2016			
Date		Cheque #	Amount
10-Feb	MAVLI Draw-Registration Fee for AVLIC 2016	58	\$ 350.00
	TOTAL PD EXP. 2016		\$ 350.00
Income 2016			
Date			Amount
	TOTAL PD INCOME 2016		\$ -
	TOTAL PD PROFIT FOR 2016		\$ (350.00)

6.4. Secretary**Tania MacNeil
Annual Report****Activities to Date:**

- 6.4.1. Coordinated all board meetings.
- 6.4.2. Sent out reminders for meetings, requested submissions, and booked meeting rooms.
- 6.4.3. Helped to organize the Joint Christmas Social and Draw, attended the draw on behalf of MAVLI on Saturday, December 4th, 2016.
- 6.4.4. Reviewed the MAVLI Policies and Procedures Manual
- 6.4.5. Sent out all job advertisements and announcements to the membership.
- 6.4.6. Composed the board meeting minutes and posted them to Dropbox.
- 6.4.7. Prepared the 2017 AGM package.

Ongoing Activities:

- 6.4.8. Mailbox maintenance
- 6.4.9. Send out reminders for meetings, request for submissions, and booking meeting rooms.
- 6.4.10. Keep membership up-to-date with all job advertisements and announcements.
- 6.4.11. Complete the board minutes and post to Dropbox.
- 6.4.12. Provide membership with updates as to the actions of the board after meetings.
- 6.4.13. Maintain the email membership contact information.

Future Initiatives:

- 6.4.14. Prepare the revised Policy and Procedure manual.
- 6.4.15. Organize and disseminate the MAVLI AGM 2018 package.

6.5. Fundraising**Jane Langes and Cheryl Purll
Annual Report****Activities to Date:**

- 6.5.1. Attended 2016 AGM (Libby Smith and Cheryl Purll)
 - 6.5.1.1. Compiled MAVLI bags for all members attending 2016 AGM
 - 6.5.1.2. Organized and ran bake sale at 2016 AGM for AVLIC NB funds
 - 6.5.1.3. Held draw for fundraiser and delivered prize packages to winners
- 6.5.2. Attended *Sex, Drugs and Rock & Roll Workshop*
- 6.5.3. Reviewed *Policies and Procedures MAVLI Board Manual* for the Fundraising Portfolio as requested by MAVLI President.

- 6.5.4. Jane attended three sessions of the *Storytelling Series* with guest presenter Sam Supalla.
- 6.5.5. Jane secured an application form from the Manitoba Community Services Council, Inc. (MCSC) through Manitoba Lotteries to apply for future grant monies. MCSC will consider applications when MAVLI's financial standing requires.
- 6.5.6. Fundraising sent out a Survey Monkey (thanks to the technical expertise of the Webmaster Chair, Arleen An) to assess the memberships' interest and availability in supporting future fundraising endeavors.
- 6.5.7. Completed a *Mom's Pantry* fundraiser which raised \$669.97 for MAVLI. Thanks extended to all members who participated.

On-Going Activities:

- 6.5.8. Fundraising to further discuss with MAVLI hosting a *Paint Night* as a possible fundraising opportunity.
- 6.5.9. Jane to follow-up with insurance coverage for MAVLI's management liability policy as well as liability insurance for MAVLI when hosting events such as professional development workshops, fundraising activities, etc.

Future Initiatives:

- 6.5.10. Finding other methods of fundraising or selling merchandise to continue to provide financial support to MAVLI and all of its members.

6.6. MAVLI Education Committee

**Jodi Dyck and Kristina Goranson
Annual Report**

Activities to Date:

- 6.6.1 Kristina Goranson joined MEC as co-chair.
- 6.6.2 Met with Suzanne St Yves. She passed on all pertinent materials to the co-chairs.
- 6.6.3 Introduction video for SAGE. Collected email list of attendees interested in MEC information.
- 6.6.4 Reviewed the MAVLI Policies and Procedures Manual.
- 6.6.5 Attended the MAB meeting November 7th, 2016.
 - 6.6.5.1 Shared the link to WFD position paper with the Board.
 - 6.6.5.2 Shared meeting minutes and PDFs with the Board.
- 6.6.6 ASLIA contacted MEC regarding Better Practices DVD. Directed them to the website.
- 6.6.7 MEC co-chairs met outside of Board meetings.

