



Manitoba Association of Visual Language Interpreters  
Annual General Meeting  
March 4<sup>th</sup>, 2023  
Zoom  
9:00am – 12:00pm

# **Annual General Meeting Package 2023**

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Manitoba Association of Visual Language Interpreters  
Annual General Meeting  
March 4<sup>th</sup>, 2023

## Section One

# Agenda

# Agenda

## 1. Land Acknowledgement

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

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

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

## 3. Call to Order

## 4. Approval of the Agenda

## 5. Business arising from the minutes

## 6. Approval of the Annual General Meeting Minutes from March 5<sup>th</sup>, 2022

## 7. Executive, Committee, and Representative Reports

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

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

- 9.1. Waiving Public Accountant
- 9.2. Appointing Accountant for 2023 Financial Review
- 9.3. Proposed 2023 Budget

**10. Nominations**

- 10.1. President 2023 – 2025
- 10.2. Treasurer 2023 – 2025
- 10.3. Fundraising 2023 – 2025
- 10.4. Manitoba Education Committee 2023 – 2025
- 10.5. Digital Media Coordinator 2023 – 2025

**11. Appreciation and Acknowledgements****11.1. MAVLI Student Achievement Award**

The MAVLI Student Achievement Award acknowledges an AEIP student. Selection is based on academic standing and involvement in MAVLI, the interpreting community, Deaf community, and the community at large. The past recipient will present the honour.

**11.2. Vice President Award**

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

**11.3. President Award**

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

**12. Confirmation of Acts**

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

**13. Announcements****14. Adjournment**



Manitoba Association of Visual Language Interpreters  
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March 4<sup>th</sup>, 2023

## Section Two

# **Executive, Committee, and Representative Reports**

## 6. Executive, Committee Representative, and Committee Reports

### 6.1. President

#### **Meaghan Gessner Annual Report**

##### **Activities to Date:**

- 6.1.1.** Chaired MAVLI AGM, March 5, 2022
  - 6.1.1.1. Presented the President and Vice President Awards during the AGM.
  - 6.1.1.2. Read through and provided edits for the MAVLI AGM minutes to be distributed to membership.
  - 6.1.1.3. Mailed AGM President and Vice-President awards and gift certificates to the interpreter and 2 interpreting students from the MAVLI AGM
- 6.1.2.** Attended and chaired monthly board meetings
- 6.1.3.** Corresponded with MAVLI Board Members, as necessary
- 6.1.4.** Gained access to the President email account
  - 6.1.4.1. Read through and organized the 300+ emails that were in the account
- 6.1.5.** Connected with the new Vice-President
- 6.1.6.** Corresponded with other AC Presidents to discuss CASLI Town Hall meeting
  - 6.1.6.1. Attended CASLI Town Hall Meeting, March 23, 2022
- 6.1.7.** Attended CASLI Special Meeting, March 27, 2022
- 6.1.8.** Responded to school divisions regarding the hiring of ASL-English interpreters in their schools
- 6.1.9.** Contacted S. Rabu about using the filming studio at MSD to film MAVLI's website content
- 6.1.10.** Helped J. Semchyshyn with the writing of the SSY Award letter to be distributed to membership
- 6.1.11.** Contacted CASLI President about email formatting and interpreting access for meetings that CASLI hosts
- 6.1.12.** Attended MCSD AGM on April 28, 2022
- 6.1.13.** Attended Appreciation BBQ, May 16, 2022
- 6.1.14.** Followed up with E. Duncan regarding the fundraising board position
- 6.1.15.** Attended RRC Polytech Convocation on June 14, 2022 (ADSP Graduates)
- 6.1.16.** Sent a video reply to Deafdots answering their questions regarding interpreter needs in Manitoba
- 6.1.17.** Contacted M. MacDonald, MAVLI 4M Representative, and connected her with S. Joynt regarding planning for the 2022-2023 year
- 6.1.18.** Gathered and shared various Land Acknowledgments used by different organizations in Manitoba with D. Wilson
- 6.1.19.** Signed up to be a mentor for the 2022-2023 year
- 6.1.20.** Attended 3 phone meetings with TD Bank in Toronto (June 29, July 11, and Aug 4) to sort out problems in obtaining visa card for my name to be added instead of

the past president, C. Boscow, and adding S. Szalai as a signing authority to MAVLI accounts. This has been an ongoing process since October, 2021

- 6.1.20.1. Called Visa directly to inquire about the MAVLI credit card
- 6.1.20.2. Received and activated MAVLI credit card, September 2022
- 6.1.21.** Attended most MAVLI S.H.I.F.T. Sessions
- 6.1.22.** Attended MAVLI PD on Nov. 26, 2022 entitled "Feedback"
- 6.1.23.** Prepared welcome letter for the 2023-2024 CASLI Membership year with the Membership Chairperson
- 6.1.24.** Contacted Bella Calbay-Martin to request an email to be sent out to MAVLI membership for volunteers for the Mental Health Conference committee
- 6.1.25.** Attended the CASLI Strategic Alliance Retreat in Toronto, Nov 11-13, 2022
  - 6.1.25.1. Booked flights for President and Vice-President to attend
  - 6.1.25.2. Emailed membership to inform them that this was happening and to gather feedback/concerns they wanted to be brought up while there
  - 6.1.25.3. Sent email to membership seeking interest in joining the 5 priority Committees under CASLI upon my return
- 6.1.26.** Hosted a special membership meeting on Nov. 30, 2022 to share an update from the CASLI Strategic Alliance Retreat
- 6.1.27.** Attended CASLI AGM on Dec 7, 2022
  - 6.1.27.1. Sent out reminder emails to MAVLI membership
  - 6.1.27.2. Carried several proxies from MAVLI members
- 6.1.28.** Met with MCSD Board of Directors on Nov. 9, 2022 to discuss their website and the statement regarding MAVLI. They have agreed to change the website to say "The Magic of ASL is hosted by MCSD and is supported by the Manitoba Association of Visual Language Interpreters (MAVLI) who provide ASL interpretation for the event."
- 6.1.29.** Attended CASLI meeting with Affiliate Chapter Presidents on Jan. 18, 2023
- 6.1.30.** Attended CASLI Committee Start up meeting, Jan 22, 2023

**Ongoing Activities:**

- 6.1.31.** Prepare monthly board reports
- 6.1.32.** Review monthly board minutes and reports
- 6.1.33.** Respond to member and non-member inquiries
- 6.1.34.** Correspond with interested parties about current/prospective MAVLI Awards
- 6.1.35.** Support MAVLI board members, as needed

**Future Initiatives:**

- 6.1.36.** Participate in CASLI board meetings, as scheduled
- 6.1.37.** Help support the planning of the next Magic of ASL with MCSD
- 6.1.38.** Support CASLI in their strategic plan

