



Manitoba Association of Visual Language Interpreters
Annual General Meeting
March 8th, 2025
Zoom
9:00am – 12:00pm

Annual General Meeting Package 2025

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

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.....	Miranda Murphy
7.5.	Fundraising.....	Position Vacant
7.6.	MAVLI Education Committee.....	Shannon Graham, Kristen Hunt
7.7.	Member-at-large.....	Jenn Horvath
7.8.	Membership.....	Shaina Dumont
7.9.	Professional Development.....	Meg Toews, Nikki Jeanson
7.10.	Public Relations.....	Joa Brunstein
7.11.	Digital Media Coordinator.....	Amar Schiwietz
7.12.	AEIP Student Representative.....	Position Vacant
7.13.	Diversity, Equity, Inclusion and Belonging (DEIB) Committee.....	Position Vacant

8. Old Business

9. New Business

- 9.1. Waiving Public Accountant
- 9.2. Appointing Accountant for 2025 Financial Review
- 9.3. Proposed 2025 Budget

10. Nominations

- | | |
|-------------------------------------------------------------------|-------------|
| 10.1. President | 2025 – 2027 |
| 10.2. Treasurer | 2025 – 2027 |
| 10.3. MAVLI Education Committee | 2025 – 2027 |
| 10.4. Digital Media | 2025 – 2027 |
| 10.5. Diversity, Equity, Inclusion and Belonging (DEIB) Committee | 2025 – 2027 |

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. – **As the AEIP program is on hold, this award will not be presented**

11.2. Vice President Award

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

11.3. President Award

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

12. Confirmation of Acts

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

13. Announcements

14. Adjournment



Manitoba Association of Visual Language Interpreters
Annual General Meeting
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Section Two

Executive, Committee, and Representative Reports

7. Executive, Committee Representative, and Committee Reports

7.1. President

Meaghan Gessner Annual Report

Activities to Date:

- 7.1.1.** Attended MAVLI Wind up dinner, Feb. 7, 2024
- 7.1.2.** Chaired MAVLI AGM, March 9, 2024
 - 7.1.2.1. Met with Cindy Boscow (Past President and AGM Parliamentarian) to prepare for the AGM
 - 7.1.2.2. Arranged to have Dr. Daz Saunders present prior to the MAVLI AGM
 - 7.1.2.3. Presented the President Award during the AGM
 - 7.1.2.4. Read through and provided edits for the MAVLI AGM minutes to be distributed to membership
 - 7.1.2.5. Invited CASLI President, or another board to attend the AGM
 - 7.1.2.6. Purchased and mailed out the President and Vice President Awards
 - 7.1.2.7. Purchased and mailed out Thank you Card to Dawn-Marie Wilson for interpreting the AGM.
 - 7.1.2.7.1. Provided receipts to Monica Furer, MAVLI Treasurer, for above purchases
- 7.1.3.** Attended the ASL-English Interpretation Program (AEIP) Appreciation BBQ on March 1, 2024
- 7.1.4.** Attended and chaired monthly board meetings
- 7.1.5.** Corresponded with MAVLI Board Members, as necessary
- 7.1.6.** Wrote the 2024-2025 Welcome Letter and submitted to CASLI
- 7.1.7.** Responded to school divisions regarding the hiring of ASL-English Interpreters in their schools.
- 7.1.8.** Contacted CASLI President, inquiring when an Affiliate Chapter (AC) President meeting was schedule. No response the entire year.
- 7.1.9.** Informed Sally Scheel, CASLI Administration, that MAVLI has a new membership chair
- 7.1.10.** Helped make sure the Suzanne St. Yves Committee had everything they needed to make their selection.
 - 7.1.10.1. Helped the SSY Committee find a Deaf person willing to be on the committee and create the video to distribute
- 7.1.11.** Held a special meeting with the MAVLI executive and the PD Chairs (old and new)
- 7.1.12.** Held meetings with the MAVLI executive to discuss various matters
- 7.1.13.** Responded to Alice Crawford, Manitoba Cultural Society of the Deaf (MCSD), regarding Magic of ASL. Proposed meeting date with her as well as the MAVLI executive.