On-going Activities:

- 6.6.8 Schedule meeting with past MEC chairs.
- 6.6.9 Schedule meeting with an experienced colleague in the K-12 setting.
- 6.6.10 Development of strategic plan for MEC.
- 6.6.11 Schedule meeting with the Board to refine the strategic plan.

Future Initiatives:

- 6.6.12 MEC will meet with the required consultants for guidance to determine the most appropriate ways to build rapport within School Divisions. This includes, E.C, T.O.D., principals, parents and eventually Human Resources.
- 6.6.13 Continue to develop and refine the strategic plan.

6.7. Membership

Shaina Dumont
Annual Report

Activities to Date:

- 6.7.1. Maintained a current membership list throughout the year
- 6.7.2. Corresponded with AVLIC re: new memberships, exemptions, requests, etc.
- 6.7.3. Worked with the secretary to update the email distribution list
- 6.7.4. Worked with the webmaster to update the MAVLI online directory
- 6.7.5. Attended and volunteered at MAVLI and Deaf community events and workshops throughout the year

6.7.6. Membership statistics as of January 27, 2017:

- Active: 74 Members
- Student: 16 Members
- Exempt: 2 Members
- Subscriber: 3 Members
- **Total: 95 Members**

On-Going Activities:

- 6.7.7. Remain in contact with AVLIC regarding MAVLI's membership
- 6.7.8. Maintain a current membership list
- 6.7.9. Assist new members through the membership process
- 6.7.10. Respond to membership related requests

Future Initiatives:

- 6.7.11.** Request a current membership list from AVLIC before the AGM
- 6.7.12.** Make new voting cards, prior to AGM, if necessary
- 6.7.13.** Visit the 3rd year students in the AEIP, during March, to outline the “upgrading to member process”, annually
- 6.7.14.** Request RRC coordinator to send a list of graduating students to AVLIC before final day

6.8. Newsletter

Vacant

No Report Submitted

6.9. Professional Development

Mandy MacDonald

Annual Report

Activities to Date:

- 6.9.1.** Hosted Sex Drugs and Rock’n Roll workshop
- 6.9.2.** Hosted SAGE Day
- 6.9.3.** Hosted an evening with Dr. Terry Janzen when the AVLIC board was in town
- 6.9.4.** Hosted the Magic of ASL

Ongoing Activities:

- 6.9.5.** Develop new curriculum for the immersion.
- 6.9.6.** Work with the Magic of ASL committee.

Future Activities:

- 6.9.7.** Greg Evans workshop
- 6.9.8.** ASL Immersion in July
- 6.9.9.** Privilege Workshop November 4th, 2017
- 6.9.10.** Sex Drugs and Rock’n Roll workshop. Part 2
- 6.9.11.** Sit on the committee for the Magic of ASL To be held May 17,2017
- 6.9.12.** Co-chair SAGE Day 2017 with MEC Co-chairs

6.10. Public Relations**Elaine Fong & Sarah Klassen****Annual Report****Activities to Date:****6.10.1.** Present directors took on the position of Public Relations in late August**6.10.2.** Presentation for the RRC AEIP student orientation regarding MAVLI's mission and mandate

6.10.2.1. Directed students to various resources and encouraged membership

6.10.2.2. Collected student information for the Mentorship Program

6.10.3. Recruited interpreter volunteers from MAVLI membership to be mentors for each AEIP student for the 2016-2017 school year.