**6.2. Vice-President****Erica Trethart  
Annual Report****Activities to Date:**

- 6.2.1. Attended monthly board meetings
- 6.2.2. Checked email and responded accordingly
- 6.2.3. Prepared and uploaded monthly board reports
- 6.2.4. Attended MAVLI AGM on March 5, 2022
- 6.2.5. Forwarded Meaghan Gessner president emails that were sent to the vice president address after her switch in positions
- 6.2.6. Attended the AEIP Appreciation BBQ on May 16, 2022
- 6.2.7. MAVLI K-12 PD Day – October 21, 2022
  - 6.2.7.1. Prepared the PowerPoint presentation for the Sports Workshop
  - 6.2.7.2. Prepared and presented a workshop on the topic of preparation
- 6.2.8. CASLI Retreat – Toronto – November 11-13, 2022
  - 6.2.8.1. Helped plan trip for President and Vice-President
  - 6.2.8.2. Attended retreat
  - 6.2.8.3. Attended MAVLI meeting on November 30<sup>th</sup>, 2022 to discuss retreat
- 6.2.9. Attended the CASLI AGM on December 7<sup>th</sup>, 2022

**Ongoing Activities:**

- 6.2.10. Attend monthly board meetings
- 6.2.11. Check email and respond accordingly
- 6.2.12. Prepare and upload monthly board reports

**Future Initiatives:**

- 6.2.13. Support CASLI in their strategic plan

**6.3. Treasurer****Monica Furer  
Annual Report****Activities to Date:**

- 6.3.1. Filed 2021 GST Return
- 6.3.2. Prepared and filed MAVLI's 2021 Income Tax Return
- 6.3.3. Filed 2021 NPO Information Return for CRA
- 6.3.4. Filed MAVLI's 2022 Annual Corporate Return with the MB Companies Office
- 6.3.5. Renewed MCSD and MDA affiliate memberships
- 6.3.6. Investigated various accounting programs to see if purchasing one might be worthwhile for MAVLI

- 6.3.6.1. Conclusion: MAVLI doesn't engage in enough activity to justify the expense at this time
- 6.3.7. Cashed MAVLI's 1-year GICs when they reached maturity and deposited the funds in MAVLI's operating account to pay a DEIB consultant to a maximum of \$3,000
- 6.3.8. Attended several MAVLI SHIFT sessions, CASLI meetings (Mar 23, Mar 27, Dec 4), CASLI AGM Dec 7, AEIP Appreciation BBQ, DCM Townhall meeting Jun 9, MAVLI K-12 PD Day, and MAVLI Feedback workshop
- 6.3.9. Renewed P.O. Box in Osborne Village
- 6.3.10. Prepared the 2022 year-end financial statement and 2023 Budget
- 6.3.11. Delivered the 2022 financials to Dianne Mondor for review

**Ongoing Activities:**

- 6.3.12. Maintain financial records and create monthly financial reports
- 6.3.13. Review, reconcile and save monthly bank, PayPal and Visa statements
- 6.3.14. Pay expenses and make deposits in a timely fashion
- 6.3.15. Issue workshop registration receipts when requested
- 6.3.16. Empty mailbox regularly
- 6.3.17. Ensure GST is collected for sale of merchandise and workshop registration fees

**Future Initiatives:**

- 6.3.18. File 2022 GST Return, Income Tax Return and NPO Return
- 6.3.19. Look into possibility of accepting payments for workshop registration via credit card through MAVLI's PayPal account (without requiring payee to have a PayPal account)

**MAVLI Financial Statement**  
**December 31, 2021 - December 31, 2022**

**Opening Bank Balance as of Dec 31, 2021** **\$13,612.43**

Balance adjustment for 2021 AP/AR

Visa cash back credit \$11.20

Accounting fee -\$275.00

2021 GST Payment -\$136.87

Diversity Essentials PD -\$300.00

**Adjusted Opening Balance as of Dec 31, 2021** **\$12,911.76**

**Income 2022:**

Membership	\$3,005.02
Fundraising	\$0.00
DVD Sales and MAVLI Merchandise	\$0.00
Professional Development	\$161.00
MAVLI K-12 PD Day (under MEC portfolio)	\$975.00
Donations	\$0.00
Miscellaneous (1-year GICs cashed + visa credit + 2022 GST Refund)	\$3,077.31
Support from CASLI to send MAVLI President to retreat	\$916.03
<b>Subtotal</b>	<b>\$8,134.36</b>

**Expenses 2022:**

Board Insurance Fee	\$1,011.00
Accounting	\$275.00
Office expenses (Webhost/Zoom/PO Box/Domain maintenance/Website renewal)	\$799.82
Additional Admin Fees (Corp return/copy of articles of incorp/Visa overdraft fee/bank fees/GST correction)	\$116.52
CASLI Retreat (AGM virtual so no expense)	\$1,613.78
MAVLI AGM	\$154.66
Affiliate memberships to other organizations	\$160.00
Donations/Community support	\$300.00
SSY Award	\$250.00
Fundraising expenses	\$0.00
Professional development expenses	\$107.95
MAVLI K-12 PD Day expenses (under MEC portfolio)	\$210.56
Public Relations	\$0.00
Special projects (DEIB)	\$1,000.00

Miscellaneous (board wind-up)		\$280.00
	<b>Subtotal</b>	<b>\$6,279.29</b>

	<b>Subtotals</b>	<b>\$8,134.36</b>	<b>\$6,279.29</b>
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**Net Profit in 2022** **\$1,855.07**

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

Note: Actual Bank Balance on Dec 31, 2022 is \$15,135.16 because the AR/AP below have not yet processed through the account

**Accounts Receivable for 2022:**

GST Refund	\$65.45
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**Accounts Payable for 2022:**

Domain Maintenance (GoDaddy)	70.58
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Website Renewal (Weebly)	\$88.20
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Accounting Fees for 2022 Financial Review	\$275.00
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**Additional Assets:**

**MAVLI Savings Account:**

<b>Opening Balance as of Dec 31, 2021</b>	<b>\$1,001.66</b>
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Interest Credit	<u>\$8.53</u>
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<b>Bank Balance as of Dec 31, 2022</b>	<b>\$1,010.19</b>
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**GICs: purchased Mar 4, 2021**

3-year Canadian Banks GIC with SSY funds	\$4,000.00
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Gain as of Dec 31, 2022	\$16.64
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3-year Canadian Banks GIC with conference funds	\$8,000.00
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Gain as of Dec 31, 2022	<u>\$33.28</u>
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<b>Total GICs</b>	<b>\$12,049.92</b>
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**MAVLI PayPal Account:**

<b>PayPal Balance as of Dec 31, 2021</b>	<b>\$0.00</b>
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K-12 PD workshop income	\$270.00
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PayPal fees for K-12 W/S	-\$10.56
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Transfer of funds to chequing account	-\$259.44
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Feedback workshop income	\$28.00
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PayPal fees for Feedback W/S	-\$2.00
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Transfer of funds to chequing account	- <u>\$26.00</u>
<b>PayPal Balance as of Dec 31, 2022</b>	<b>\$0.00</b>