- 7.1.13.1. Met with Alice Crawford and Andrew Lund to discuss MAVLI partnership with the event
- 7.1.14.** Sheila Montney requested a meeting to discuss a possible partnership for a Religious Workshop. After 3 failed attempts at meeting (no show), we were able to meet the 4th. She was to provide an update after her committee met. No update as of this time.
- 7.1.15.** Attended phone appointment with TD Bank (along with MAVLI Treasurer and Vice President) on May 9th to update signing authority.
 - 7.1.15.1. Sarah Szalai, previous secretary, removed from signing authority and Erica Trethart added.
- 7.1.16.** Attended an in-person TD Bank appointment with MAVLI Treasurer on May 10th to purchase two 3-year GIC's
- 7.1.17.** Changed MAVLI Credit Card to auto-payments at TD Bank on May 10th
- 7.1.18.** Responded to several emails regarding volunteer interpreter requests and Religious interpreting requests.
- 7.1.19.** Met with Meg Toews on May 10th to sign MAVLI cheques needed for the Music Workshop
- 7.1.20.** Attended IEP Advisory Board Committee Meeting on May 24, 2024
- 7.1.21.** Attended Magic of ASL on June 6, 2024
- 7.1.22.** Corresponded with Tylo Broszeit regarding the need to advocate for the AEIP Program
 - 7.1.22.1. Passed on information to the Executive since I was unable to attend a last minute meeting that he called
- 7.1.23.** Met with Erica, to make sure she was prepared to chair the June Board meeting. I could not attend due to a work conflict.
- 7.1.24.** Attended Music Workshop on June 26-29, 2024
 - 7.1.24.1. Welcomed Attendees at the beginning of the workshop
- 7.1.25.** Provided photo proof of my address to Monica, Treasurer which was required for our PayPal Account
- 7.1.26.** Forwarded emails received to secretary to distribute to membership
- 7.1.27.** Corresponded with executive regarding Diversity Inclusion Equity and Belonging (DIEB) training.
 - 7.1.27.1. Corresponded with Jenn Horvath, Member at Large, regarding setting up a date for the DEIB training.
 - 7.1.27.2. Attended DEIB Training on Nov 16, 2024
 - 7.1.27.2.1. Read the pre-readings that were sent to us prior to the day.
- 7.1.28.** Provided feedback on letter that Monica, Treasurer, drafted in response to the Deputy Minister regarding the ASL-English Interpreting Program
- 7.1.29.** Responded to CASLI Admin regarding MAVLI's current contact information
- 7.1.30.** Sent out the K-12 PD Day poster/information to EIC Caseload when it was received
- 7.1.31.** Attended MAVLI K-12 PD Day on Oct 25, 2024

- 7.1.31.1. Followed up with the afternoon presenters regarding the issues with the ASL-English Interpreting Services provided
 - 7.1.31.1.1. Set up a meeting to follow up with one of the two interpreters, at their request, to debrief about the booking
 - 7.1.31.1.2. Read through feedback gathered from the day
- 7.1.32.** Completed process for our MAVLI PayPal Account and confirmed with Monica, MAVLI Treasurer
- 7.1.33.** Checked with Dawn-Marie Wildon to see if she could remember if we should be majority voting at board meetings or if it was an error in the bylaws to only say the AGM.
- 7.1.34.** Started reaching out to MAVLI members to see if interested to fill the positions on the board (at the next AGM)
- 7.1.35.** Read through MAVLI by-laws
- 7.1.36.** Attended the CASLI AGM, Jan 26, 2025
 - 7.1.36.1. Held proxies for several members at the AGM
 - 7.1.36.2. Composed email with MAVLI Vice-President to send to membership regarding the CASLI AGM
 - 7.1.36.2.1. Read reports from CASLI in preparation for the AGM.
 - 7.1.36.2.2. Contacted CASLI IT to make sure MAVLI Vice President has access to vote on behalf of MAVLI during the AGM

Ongoing Activities:

- 7.1.37.** Continue to support board members, as requested, until my term is done
- 7.1.38.** Continue to check emails and respond in a timely manner
- 7.1.39.** Review monthly board minutes and reports
- 7.1.40.** Prepare monthly board reports
- 7.1.41.** Respond to member and non-member inquiries
- 7.1.42.** Support MAVLI board members, as needed

Future Initiatives:

- 7.1.43.** Support the new President as they transition into the new position

7.2. Vice-President

**Erica Trethart
Annual Report**

Activities to Date:

- 7.2.1** Attended the MAVLI wind-up dinner on February 7th.
- 7.2.2** Attended MAVLI SHIFT PD session on February 21st.
- 7.2.3** Attended the AEIP BBQ on March 1st.
- 7.2.4** Attended MAVLI AGM March 9th.