6.10.3.1. Paired mentors and students together

6.10.4. Had a MAVLI information booth at SAGE day on October 21

6.10.4.1. Sold T-shirts, DVD's and bags

6.10.5. Hosted a Mentorship Program 'Meet and Greet' at Joe Black Coffee Bar on November 4**On-Going Activities:****6.10.6.** In regards to 2016 AGM Action item 9.2 "PR to set up committee to reach out to the membership regarding a revised mentorship program", directors are planning a discussion series to involve the membership in a possible revision of the program

6.10.6.1. First event is booked for February 9 at Sam's Place, titled "Mentorship: What do we mean?"

6.10.7. Possible partnership with MCSD for an event to celebrate the 200 year anniversary of ASL**6.10.8.** Possible joint event (Paint Night) with MAVLI Fundraising**6.10.9.** Hosting ASL Night on the third Thursday of every month

6.10.9.1. changed the location to Boston Pizza (2517 Portage Avenue)

6.10.9.2. attendance is between 35-40 people each month

Future Initiatives:**6.10.10.** Discussing the possibilities of an ongoing partnership with RRC's marketing department to promote ASL classes (DSP) and interpreting (AEIP)**6.10.11.** Researching opportunities to present and promote MAVLI and the importance of utilizing professional ASL-English interpretation services with community service providers (first responders, hospitals and so on)

6.11. Webmaster**Arleen An
Annual Report****Activities to Date:**

- 6.11.1. Successfully transferred the Facebook MAVLI page under the webmaster's account.
- 6.11.2. Gained control of the YouTube account for MAVLI
- 6.11.3. Calendar is working on the MAVLI website and will input upcoming events related to MAVLI and the Community
- 6.11.4. Updated the interpreter directory on the website and fixed spelling mistakes.
- 6.11.5. Darla Stewart provided a recording of her essay about gender in ASL. It is not accessible by both language users. There is a YouTube Link
- 6.11.6. Recorded an interview with Nicole Hubert (UofM) about her academic research involving the Deaf community
 - 6.11.6.1. A follow-up conversation has been put in motion to gain further clarification between the president and the researcher about the research methods used to gain data from the Deaf Community

On-Going Activities:

- 6.11.7. Still working on creating a membership only MAVLI website. A non live version of the website has been created.
- 6.11.8. Still working on creating an identity and presence on all the social media platforms MAVLI is a participant on.
- 6.11.9. Creating an email template (newsletter type) for meeting updates

Future Initiatives:

- 6.10.10. Create an account for MAVLI on Instagram and Snapchat
- 6.10.11. Discuss possibility of doing live streams of our meetings via Instagram
 - 6.11.11.1. Promote live streams to the members and the community.

6.12. AEIP Representative**Erika Duguay and Danica Loewen
Annual Report****Activities to Date:**

- 6.12.1. Fundraising for the AEIP Thank You BBQ
 - 6.12.1.1. Candy Sales
 - 6.12.1.2. Pizza Sale
 - 6.12.1.3. Coupon Books
 - 6.12.1.4. Support Letters

Ongoing Activities:

6.12.2. Third year AEIP students are selling coupon books to fundraise for the BBQ at the end of the year

Future Initiatives:

6.12.3. Planning and hosting the annual Thank You BBQ on Wednesday, May 24

Student Updates:

6.12.4. Six students are currently on Practicum, which is from January to April.
AEIP students are excited to have a Deaf tutor at RRC 3 days a week for more ASL practice, help with homework, etc.



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Section Three

Old Business

7. Old Business

7.1. Newsletter Discussions:

7.1.1. ACTION: For Board to re-evaluate the position of Newsletter chair and to explore ways to get information and articles on the MAVLI website.

7.1.1.1. The Board has disbanded the Newsletter director and established Webmaster as a new director position. Webmaster has been in contact with several MAVLI members in pursuit of revamping the website to accommodate articles for distribution to the membership.