**RRC Investment (MAVLI Student Achievement Award):**

<b>Balance as of March 31, 2021</b>	<b>\$11,479.25</b>
Disbursement (AEIP Award) Apr 2021	-\$500.00
Gain Apr 1, 2021	<u>\$252.40</u>
<b>Balance as of March 31, 2022</b>	<b>\$11,231.65</b>

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

**Additional Liabilities:** Nil

### M.A.V.L.I. 2022 Itemized Financial Report by Portfolio

	Income	Expense	Net Profit ( <b>Loss</b> )
<b>Membership</b>	\$3,005.02		
<b>Subtotal</b>			<b>\$3,005.02</b>

<b>Fundraising</b>			
<b>Subtotal</b>			<b>\$0.00</b>

<b>Professional Development</b>			
Feedback Workshop registration	\$161.00		
Presenter Honorarium (GC + activation fee)		\$105.95	
PayPal fees		\$2.00	
EFT fees		\$21.25	
<b>Subtotal</b>	\$161.00	\$129.20	<b>\$31.80</b>

<b>MAVLI Education Committee (MEC)</b>			
K-12 PD Day registration	\$975.00		
Presenter/interpreter honoraria		\$200.00	
PayPal fees		\$10.56	
EFT fees		\$25.00	
<b>Subtotal</b>	\$975.00	\$235.56	<b>\$739.44</b>

<b>Public Relations (PR)</b>			
<b>Subtotal</b>			<b>\$0.00</b>

<b>MAVLI AGM</b>			
awards/interpreter honorarium/stamps		\$154.66	
<b>Subtotal</b>			<b>\$154.66</b>

<b>CASLI Retreat</b>			
Flights for 2		\$871.80	
Baggage x 1		\$104.98	
Airport Parking x 1		\$112.00	
Retreat meals for 2nd attendee		\$235.00	
Per Diem for additional meals for 2		\$290.00	
CASLI support for one attendee	\$916.03		
<b>Subtotal</b>	\$916.03	\$1,613.78	<b>\$697.75</b>

<b>Administration Fees</b>			
Accounting fee		\$275.00	
Board Insurance		\$1,011.00	
Annual Corporate Return		\$40.00	
Request for copy of Articles of Incorporation		\$7.00	
Visa overdraft charge		\$29.00	
GST Refund	\$65.45		
Bank fees	\$6.25		
<b>Subtotal</b>	\$71.70	\$1,362.00	<b>\$1,290.30</b>

<b>Office Expenses</b>			
Domain maintenance fee (GoDaddy)		\$70.58	
Website Hosting fee (DreamHost)		\$202.84	
Website renewal (Weebly)		\$88.20	
Zoom annual registration		\$224.00	
Post Office Box fee		\$214.20	
<b>Subtotal</b>			<b>\$799.82</b>

<b>Community Support</b>			
Donation		\$300.00	
SSY Award		\$250.00	
MDA affiliate membership		\$60.00	
MCSO affiliate membership fee		\$100.00	
<b>Subtotal</b>			<b>\$710.00</b>

<b>Special project: DEIB</b>			
1-year GICs cashed	\$3,007.50		
Equitable Solutions		\$1,000.00	
<b>Subtotal</b>			<b>\$2,007.50</b>

<b>Miscellaneous</b>			
Visa credits	\$4.36		
MAVLI Board Wind-up		\$280.00	
<b>Subtotal</b>			<b>\$275.64</b>

#### 6.4. Secretary

**Sarah Szalai**  
**Annual Report**

**Activities to Date:**

- 6.4.1. Attended board meetings, created agendas, composed minutes, emailed minutes to board members and uploaded minutes to Dropbox
- 6.4.2. Managed MAVLI's Zoom account for board meetings, workshops and events
- 6.4.3. Sent out reminders for meetings and requested agenda submissions
- 6.4.4. Sent out all job advertisements and announcements to the membership
- 6.4.5. Ensured all board members had access to MAVLI email and Dropbox accounts
- 6.4.6. Created a TechSoup account for MAVLI to enable access to non-profit organization discounts on software
- 6.4.7. Switched MAVLI's Gmail account over to a Google Workspace For Non-profits account to avoid a fee for service
- 6.4.8. Attended the AEIP Appreciation BBQ
- 6.4.9. Attended the CASLI AGM on December 7, 2022
- 6.4.10. Participated in the MAVLI Mentorship Program
- 6.4.11. Attended the MAVLI S.H.I.F.T. Sessions on May 5, June 21, September 13 and November 1.

**6.4.12.** Became a signatory for MAVLI's bank account

**6.4.13.** Prepared the 2023 AGM Package

**Ongoing Activities:**

**6.4.14.** Send out reminders for board meetings, request for submissions, create agendas and arrange meeting space or Zoom meeting

**6.4.15.** Compose meeting minutes, send to board members and upload to the Dropbox account

**6.4.16.** Communicate job opportunities and announcements to MAVLI membership

**6.4.17.** Maintain the MAVLI membership email contact list

**Future Initiatives:**

**6.4.18.** Prepare the 2024 MAVLI AGM package

**6.5. Fundraising**

**Position Vacant**

**6.6. MAVLI Education Committee**

**Meaghan Gessner, Heather Hutchison-Campbell, Joyce Semchyshyn  
Annual Report**

**Activities to Date:**

**6.6.1.** Attended AGM March 5, 2022

**6.6.2.** Meaghan, as EIC, was consulted regarding the placements of signing EA's and Interpreters for the 2022-2023 school year for the WSD

**6.6.3.** Drafted and distributed an email and ASL video to both the MAVLI membership and the Deaf Resource Centre to request nominations for the Suzanne St. Yves award

6.6.3.1. Selected recipient and presented the award at the Appreciation BBQ with the other members of the selection committee, which consisted of Joyce Semchyshyn, Hubert Demers and Rita Bomak

6.6.3.2. Created the certificate for the recipient

6.6.3.3. Attended Appreciation BBQ on May 16, 2022

**6.6.4.** Planned a successful MAVLI K-12 PD Day

6.6.4.1. Landon set up a registration link

6.6.4.2. Heather created feedback survey to be sent to registrants at the end of the day

6.6.4.3. Confirmed all presenters for the day

6.6.4.4. Secured interpreters for the day

6.6.4.5. Booked room to use at Tec Voc

- 6.6.4.6. Distributed poster through MAVLI and the EIC Caseload
- 6.6.4.7. Monica sent receipts to participants, if requested
- 6.6.4.8. Some participants filled out the survey; overall feedback was very positive
- 6.6.4.9. Purchased all honorariums and sent them out (Landon Cormack, Cody Zimmer, John Gessner, Meaghan Gessner, Cindy Neil, Erica Trethart and Mandy MacDonald)
- 6.6.4.10. Total income from registration: \$935 (Total of 11 MAVLI members, 16 non-members and 1 student)
- 6.6.4.11. Total expenses were \$234.31 (\$200 for honorariums, \$23.75 bank fees, \$10.56 PayPal)
- 6.6.4.12. **Net Profit: \$700.69**
- 6.6.5.** Attended regular monthly board meetings and provided monthly reports
- 6.6.6.** Educational Interpreting Consultant has gone into schools to observe and provide feedback to interpreters and Signing EA's throughout the province