- 7.2.5** Met with executive and PD team to discuss music workshops, fundraising and registration over Zoom on March 18th.
- 7.2.6** TD Bank signing authority
 - 7.2.6.1 Went to TD bank to create a personal profile for easier signing authority process. Returned to have last name corrected.
 - 7.2.6.2 On May 9th attended phone appointment with TD bank (along with MAVLI President and Treasurer) to update signing authority.
- 7.2.7** Attended the AEIP Advisory Committee meeting on May 24th.
 - 7.2.7.1 Reported back to the board regarding information from the meeting. The main point being that funding was not approved for 2024, so the earliest the program will reopen is Fall of 2025, meaning the earliest graduates will be Spring of 2028.
- 7.2.8** Attended Magic of ASL on June 6th
- 7.2.9** Attended a last-minute meeting regarding a letter-writing campaign to advocate for the AEIP on June 9th.
 - 7.2.9.1 Tylo Broszeit initiated the meeting, and it was attended by Doug Momotuik, Shawna Joynt, Rick Zimmer and myself. No representative from MCSD was available to attend, but Tylo was going to give them an update.
 - 7.2.9.2 Everyone was in favour of supporting the AEIP and sending letters to government officials.
 - 7.2.9.3 Tylo sent out draft letters on June 10th for us to reference.
- 7.2.10** Attended MAVLI board meetings
- 7.2.11** Chaired June board meeting as Meaghan was unable to attend due to a work conflict.
- 7.2.12** Organized and purchased presenter and PD team gifts for the upcoming music workshop.
- 7.2.13** Attended music workshop presenter meet and greet event on June 26th.
- 7.2.14** Attended music workshop from June 26th – 28th.
- 7.2.15** Corresponded with executive regarding DIEB training.
- 7.2.16** Provided feedback on the letter to the Minister regarding AEIP, written by Monica (Treasurer).
- 7.2.17** Attended and MCed MAVLI K-12 PD Day on October 25th.
- 7.2.18** MAVLI K-12 PD Day feedback and follow-up
- 7.2.19** Picked up and delivered new credit card to the president.
- 7.2.20** Gave feedback on president's welcome letter for CASLI.
- 7.2.21** Prepared for DEIB training by reading chapters provided by presenter.
- 7.2.22** Attended DEIB training on November 16th.
- 7.2.23** Sent email to members encouraging participation on the board.

On-Going Activities

- 7.2.24** Read board reports and attend board meetings
- 7.2.25** Check correspondence and respond accordingly

7.3 Future Initiatives

7.3.1 Attend CASLI AGM on January 26th, 2025.

7.3. Treasurer

Monica Furer
Annual Report

Activities to Date:

7.3.1. Filed 2023 Income Tax Return and 2023 Non-Profit Organization (NPO) Return

7.3.2. Filed 2023 GST Return

7.3.3. Renewed Manitoba Deaf Association (MDA) and Manitoba Cultural Society of the Deaf (MCSD) affiliate memberships for 2024

7.3.4. Purchased Square reader for MAVLI to use at Professional Development (PD) events

7.3.4.1. Added PD co-chair, M. Toews, as a user

7.3.5. Updated Board of Directors info post-AGM with Manitoba Companies Office

7.3.6. Attended TD Bank phone appointment with President M. Gessner, and Vice-President E. Trethart to update MAVLI signing authority post-AGM

7.3.7. Attended in-person TD bank appointment with President M. Gessner to purchase two 3-year GICs, both 4.5% annual interest compounded, maturity date May 9, 2027