7.2. MAVI Mentorship:

7.2.1. See PR Report



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Section Four

New Business

8. New Business

8.1. Bylaw Revision

8.1.1. MAVLI Membership Leave - Voting Status

Motion: I move that the bylaw 2.5 (1) which states "A membership leave request must be directed to AVLIC who will grant the leave pursuant to their Membership Leave Policy",

be amended to:

"A membership leave request must be directed to AVLIC who will grant the leave pursuant to their Membership Leave Policy. Members who are granted membership leave status will continue to carry one (1) vote during the membership leave."

Rationale:

If a member is fully invested in the interpreting community to apply for the exemption status, they would be knowledgeable enough to carry a valid option on pertinent matters, therefore should carry (1) vote during the membership leave. Furthermore, because the professional organization already has a limited number of members, it can be challenging to have quorum during meetings. Allowing a member to carry (1) vote during their leave would hopefully help eliminate this matter.

Moved: Tania MacNeil **Seconded:** Cindy Boscow



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Section Five

Nomination and Proxy Forms

Electronic Proxy


If you are unable to attend the AGM, please fill out an electronic or paper proxy. The online form can be found on the MAVLI website under:

Annual General Meetings/

➡ **AGM 2017/**

➡ **AGM 2017 Proxy Form**

The form can be accessed directly at: <https://goo.gl/forms/LP0iWdfauCw5lXMt1>,



**MANITOBA ASSOCIATION OF
Visual Language
Interpreters**

MAVLI Proxy Form

Annual General Meeting
Saturday, March 18th, 2017

Registration: 12:30 pm
Business Meeting: 1:00 pm – 4:00 pm
Location: F205 – 2055 Notre Dame Avenue, Red River College, Winnipeg, Manitoba

Click here to see the 2017 AGM Package <http://wp.me/P3YCol-n8>
Click here to see the 2016 AGM Minutes <http://wp.me/P3YCol-kp>

***Important reminders:
The president of MAVLI may not carry any proxies at the AGM.
Please confirm that your proxy will be in attendance at the AGM.

20% completed

Proxy Form



**MAVLI Annual General Meeting
Saturday, March 18th, 2017
Winnipeg, Manitoba**

Registration: 12:30 pm
Business Meeting: 1:00 pm – 4:00 pm
Location: F205 – 2055 Notre Dame Avenue
Red River College
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 13th, 2017**. The president of MAVLI cannot carry any proxies at the AGM. Please confirm that your dedicated proxy will be in attendance at the meeting. The mailing address is:

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

Name

Address

Telephone

I hereby authorize _____ to carry my vote March 18th, 2017.

Signature

Date

Nomination Form



**MAVLI Annual General Meeting
Saturday, March 18th, 2017
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	2017 - 2019	
Vice President	2016 – 2018	Meaghan Gessner
Treasurer	2017 - 2019	
Secretary	2016 – 2018	Tania MacNeil
Membership	2016 – 2018	Shaina Dumont
Fundraising	2017 - 2019	
Newsletter	2017 - 2019	
Professional Development	2016 – 2018	Mandy MacDonald
Public Relations	2016 – 2018	Elaine Fong and Sarah Klassen
MEC	2017 - 2019	
Webmaster	2017 - 2019	Arleen An
AEIP Rep	2016 – 2017	To be elected in the Fall of 2016

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 13th, 2017.

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: _____



Manitoba Association of
Visual Language Interpreters
Annual General Meeting
March 18th, 2017

Section Six

2016 Annual General Meeting Minutes



MAVLI Annual General Meeting Minutes 2016

Red River College
E205 – 2055 Notre Dame Avenue
Winnipeg, Manitoba
Saturday, March 19, 2016
9:30 a.m. to 4:00 p.m.