**Ongoing Activities:**

- 6.6.7.** Research topics for upcoming K-12 PD Days
- 6.6.8.** Continuing to meet and discuss with Interpreters and Signing EAs about how best to meet and support the student's needs in the K-12 setting throughout Manitoba
- 6.6.9.** Attend MAVLI Board Meetings

**Future Initiatives:**

- 6.6.10.** Plan a K-12 PD Day for October 2023
- 6.6.11.** Continue to support school staff
- 6.6.12.** Continue to support the MAVLI board

<b>6.7. Member-at-large</b>
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**Jenn Horvath  
Annual Report**

**Activities to Date:**

- 6.7.1.** Attended board meetings
- 6.7.2.** Attended SHIFT sessions
- 6.7.3.** Attended K-12 PD Day
- 6.7.4.** Attended Feedback PD workshop
- 6.7.5.** Attended CASLI AGM
- 6.7.6.** Attended Mental Health Conference planning meeting as MAVLI representative
- 6.7.7.** Monitored CASLI emails for pressing information for MAVLI members

**Ongoing Activities:**

- 6.7.8. Attend board meetings
- 6.7.9. Attend PD opportunities hosted by MAVLI
- 6.7.10. Monitor CASLI emails for pressing information for MAVLI members
- 6.7.11. Accept duties assigned by the President and Board of Directors

**Future Initiatives:**

- 6.7.12. Running the nominations for AGM
- 6.7.13. Selection committee for AEIP bursary

<b>6.8. Membership</b>
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**Emma Drury  
Annual Report****Activities to Date:**

- 6.8.1. Maintained a current membership list throughout the year
- 6.8.2. Corresponded with CASLI Administrator regarding new memberships, exemptions, and other requests
- 6.8.3. Presented to the graduating AEIP students regarding changes in their membership after graduation
- 6.8.4. Attended the 2021 MAVLI AGM
- 6.8.5. Attended MAVLI events and workshops throughout the year

**Membership Statistics as of January 13<sup>th</sup>, 2023**

Active: 91  
Student: 5  
Exempt: 0  
Subscriber: 0  
**Total: 96**

**Ongoing Activities:**

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

**Future Initiatives:**

- 6.8.10. Request a current membership list from CASLI before the AGM
- 6.8.11. Make new voting cards, prior to the AGM, as necessary
- 6.8.12. Annually visit the 2<sup>nd</sup> year AEIP students, during March, to outline the "upgrading to active member" process
- 6.8.13. Request RRC Coordinator to send a list of graduating ADSP students to CASLI before their final day of instruction

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

- 6.9.1.** Attended MAVLI AGM March 5<sup>th</sup>, 2022
- 6.9.2.** Hosted LIVE workshop on Zoom with presenter: Sue Schmid
  - 6.9.2.1. November 26<sup>th</sup>, 2022 “Let’s Talk about Feedback”
    - 6.9.2.1.1. 23 Registrations, 8 Recording Requests, Net Income: \$123.39
    - 6.9.2.1.2. Presenter gift sent to Sue Schmid
- 6.9.3.** Attended MAVLI board meetings
  - 6.9.3.1. Provided monthly board reports to MAVLI
- 6.9.4.** Attended CASLI AGM December 7<sup>th</sup>, 2022
- 6.9.5.** Hosted 5 SHIFT Sessions on: Ethics, It Depends (Feb 22<sup>nd</sup>, 2022), Administrative Logistics of Freelance Work (May 5<sup>th</sup>, 2022), How do you interpret that? (June 21<sup>st</sup>, 2022), Clarification Strategies (September 13<sup>th</sup>, 2022), Venting (November 1<sup>st</sup>, 2022)
- 6.9.6.** Sheryl and Meg attended MCSD board meeting to pitch partnership opportunity with MAVLI for upcoming Music Workshop with Amber Galloway
- 6.9.7.** Welcomed Meg Toews to the Professional Development team to help with planning and logistics of upcoming SHIFT sessions and PD events

**Ongoing Activities:**

- 6.9.8.** Planning upcoming SHIFT sessions to be held every 6-8 weeks for the duration of our term.
- 6.9.9.** Next event: MAVLI Feedback Workshop
  - 6.9.9.1. Logistics planning for feedback samples, groups, availability, number of sessions
  - 6.9.9.2. Planning logistics for three-day Music Workshop this summer with Amber Galloway
    - 6.9.9.2.1. Looking into grant opportunities to help with Music Workshop funding
  - 6.9.9.3. Check PD email regularly and correspond accordingly
  - 6.9.9.4. Attending board meetings

**Future Initiatives:**

- 6.9.10.** Follow up with Amber Galloway to discuss dates for upcoming Music Workshop
- 6.9.11.** MAVLI/MCSD representatives to form committee for Music Workshop planning

**6.10. Public Relations****Miranda Murphy and Mariette Koop  
Annual Report****Activities to Date:**

- 6.10.1.** Appointed as co-directors for MAVLI's Public Relations position
- 6.10.2.** Set up and designated email and Dropbox access for PR's designated account through secretary
- 6.10.3.** Emailed past PR co-directors for past events that had been hosted and discussed things they had found successful/could be worked on
- 6.10.4.** Reviewed emails and board reports monthly
- 6.10.5.** Met as the PR team virtually to discuss future initiatives and tasks
- 6.10.6.** Got in touch with Landon about MAVLI's website developments. Looked at other affiliate chapter's websites to compare them to MAVLI's website
- 6.10.7.** Looked into survey websites to use to send out to mentees and mentors about ongoing wants and needs of future mentorship pairings
- 6.10.8.** Attended AEIP Appreciation BBQ
- 6.10.9.** Attended the Canadian Deaf-Blind Camp as a volunteer
- 6.10.10.** Contacted MAVLI board for information regarding mentor/mentee for RRC Polytech AEIP students
- 6.10.11.** Contacted RRC Polytech AEIP program coordinator for information and to pass along documentation for mentorship program
- 6.10.12.** Connected with instructor about encouraging more students to sign up
- 6.10.13.** Created Google form documents for people to register for the Mentorship program
- 6.10.14.** Emailed information to MAVLI members about Mentorship with links to apply
- 6.10.15.** Created groups within a PDF document for each grouping with preferred contact information
  - 6.10.15.1. Sent out mentorship groups
  - 6.10.15.2. Discussed dates/doodle poll for a meet and greet event
  - 6.10.15.3. Discussed dates for ASL night
- 6.10.16.** Discussed dates for Mentorship group night, finalized date and arranged an agenda
- 6.10.17.** Hosted online Mentorship Group Night with interpreters and students
- 6.10.18.** Called venue about hosting ASL to ensure accessibility and gather more details
- 6.10.19.** Created poster for ASL Night
- 6.10.20.** Discussed dates and met with Digital Media Coordinator about the website

**Ongoing Activities:**

- 6.10.21.** Mentorship Nights
- 6.10.22.** Work alongside Digital Media Coordinator for updating the website
- 6.10.23.** Attend MAVLI board meetings
- 6.10.24.** Attend Deaf/Interpreting events