Members:

Boscow, Cindy
Braun, Amy
Castellano-Sinclair, Carmela
Dumont, Shaina
Dyck, Jodi
Fong, Elaine
Iftody, Alana
Janzen, Terry
Kroeker, Chad
Langes, Jane
Loewen, Danica
MacDonald, Mandy
MacNeil, Tania
Purll, Cheryl
Rasing, Dianna
Rogowski, Tessa
Rutherford, Brenda
Smith, Libby
Stout, Diana
Toews, Brittany
Wilson, Hali

Proxies:

An, Arleen
Badger, Candice
Demers, Hubert
Duré, Scotty
Furer, Monica
Hildebrand, Dawn-Marie
Hummelt, Erika
Knox, Jodi
Mauws-Muirhead, Bianne
McDougall, Lauralee
Morden, Christina
Rhona, Marlo
Saunders, Jan
Turner, Jennifer
Vitucci-Spencer, Josie
Wiebe, Gordon

Exemptions:

Gessner, Meaghan
Horvath, Jennifer
St. Yves, Suzanne

Non- Members:

None

1. Call to Order: 10:10 am**2. Welcome, Housekeeping, and House Rules**

- 2.1. Restrooms are located down the hall.
- 2.2. Parking is free for the day.
- 2.3. Thank you to Terry Janzen for being the parliamentarian for our proceedings.
- 2.4. There will be a scheduled break from 10:45 - 11:15 am for the MAVLI raffle ticket draw which will take place in The Cave.

3. Approval of the Agenda

- 3.1. The following has been added to the announcements:
 - 3.1.1. Winnipeg Church of the Deaf Bake Sale Announcement.

Motion to accept the agenda with the addition.

Motion: Jenn Horvath

Seconded: Jodi Dyck

Carried

4. Business Arising from the Minutes

- 4.1. Dianna Rasing's name is misspelled in various places throughout the minutes.
- 4.2. AVLIC Name Change Committee Survey:
 - 4.2.1. Terry Janzen asked for more information regarding AVLIC's consideration of a name change as was brought forth by Patrick Boudreault during his Keynote speech at AVLIC 2014. Mr. Boudreault highlighted that the term Visual language interpreter is not something that is used by the Deaf community and does not reflect accurately the full scope of the work that interpreters provide. Cindy Boscow responded with the following information: A committee has been struck to discuss possible naming alternatives. In doing research, it was discovered that most organizations use the terms signed language or sign language interpreters. The committee has developed two surveys and are currently in the process of having the information made available in both ASL and LSQ. AVLIC typically does not cover the cost for LSQ interpretation and therefore the committee is seeking volunteers who would be able to provide the services on a pro-bono basis. The two surveys will be sent out in the near future, one requesting ideas for the name and a second to address the financial commitment that may be involved. More discussions will likely be had at the AVLIC 2016 conference in Fredericton, NB. Once the survey results have been compiled, there may or may not be changes made to the name of AVLIC and/or MAVLI.

5. Approval of the Annual General Meeting Minutes - March 21st, 2015

- 5.1. Motion to approve Minutes with the corrections to Dianna Rasing's name.

Moved: Brenda Rutherford **Seconded:** Dianna Rasing **Carried**

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

- 6.1. President.....Cindy Boscow
 6.2. Vice President.....Dianna Rasing
 6.3. Treasurer.....Leanne Muldrew
 6.4. Secretary.....Tania MacNeil

6.5. Motion to accept the Executive reports as disseminated.

Moved: Shaina Dumont

Seconded: Mandy MacDonald

Carried

- 6.6. Fundraising..... Cheryl Purll and Libby Smith
 6.7. MAVLI Education Committee.....Jodi Dyck
 6.8. Membership.....Shaina Dumont
 6.9. Newsletter.....Vacant
 6.10. Professional Development.....Mandy MacDonald
 6.11. Public Relations.....Amy Braun and Hali Wilson
 6.12. AEIP Student Representative.....Diana Stout and Marena Wiens

6.13. Motion to accept the committee reports as disseminated.

Moved: Dianna Rasing

Seconded: Jodi Dyck

Carried

6.13.1. Terry Janzen thanked the student representatives for their work with MAVLI and emphasized the importance of their role in MAVLI's structure.

6.13.2. Cindy Boscow added that MAVLI very much appreciates the student's commitment given their busy AEIP schedule.

7. Old Business

7.1.1. **AVLIC 2016 Conference Fundraising:** Cheryl Purll and Libby Smith organized the fundraising raffle. MAVLI spent \$1139.50 for the TV and 2 shadow boxes (one was broken and needed to be replaced), received two donations, one from ECCOE and one from Sorenson. There were many, many hours spent to make the raffle a success. MAVLI set up booths at 10 venues and had 34 members donate their time. There was varying success depending on the location, U of M and the Forks were not revenue makers, however, RRC was the most successful, thank you to the students! The revenue generated from the raffle is unofficially \$4,348.50. It was an advantage for MAVLI to be able to fundraise outside of our interpreting and Deaf communities to have access to a greater number of people. During those interactions with the larger community, it was noted that most people do not immediately understand the term Visual Language Interpreter and often our members at the booths would clarify with signed language interpreter.

Action: The Webmaster and the Fundraising Committee to work together to create a Survey Monkey to gauge the membership's interest in various types of fundraising strategies and to assess the level commitment that can be anticipated from the membership for the next fundraising activity.

7.2. Bylaws

7.2.1. MAVLI struck an adhoc-committee a year ago to review and update the current bylaws. The committee consisted of Cindy Boscow, Monica Furer, Chad Kroeker, Tania MacNeil, Dianna Rasing and Josie Vitucci-Spencer. A number of meetings were held to discuss the revisions, ensuring compliance with Canada's Not-For-Profit Act and AVLIC's recently ratified bylaws. During the process, 76 motions were identified, some were simply renumbered or had minor wording changes, and a few had more substantive modifications. The proposed changes were sent out to members for their perusal 30 days prior to the AGM.

7.2.1.1. Terry Janzen requested that some of the motions with more substantive changes be identified to the members in attendance.

7.2.1.2. **2016-9** is the addition of a Subscription Membership category. This was already in use by MAVLI but had not previously been outlined in the bylaws.

7.2.1.3. **2016 -58** is the change from the current 15 days notice for a general meeting to a proposed 30 days notice.

7.2.1.4. **2016-59** addressed the number of votes for quorum at member's meetings. The current bylaws states:

"The presence in person of at least five members who are eligible to vote and who do not hold positions on The Board, and a quorum of The Board shall be necessary to constitute a quorum for a general meeting."

The proposed bylaw states,

"A Quorum at any meeting of the members shall consist of 20 percent of the total number of members with voting rights (Active and Student categories), of which 51% must be active members."

The committee felt that 5 members was too low and that it should be increased.

Motion to exclude **2016-59** from the omnibus motion to accept all bylaw changes.

Moved: Cindy Boscow

Seconded: Brittany Toews

Carried

Omnibus motion to accept the proposed bylaw document with the exclusion of **2016-59**.

Moved: Cindy Boscow

Seconded: Jane Langes

Carried

- 7.2.1.5. Terry Janzen acknowledged the amount of work that the committee did to complete the bylaws.
- 7.2.1.6. **2016-59** Discussion: Shaina Dumont felt that the word active needed to be capitalized to make the bylaw clearer. Terry Janzen inquired as to whether this was attainable for the AGM. The new requirements would equal about 24 people given our current membership numbers, the board felt this was appropriate.

Motion to accept **2016-59** of the proposed bylaws with the word active capitalized.

Moved: Terry Janzen

Seconded: Cindy Boscow

Carried

8. Fundraiser Draw: The draw was conducted in the Cave and the winners were:

- First Prize: Rudy H
- Second Prize: Robin Shore
- Third Prize: Dennis Simcoali

9. New Business

9.1. Newsletter Discussions: Cindy Boscow mentioned that we currently do not have a Newsletter chair, MAVLI has solicited feedback from other Chapters to see how they manage publications. It has been noted that some are doing 3 newsletters per year, others have online publications ranging from very in-depth newsletters to more modest ones. One chapter has moved the responsibility to the PR committee and they update membership regarding the board activities. Another chapter is not publishing anything.