**Future Initiatives:****6.10.25. Awards for Students**

- 6.10.25.1. Email AEIP Program about students applying
- 6.10.25.2. Create a committee to review applicants and award
- 6.10.25.3. Confirm with Landon for MAVLI award updated information/link application

**6.10.26. ASL Fun Night hosted by MAVLI PR****6.10.27. Continue MAVLI Mentorship Group Meet-ups****6.11. Digital Media Coordinator****Landon Cormack****Annual Report****Activities to Date:**

- 6.11.1.** Renewed online accounts for Weebly, GoDaddy, and DreamHost. Updated their automatic annual renewals with MAVLI's credit card
- 6.11.2.** Alongside MEC, President, and Treasurer, helped with registration, collecting admission costs, and running of tech for MAVLI and MEC K-12 PD Day on October 21<sup>st</sup>, 2022
- 6.11.3.** Worked with PR co-chairs to update information on MAVLI website
- 6.11.4.** Worked with PD co-chairs to upload recorded Professional Development Zoom meetings to MAVLI YouTube page for registrants who couldn't make it to events

**Ongoing Activities:**

- 6.11.5.** Post events to MAVLI Facebook page regularly
- 6.11.6.** Post events to MAVLI Community Events calendar regularly

**Future Initiatives:**

- 6.11.7.** Complete website update to the extent that it is a good resource hub for anyone wanting more information about interpreting, and Deaf and interpreting communities more broadly

**6.12. AEIP Representative****Shayna Hoggarth, Michaela McMechan  
Annual Report****Activities to Date:**

- 6.12.1. Classes have begun; AEIP students are in class on Mondays and Wednesdays
- 6.12.2. AEIP students are in three classes
- 6.12.3. AEIP coordinator Rick Zimmer has retired
- 6.12.4. AEIP mentorship groups have been distributed and met with
- 6.12.5. One student is taking the semester off and will revisit AEIP's plan for the fall semester in the spring

**Ongoing Activities:**

- 6.12.6. Observations
  - 6.12.6.1. Students are beginning to explore Sorenson, attending weekly
- 6.12.7. Students are volunteering and attending events
  - 6.12.7.1. Deaf cards (seniors), Deaf Darts, Deaf-Blind
- 6.12.8. One student is currently on practicum
- 6.12.9. ASL 101-103 is ongoing to prep students for fall intake
- 6.12.10. ASL bridging class continues
- 6.12.11. Current AEIP students are using different opportunities for observations and getting their hands in the air

**Future Initiatives:**

- 6.12.12. RRC program reopening for intake in the fall
- 6.12.13. Once students finish winter term, they have a spring term as well
- 6.12.14. AEIP students looking into practicum for fall term 2023

**6.13. Diversity, Equity, Inclusion and Belonging (DEIB) Committee****Dawn-Marie Wilson  
Annual Report****Activities to Date**

- 6.13.1. Contacted several people/agencies to seek feedback on our current draft of our Land Acknowledgement. Including: The Truth and Reconciliation Commission, MFNERC, MB Education, and Diversity Essentials
- 6.13.2. Met with Laurelle Harris of Equitable Solutions to inform her that the motion to hire her services was passed at the AGM and to discuss plans moving forward. A brief summary of her recommendations include:
  - 6.13.2.1. Establish a Terms of Reference for the DEIB committee
  - 6.13.2.2. Establish a Strategic Plan (One to Two 2-3 hour meetings recommended)

- 6.13.2.3. Seek volunteers who align with our goals and suit the skills sets needed as established in our Terms of Reference
- 6.13.2.4. Establish a DEIB Committee
- 6.13.2.5. Special Training and Anti-Racism training for both the Board and the DEIB Committee
- 6.13.3.** Researched Land Acknowledgements from other provincial organizations to help in making decisions on the final draft of ours
- 6.13.4.** Follow up with Laurelle Harris about timeline for our first follow up meeting
- 6.13.5.** Finalized final draft of the Land Acknowledgement and presented to the board for approval
  - 6.13.5.1. Sent final copy to board members to be added to their MAVLI email signatures

#### **Ongoing Activities**

- 6.13.6.** Regular communication with Laurelle – who is currently working on a draft for Terms of Reference for our DEIB Committee
- 6.13.7.** Land Acknowledgement draft to be finalized (hopefully at the November board meeting)

#### **Future Initiatives**

- 6.13.8.** Once Laurelle has completed the draft Terms of Reference; establish a meeting with some MAVLI representatives to look at it to provide any feedback and consider potential changes etc. before finalizing
  - 6.13.8.1. Continue to the next steps in the plan as outlined above
  - 6.13.8.2. Seek feedback from Deaf Indigenous individuals regarding the ASL version of the Land Acknowledgement, filming and having both the English and the ASL versions put on the website



Manitoba Association of Visual Language Interpreters  
Annual General Meeting  
March 4<sup>th</sup>, 2023

## Section Three

# Old Business

**7. Old Business**

7.1. Nil



Manitoba Association of Visual Language Interpreters  
Annual General Meeting  
March 4<sup>th</sup>, 2023

## Section Four

# New Business

**8. New Business****8.1. Waiving Public Accountant****8.1.1. I move that MAVLI waives the requirement for a public accountant to review MAVLI's 2023 financials.****Rationale:**

According to the Government of Canada, members of not-for-profit Corporations with annual revenues <\$50,000 “may waive appointment by annual unanimous resolution”. Waiving appointment of a Public Accountant allows MAVLI to hire a skilled accountant who does not have the certification of PA, such as Dianne Mondor or Doug Momotiuk.

**Moved:** Monica Furer**Seconded:** Sarah Szalai**8.2. Appointing Accountant for 2023 Financial Review****8.2.1. I move to appoint Dianne Mondor to do MAVLI's 2023 financial review.****Moved:** Monica Furer**Seconded:** Sarah Szalai**8.3. Proposed 2023 Budget****8.3.1. I move to approve the proposed 2023 MAVLI Budget as outlined below.****Moved:** Monica Furer**Seconded:** Sarah Szalai

**MAVLI 2023 BUDGET**

	<b>Estimated</b>	<b>Actual</b>
<b>Total Income</b>	<b>\$6,000.00</b>	
<b>Total Expenses</b>	<b>\$6,000.00</b>	

**Income:**

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

**Expenses:**

Annual Board Insurance Fee	\$1,020.00	
Accounting Fee	\$300.00	
Annual Corporate Return	\$40.00	
Domain Maintenance (GoDaddy)	\$90.00	
Website Hosting (DreamHost)	\$220.00	
Website Renewal (Weebly)	\$100.00	
Zoom Subscription	\$250.00	
Post Office Box Annual Fee	\$220.00	
MAVLI Board Wind-Up (max \$20/person)	\$300.00	
MAVLI AGM	\$300.00	
CASLI AGM	\$350.00	
Affiliate Memberships	\$160.00	
Community Support	\$300.00	
SSY Award	\$250.00	
Misc. admin costs (stamps/bank fees)	\$100.00	
DEIB Consultant	\$2,000.00	