- 9.1.1.** Terry Janzen noted that it would be important to think about how the website can be utilized and have a separate link to submissions from the membership.
- 9.1.2.** Brenda Rutherford recommended that submissions be posted to the website once they are vetted.
- 9.1.3.** Mandy MacDonald stated that MAVLI could have a designated person for the vetting process (Suzanne St. Yves and Judy McGuirk have done this in the past).
- 9.1.4.** Dianna Rasing stated that the information could be published online in a separate link possibly called Member's Submissions.
- 9.1.5.** Chad Kroeker mentioned the possibility of a blog with comments permitted.
- 9.1.6.** Mandy MacDonald noted that the comments can be vetted before they are displayed to ensure appropriateness. The comments could be limited after a specific time frame.
- 9.1.7.** Suzanne St. Yves liked the idea of having comments permitted to allow for a dialogue on the topic.
- 9.1.8.** Terry Janzen replied to the fact that although AVLIC's newsletter is only accessible to members, he felt that the information should be available to all who would be interested.

Action: For Board to re-evaluate the position of Newsletter chair and to explore ways to get information and articles on the MAVLI website.

9.2. MAVLI Mentorship: Student mentorship is set up through our PR portfolio to pair students with interpreters. There was discussion about whether it should be extend to recent grads and also our general membership for setting specific mentoring, ex. religious settings.

9.2.1. Cindy Boscow indicated that there could be the possibility for the membership to sign up with their area of interest and then MAVLI could seek an appropriate mentor.

9.2.2. Terry Janzen said that it could be an informal process that would not be constitutional and that if interpreters are interested in the program it does not necessarily need to be tied to membership status (consider exempt status interpreters and students who are not currently members). It could be treated as an outreach opportunity, to encourage membership so that we can be inclusive.

9.2.3. Dianna Rasing wondered if providing the service without the expectation of membership is fair to our current members.

9.2.4. Tessa Rogowski proposed offering a year of mentorship without the obligation of membership and if they would like further mentoring we could request membership status,

9.2.5. Shaina Dumont indicated that the Policy and Procedures manual says the mentorship program is a benefit of membership.

9.2.6. Brittany Toews liked the idea of a Survey Monkey where interpreters could be indicate the names of mentors and areas of work they would be interested in.

9.2.7. Suzanne St. Yves supported the idea that the mentors should be MAVLI members.

9.2.8. Other discussion points were that it could be under the Public Relations portfolio but they could delegate to others as required.

Action: For the Public Relations chair to set-up a committee to reach out to the membership regarding a revised mentorship program.

10. Nominations: Libby Smith and Jodi Dyck

10.1. Nominations for Vice President:

10.1.1. Meaghan Gessner (Cindy Boscow, Dianna Rasing)

10.1.2. Motion to close nominations for Vice-President.

Motion: Jodi Dyck

Seconded: Mandy MacDonald

Carried

Meaghan Gessner is declared Vice-President by acclamation.

10.2. Nominations for Secretary:

10.2.1. Tania MacNeil (Mandy MacDonald, Dianna Rasing)

10.2.2. Motion to close nominations for Secretary.

Motion: Dianna Rasing

Seconded: Cheryl Purl

Carried

Tania MacNeil is declared Secretary by acclamation.

10.3. Nominations for Membership:**10.3.1.** Shaina Dumont (Dianna Rasing, Cheryl Purll)**10.3.2.** Motion to close nominations for Membership.**Motion:** Jodi Dyck**Seconded:** Tessa Rogowski**Carried**

Shaina Dumont is declared the Membership chair by acclamation.

10.4. Nominations for Professional Development:**10.4.1.** Mandy MacDonald (Dianna Rasing, Shaina Dumont)**10.4.2.** Motion to close nominations for Professional Development.**Motion:** Libby Smith**Seconded:** Tessa Rogowski**Carried**

Mandy MacDonald is declared the Professional Development chair by acclamation.