Manitoba Association of Visual Language Interpreters  
Annual General Meeting  
March 4<sup>th</sup>, 2023

## Section Five

# Nomination and Proxy Forms

**Nomination Form**



**MAVLI Annual General Meeting  
Saturday, March 4th, 2023  
Zoom**

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

<b>President</b>	<b>2023 – 2025</b>	
Vice President	2022 – 2024	Erica Trethart
<b>Treasurer</b>	<b>2023 – 2025</b>	
Secretary	2022 – 2024	Sarah Szalai
<b>Fundraising</b>	<b>2023 - 2025</b>	
<b>Manitoba Education Committee</b>	<b>2023 – 2025</b>	
Member-at-large	2022 – 2024	Jenn Horvath
Membership	2022 – 2024	Emma Drury
Professional Development	2022 – 2024	Sheryl LaVallee, Dawn-Marie Wilson & Meg Toews
Public Relations	2022 – 2024	Miranda Murphy, Mariette Koop
<b>Digital Media Coordinator</b>	<b>2023 - 2025</b>	
AEIP Rep	2022 - 2023	To be selected in the Fall of 2023

Written nominations are to indicate the portfolio for which the candidate is running; are to be supported by the signature of two voting members as well as the nominee; and are to be received at the MAVLI address **by February 25, 2023**.

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

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**Nomination Form**

**Position:** \_\_\_\_\_

**Nominee:** \_\_\_\_\_ **Nominee Signature:** \_\_\_\_\_

**Voting Member:** \_\_\_\_\_ **Voting Member:** \_\_\_\_\_

**Date:** \_\_\_\_\_

# Proxy Form



**MAVLI Annual General Meeting  
Saturday, March 4<sup>th</sup>, 2023  
Zoom**

**Note:** If you are unable to attend the Annual General Meeting and are an Active or Student member of MAVLI, in good standing, written proxy forms must be received at the MAVLI address **by Friday, February 25<sup>th</sup>, 2023**. The President of MAVLI cannot carry proxies at the AGM. Please confirm that your proxy will attend the meeting.

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

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## Proxy Form

**Name** \_\_\_\_\_

**Address** \_\_\_\_\_

**Telephone** \_\_\_\_\_

I hereby authorize \_\_\_\_\_ to carry my vote on March 4<sup>th</sup>, 2023.

\_\_\_\_\_  
**Signature** **Date**



Manitoba Association of Visual Language Interpreters  
Annual General Meeting  
March 4<sup>th</sup>, 2023

## Section Six

# 2022 Annual General Minutes



## 2022 MAVLI Annual General Meeting Minutes

Zoom Webinar

Saturday, March 5, 2022

9:00 am

A quorum of members was established.

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

- 1.1. Meaghan Gessner welcomes and thanks all who are in attendance.
- 1.2. Meaghan Gessner is joining the meeting from Kleefeld, Manitoba. She acknowledges she is on Treaty One territory: the traditional land of the Anishinaabe people and the homeland of the Metis nation.
- 1.3. The MAVLI AGM will be following the Robert's Rules of Order and Monica Furer will be acting as Parliamentarian.
- 1.4. Meaghan Gessner explains the logistics of this virtual meeting and thanks everyone for their patience while we navigate the technology.
- 1.5. The CASLI Interim President, Theresa Barker-Simms, sent a video greeting on behalf of CASLI

Thank you for inviting me to join your AGM today. I'm Theresa Barker-Simms and I am the current CASLI Interim President. I'm excited to further my involvement in CASLI and build connections with members. I look forward to the future of CASLI and all it has to offer. I also want to take this opportunity to thank all of you for your commitment to this profession and to the goal of maintaining a high standard of practice. Thank you for allowing me this time to introduce myself and I wish you well for your AGM.

### 2. Call to Order: 9:20 am

### 3. Approval of the Agenda

- 3.1. There is one addition to the agenda: under Old Business, 7.1 – Suzanne St. Yves Award.

Motion to accept the agenda with addition.

**Moved:** Monica Furer

**Seconded:** Chad Kroeker

**No Discussion**

**Carried**

**4. Business arising from the Minutes**

4.1. None

**5. Approval of the Annual General Meeting Minutes from March 13, 2021**

Motion to accept the minutes as disseminated.

**Moved:** Monica Furer      **Seconded:** Cindy Boscow

**No Discussion**

**Carried**

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

- 6.1. President..... Position Vacant
- 6.2. Vice President..... Meaghan Gessner
- 6.3. Treasurer..... Monica Furer
- 6.4. Secretary..... Sarah Szalai

Motion to accept the Executive reports as disseminated.

**Moved:** Brenda Rutherford      **Seconded:** Sheryl LaVallee

**No Discussion**

**Carried**

- 6.5. Fundraising..... Emily Duncan
- 6.6. MAVLI Education Committee..... Meaghan Gessner, Heather Hutchison-Campbell,  
Joyce Sztandera
- 6.7. Member-at-Large..... Tessa Rogowski
- 6.8. Membership..... Emma Drury
- 6.9. Professional Development..... Sheryl LaVallee, Dawn-Marie Wilson
- 6.10. Public Relations..... Shelby Graham, Jordan Wynchuk
- 6.11. Digital Media Coordinator..... Landon Cormack
- 6.12. AEIP Student Representatives..... Summer Nicholson, Meg Toews
- 6.13. Diversity, Equity, Inclusion and Belonging (DEIB) Committee..... Dawn-Marie Wilson

Motion to accept the committee reports as disseminated.

**Moved:** Janine Guinn      **Seconded:** Shaina Dumont

**No Discussion**

**Carried**

**7. Old Business**

7.1. Suzanne St. Yves Award

7.1.1. The Terms of Reference for the Suzanne St. Yves Award of Excellence was accepted at the 2021 AGM. The committee members for this year are Hubert Demers, Joyce Sztandera and Rita Bomak. The committee will be emailing the MAVLI membership explaining the nomination process soon.

- 7.1.2. MAVLI is thrilled to be presenting the inaugural award this year and hope to present it at the AEIP Appreciation BBQ in May.

## **8. New Business**

### **8.1. Diversity, Equity, Inclusion and Belonging Committee Expenditure**

- 8.1.1. I move that Equitable Solutions Consulting be retained to provide services relating to equity and inclusion to a maximum expenditure of \$3,000.00

#### **Rationale:**

Equitable Solutions Consulting was retained for an initial assessment of MAVLI's By-Laws and Policies and Procedures as well as the AVLIC Code of Ethics and CASLI By-Laws. After much discussion several recommendations were made to help MAVLI move in a direction of Diversity, Equity, Inclusion and Belonging. The first recommended step that the Board would like to move forward with is the exploration and implementation of a DEIB committee. This would require support from an expert, and training regarding how a committee can be most effective and work in partnership with the board. Equitable Solutions can support us in this process to ensure it is successful.

**Moved:** Dawn-Marie Wilson **Seconded:** Sarah Szalai

#### **Discussion:**

- 8.1.2. Monica Furer explains that MAVLI has two options to cover the \$3,000 cost – either through fundraising or by withdrawing money currently invested in GICs, originally the profit from when MAVLI hosted the 2014 AVLIC conference.
- 8.1.2.1. Cindy Boscow comments that the funds for the DEIB consultant should come from the 2014 AVLIC conference profit instead of through fundraising. This endeavor is a good use for those funds.
- 8.1.2.2. Monica Furer adds that fundraising in general is a lot of work and fundraising \$3,000 would take a lot of effort. MAVLI has struggled to fundraise in the past, and we have the funds in the GICs that are available to use. This is a good reason to use those funds and it will benefit all MAVLI members.

**Carried**

### **8.2. Waiving Public Accountant**

- 8.2.1. I move that MAVLI waives the requirement for a public accountant to review MAVLI's 2022 financials.

#### **Rationale:**

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

have the certification of PA, such as Dianne Mondor or Doug Momotiuk.

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

8.3. Appointing Accountant for 2022 Financial Review

8.3.1. I move to appoint Dianne Mondor to do MAVLI’s 2022 financial review.

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

8.4. Proposed 2022 Budget

8.4.1. I move to approve the proposed 2022 MAVLI Budget as outlined below.

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

**MAVLI 2022 BUDGET**

	Estimated	Actual
<b>Total Income</b>	\$3,750.00	
<b>Total Expenses</b>	\$3,750.00	

**Income:**

Membership	\$3,000.00	
Fundraising	\$0.00	
MAVLI K-12 PD Day	\$750.00	

**Expenses:**

Annual Board Insurance Fee	\$900.00	
Accounting Fee	\$300.00	
Annual Corporate Return	\$40.00	
Domain Maintenance (GoDaddy)	\$75.00	
Website Hosting (DreamHost)	\$165.00	
Website Renewal (Weebly)	\$100.00	
Zoom Subscription	\$250.00	
Post Office Box Annual Fee	\$210.00	

MAVLI Board Wind-Up (max \$20/person)	\$300.00	
MAVLI AGM	\$300.00	
CASLI 2022 Conference and AGM	\$350.00	
Affiliate Memberships	\$160.00	
Community Support	\$300.00	
Top up RRC Student Achievement Award	\$200.00	
Misc. admin costs (stamps/bank fees)	\$100.00	
<b>Total</b>		<b>\$0</b>

**Discussion:**

8.4.2. Monica Furer comments that Fundraising has a \$0 amount listed because MAVLI will not be fundraising in 2022. MAVLI had a profit of \$2,000 in 2021, so additional funds are not needed for 2022 board operations if the GIC money is used for the DEIB consultant fees.

8.4.3. Cindy Boscow comments that the proposed budget should now reflect the \$3,000 to be taken from GICs for the DEIB consultant fees. The original motion to accept the 2022 Budget needs to be rescinded.

8.4.3.1. I move to rescind motion 8.4.1 – “I move to approve the proposed 2022 MAVLI Budget as outlined below”.

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

**No Discussion**

**Carried**

8.4.4. I move to approve the proposed 2022 MAVLI Budget with the additional \$3,000 expenditure for hiring the DEIB consultant with those funds be taken from the GIC investment.

**Moved:** Monica Furer      **Seconded:** Chad Kroeker

**Discussion:**

8.4.5. Shaina Dumont asks if the CASLI conference is only budgeted \$350 because of the WestJet Credit.

8.4.5.1. The CASLI conference will be virtual, so there is no budget needed for flights, accommodations, or food. Registration fees have not been announced yet, but MAVLI is estimating a cost of \$350. When in-person conferences resume that item will require a higher budget.

**Carried**

## 9. Nominations

### 9.1. Nominations for President:

- 9.1.1. Meaghan Gessner has accepted a nomination by Monica Furer.
- 9.1.2. No other nominations received.
  - 9.1.2.1. Meaghan Gessner is declared President by acclamation.

### 9.2. Nominations for Vice President:

- 9.2.1. Janine Guinn is nominated from the floor by Monica Furer.
  - 9.2.1.1. Janine declines the nomination.
- 9.2.2. Shaina Dumont is nominated from the floor by Sheryl LaVallee.
  - 9.2.2.1. Shaina declines the nomination.
- 9.2.3. Xenia Gallardo is nominated from the floor by Brenda Rutherford.
  - 9.2.3.1. Xenia declines the nomination.
- 9.2.4. Erica Trethart is nominated from the floor by Cindy Boscow.
  - 9.2.4.1. Erica accepts the nomination.
- 9.2.5. No other nominations received.
  - 9.2.5.1. Erica Trethart is declared Vice President by acclamation.

### 9.3. Nominations for Secretary:

- 9.3.1. Sarah Szalai has accepted a nomination by Monica Furer.
- 9.3.2. No other nominations received.
  - 9.3.2.1. Sarah Szalai is declared Secretary by acclamation.

### 9.4. Nominations for Member-at-large:

- 9.4.1. Jenn Horvath is nominated from the floor by Janine Guinn.
  - 9.4.1.1. Jenn accepts the nomination.
- 9.4.2. No other nominations received.
  - 9.4.2.1. Jenn Horvath is declared Member-at-Large by acclamation.

### 9.5. Nominations for Membership:

- 9.5.1. Emma Drury has accepted a nomination by Meaghan Gessner.
- 9.5.2. No other nominations received.
  - 9.5.2.1. Emma Drury is declared Membership by acclamation.

### 9.6. Nominations for Professional Development:

- 9.6.1. Sheryl LaVallee and Dawn-Marie Wilson have accepted a nomination by Meaghan Gessner.
- 9.6.2. No other nominations received.
  - 9.6.2.1. Sheryl LaVallee and Dawn-Marie Wilson are declared Professional Development by acclamation.

### 9.7. Nominations for Public Relations:

- 9.7.1. Mariette Koop and Miranda Murphy have accepted a nomination by Meaghan Gessner.

9.7.2. No other nominations received.

9.7.2.1. Mariette Koop and Miranda Murphy are declared Public Relations by acclamation.

Nominations were closed.

## **10. Appreciation and Acknowledgements**

### 10.1. The MAVLI Student Achievement Award

The MAVLI Student Achievement Award acknowledges an AEIP student. Selection is based on academic standing and involvement in MAVLI, the interpreting community, Deaf community, and the community at large.

10.1.1. Unfortunately, no students applied for this award this year, so it will not be presented. MAVLI wants to support interpreting students with this award, so we encourage eligible students to apply in the future.

### 10.2. Vice President Award

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

10.2.1. Meaghan Gessner comments that typically the Vice President Award and the President Award are decided with discussion between the Vice President and the President. Since Meaghan was the Acting President and the Vice President this past year, she instead discussed recipients with the MAVLI executive, Monica Furer (Treasurer) and Sarah Szalai (Secretary).