10.5. Nominations for Public Relations:**10.5.1.** Libby Smith (Mandy MacDonald, Dianna Rasing)**10.5.2.** Motion to close nominations for Public Relations.**Motion:** Jodi Dyck**Seconded:** Mandy MacDonald**Carried**

Libby Smith is declared the Public Relations chair by acclamation.

10.6. Nominations for Newsletter:**10.6.1.** None submitted (Brittany Toews nominated by Cindy Boscow) Brittany declines**10.6.2.** Motion to close nominations for Newsletter (Dianna - Abstains).**Motion:** Libby Smith**Seconded:** Jodi Dyck**Carried**

No accepted nominations; Newsletter Chair will be reviewed by the board.

11. Appreciation and Acknowledgements:**11.1.** Vice-President Award:

The Vice-President Award acknowledges a member whose actions have benefited MAVLI. Dianna Rasing presented the honours.

The Vice President's award goes to a member of the community who gives back to MAVLI in some way, and I had a very easy time choosing this year's award recipient. She has time and time again, not only this year but in all of her years of work, supported MAVLI, either by volunteering on different committees, supporting our students, supporting parents of Deaf children, and is an all around valuable member and wonderful person. This year in particular she has volunteered many times and many hours at fundraising events (and we've had many!) She's also volunteer interpreted at many meetings that we've had call-outs for, and she was also heavily involved with the MAVLI By-Law committee.

This year's VP Award recipient is Monica Furer. Thank you Monica for all your work and volunteerism this year. MAVLI needs more members like you!

11.2 President Award:

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

The President's Award goes to someone who has worked very hard and was also on the bylaw committee. They were roped into being on the MAVLI board and they have recently accepted to continue in their position for a new term. She is a wonderful board member.

This year's President's Award recipient is Tania MacNeil. Thank you.

12. Confirmation of Acts

12.1. 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 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: Cindy Boscow

Seconded: Carmela Castellano-Sinclair

Carried

13. Announcements

- 13.1.** Magic Of ASL – MAVLI will be hosting a Magic of ASL evening on May 18th, 2016 from 7:00 - 10:00pm. The evening will include a variety of performances; plays, skits, songs, etc. We will hope to have the drumming group from MSD, mime troupe, DSP students, AEIP students, Interpreters and community members involved in the show. It will be free to all and we will be allowing a community organization to host a popcorn fundraiser at the event. This year, the Youth group will be hosting. If you would like to perform (it doesn't have to be long), please contact Mandy MacDonald. There was some discussion as to whether the show should be interpreted and Terry Janzen mentioned that MAVLI could consider it depending on the content of each individual performance.
- 13.2.** PD Events: Sex, Drugs and Rock n' Roll workshop will take place on Tuesday, April 12th at the Irish Club (654 Erin St.) from 7:00-9:00pm.
- 13.3.** AVLIC 2016 Conference Ticket Giveaway: We had one recently graduated interpreter express interest, Arleen An has been awarded the conference ticket!
- 13.4.** Winnipeg Church of the Deaf -Bake sale: WCD will be having a bake sale on Sunday, March 20th, 2016, 9:30 a.m. – 1:00 p.m. Main Floor Lobby at the Deaf Centre Manitoba, 285 Pembina Hwy. Please contact Carol Demianyk if you could like to contribute - caroldemianyk@mymts.net

14. Thank-you

14.1. Thank you to those who volunteered to be our whisper interpreters today, Tessa Rogowski, Shaina Dumont, Carmela Castellano-Sinclair and Diana Stout.

14.2. Thank you to all who helped babysit Olivia today. It was very much appreciated.

14.3. Thank you to Terry Janzen for acting as our meeting parliamentarian.

14.4. Thank you to Cheryl Purl and Libby Smith for all the hard work they did in organizing the fundraising draw.

14.5. Thank you to those who baked to raise money for the AVLIC 2016 conference. We raised \$54.00.

15. Adjournment – 12:17pm

Moved: Cindy Boscow

Seconded: Dianna Rasing

Carried