10.2.2. Meaghan Gessner is thrilled to present the Vice President Award to Hubert Demers. In the past two years, Hubert has been on the committee to create the Suzanne St. Yves Award of Excellence and is now also serving on the selection committee. Unfortunately, Hubert was not able to attend the AGM today, but we will contact him individually to present him with the award. Congratulations, Hubert!

### 10.3. President Award

The President Award acknowledges a board member and their contributions. The Acting President, Meaghan Gessner, will present the honour.

10.3.1. Meaghan Gessner shares that over the past year with the continued need for virtual meetings and events, one board member has always been willing to assist with the technology logistics. They are eager to help with anything that needs to be done. Their involvement is vital to MAVLI's success. This year's recipient is Landon Cormack. Congratulations, Landon, and thank you so much for everything you do!

### 10.4. Door Prize

10.4.1. Manitoba Deaf Association gave MAVLI a \$25 gift card to be used at either Pizza Hut, Taco Bell, or KFC. The gift card will be given as a door prize to one person in attendance today.

10.4.2. Landon Cormack entered all of the attendees' names into a generator and the winner is Katie Butz. Congratulations, Katie!

**11. Confirmation of Acts**

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

**Moved:** Meaghan Gessner

**Seconded:** Brenda Rutherford

**No Discussion**

**Carried**

**12. Announcements**

- 12.1. Meaghan Gessner thanks the student interpreters, and Mandy MacDonald for supporting them, for interpreting today. We acknowledge that it is challenging to interpret any meeting, but even more so when it is in front of a group of interpreters. You all did a great job, and we are here to support you.
- 12.2. Meaghan Gessner thanks the board for their work this past year. A special thanks to the outgoing board members for their contributions.
- 12.3. Meaghan Gessner thanks all who attended the AGM today, choosing to spend part of your day off supporting MAVLI. If quorum is not achieved, the meeting cannot go forward, so thank you for coming!
- 12.4. The World Deaf Curling Championship will be on March 12 to March 26 in Banff. We wish our teams luck as they compete.
- 12.5. Suzanne's Closet is an opportunity for interpreters to donate their gently used interpreting clothes to the interpreting students. In the past clothing has been brought to the AGM, but that is not possible this year. We will have a few drop-off points for clothing that will then be brought to the students. An email with more information will be sent out soon.

**13. Meaghan Gessner moves for adjournment at 10:52 am.**



Manitoba Association of Visual Language Interpreters  
Annual General Meeting  
March 4<sup>th</sup>, 2023

## Section Seven

# Appendix

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

	December 31	
	2022	2021
<b>Current assets</b>		
Cash	\$ 16,145	\$ 14,614
Accounts receivable	65	11
GIC Investments (**Note)	12,000	15,000
Prepaid expense (**Note)	632	632
	<u>\$ 28,843</u>	<u>\$ 30,258</u>
<b>Current liabilities</b>		
Payables and accruals	\$ 434	\$ 712
<b>Net Assets</b>	<u>28,409</u>	<u>29,546</u>
	<u>\$ 28,843</u>	<u>\$ 30,258</u>

APPROVED BY THE BOARD

Monica Furer  
(MAVLI Treasurer)  
Monica Furer

Digitally signed by  
Meaghan Gessner  
Date: 2023.02.02  
15:12:44 -0600  
M. Gessner  
(Mavli President)

REVIEWED BY :

[Signature]  
(Dianne Mondor, Accountant)

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

	Year ended December 31	
	2022	2021
<b>Revenue:</b>		
Membership	\$ 3,005	\$ 2,909
Professional development revenue	1,136	3,906
Grant/Donations	916	347
Fundraising	-	572
Miscellaneous/recovery revenue	81	13
	<u>\$ 5,139</u>	<u>\$ 7,746</u>
<b>Expenditures:</b>		
Fundraising/projects	\$ 2,894	\$ 420
Insurance	1,011	801
Professional development expenses	319	2,867
Office and administration	1,027	1,267
Accounting and legal	275	275
Affiliate memberships	160	160
Donations/Award	550	-
Interest and bank charges	40	309
Travel	-	(632)
	<u>\$ 6,275</u>	<u>\$ 5,466</u>
<b>Excess (deficiency) of revenues over expenditures</b>	<u>\$ (1,136)</u>	<u>\$ 2,281</u>
<hr/>		
<b>Net assets</b>		
Net assets, begin of year	\$ 29,546	\$ 27,265
Excess (deficiency) of revenues	<u>(1,136)</u>	<u>2,281</u>
<b>Net assets, end of year</b>	<u>\$ 28,409</u>	<u>\$ 29,546</u>

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

	Year ended December 31	
	2022	2021
<b>Cash derived from (applied to):</b>		
<b>Operating</b>		
Excess (deficiency) of revenues over expenditures	\$ (1,136)	\$ 2,281
Change in non-cash operating working capital items		
Decrease (increase) in accounts receivable	(54)	109
Decrease (increase) in prepaid expenses	-	(632)
(Decrease) increase in payables and accruals	(278)	372
<b>Net increase (decrease) in cash</b>	<b>\$ (1,469)</b>	<b>\$ 2,128</b>
Decrease (increase) in investments	3,000	(15,000)
<b>Cash on hand</b>		
Beginning of year	<u>\$ 14,614</u>	<u>\$ 27,486</u>
End of year	<u>\$ 16,145</u>	<u>\$ 14,614</u>

**\*Note: Investments**

**TD Canada Trust GIC Fund (MAVLI):**

3-year TD Canadian GIC purchased at 0.41% maturity Mar 4, 2024	\$4,000.00
3-year TD Canadian GIC purchased at 0.41% maturity Mar 4, 2024	<u>\$8,000.00</u>
	<b>\$12,000.00</b>

**\*Note: Prepaid Expense**

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

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

The Association established an Investment Fund to be held in perpetuity at Red River College. As of March 31, 2022, the value of the fund is \$11,232 (2021 - \$11,479).

Balance as of March 31, 2021	<b>\$11,479.25</b>
Disbursement (AEIP Award) Apr 2021	-\$500.00
Gain Apr 1, 2021	<u>\$252.40</u>
Balance as of March 31, 2022	<b>\$11,231.65</b>

Manitoba Association of Visual Language Interpreters Inc.  
as of December 31, 2022

Accounts Receivables Analysis

<u>Description</u>	<u>2022</u>	<u>2021</u>
GST claimed Refund for 2022	\$ 65.45	\$ -
Visa Annual cash back credit	-	11.20
	<u>\$ 65.45</u>	<u>\$ 11.20</u>

Prepaid Expense Analysis

May 14, 2020 West Jet Flight Credit \$632.36	\$ 632.36	\$ 632.36
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A/p (Account Payables) and Accruals Analysis

<u>Description</u>	<u>2022</u>	<u>2021</u>
Accrued audit fee	\$ 275.00	\$ 275.00
GoDaddy fee	70.58	-
Website Renewal (Weebly)	88.20	-
GST Payment for 2021	-	136.87
Diversity Essentials (W/S presenter fee)	-	300.00
	<u>\$ 433.78</u>	<u>\$ 711.87</u>