7.3.7.1. Purchased \$4,969.20 3-year GIC with all of the Suzanne St. Yves (SSY) Award funds

7.3.7.2. Purchased \$4,000 3-year GIC with a portion of the AVLIC 2014 conference funds

7.3.8. Edited letter of support for the Red River College Polytechnic (RRCPP) ASL-English Interpretation Program (AEIP) and sent copies to 4 ministers: Finance, Education, Advanced Education & Training, and the Minister responsible for Accessibility

7.3.8.1. Sent a template letter of support to MAVLI members so they could send letters to their Member of Parliament (MP) or to various ministers

7.3.9. Reviewed banking fees for current TD Community Plan and compared the cost to a Small Business Account to see which would be cheaper

7.3.9.1. The current Community Plan is still the cheaper option for MAVLI, even though we pay extra banking fees periodically (save over \$90/year)

7.3.10. Filed MAVLI's 2024 Annual Corporate Return in August

7.3.11. Renewed and paid MAVLI Board insurance in September

7.3.11.1. Note this is the 3rd and final payment for the current policy which will expire Sept 20, 2025

7.3.11.2. MAVLI will need to negotiate and obtain a new insurance policy before Sept 2025

7.3.12. Participated in the review and editing of updated MAVLI Bylaws (revised at 2024 AGM)

- 7.3.13. Renewed P.O. Box in Osborne Village in December
- 7.3.14. Prepared the 2024 year-end financial statement and 2025 Budget
- 7.3.15. Delivered the 2024 financials to Diane Mondor for review

Ongoing Activities:

- 7.3.16. Maintain financial records and create monthly financial reports
- 7.3.17. Review, reconcile and save monthly bank, PayPal, Visa and Square statements
- 7.3.18. Pay expenses and make deposits in a timely fashion
- 7.3.19. Issue workshop registration receipts when requested
- 7.3.20. Assist PD, Manitoba Education Committee (MEC) and Fundraising committees to create a financial report after each event hosted by MAVLI
- 7.3.21. Empty mailbox regularly
- 7.3.22. Ensure GST is collected for sale of merchandise and workshop registration fees

Future Initiatives:

- 7.3.23. File 2024 GST Return, 2024 Income Tax Return and 2024 NPO Return
- 7.3.24. Renew MDA and MCSD affiliate memberships for 2025
- 7.3.25. Update Board of Directors info post-AGM with MB Companies Office
- 7.3.26. Change signing authority at TD Bank post 2025 AGM
- 7.3.27. Make any necessary changes to login/access to Square and PayPal accounts post-AGM
- 7.3.28. File MAVLI's 2025 Annual Corporate Return in August
- 7.3.29. Negotiate and obtain a new board insurance policy before Sept 2025
- 7.3.30. Renew P.O. Box in Osborne Village in December
- 7.3.31. Prepare the 2025 year-end financial statement and 2026 Budget
- 7.3.32. Deliver the 2025 financials to accountant for review prior to the 2026 AGM

**MAVLI Financial Statement
December 31, 2023 - December 31, 2024**

Opening Bank Balance as of Dec 31, 2023	\$13,554.16
Balance adjustment for 2023 AP/AR:	
2023 GST Refund	\$198.46
2023 Interest from savings account	\$24.31
Remaining 2021 interest from savings account	\$1.66
Interest from GICs as of Dec 31, 2024	\$100.05
Membership dues Jun-Dec 2023	\$441.47
Domain Maintenance (Go Daddy)	-\$78.98
2023 Accounting fee	-\$275.00
	\$411.97

Adjusted Opening Balance as of Dec 31, 2023**\$13,966.13****Income 2024:**

Membership	\$3,536.37
Fundraising (Trivia Mar 20, Trivia & Pizza May 3, Spent Pizza)	\$3,680.50
DVD Sales and MAVLI Merchandise	\$0.00
Professional Development (June Music workshop)	\$6,810.00
MAVLI K-12 PD Day (under MEC portfolio)	\$1,210.00
Donations	\$0.00
Interest from GICs cashed at term (note \$100.05 of interest claimed in 2023)	\$259.95
Savings account interest gained in 2024	\$25.76
GIC interest on new GICs gained as of Dec 31, 2024	\$260.96
Visa cash back credit	\$12.27
	Subtotal
	\$15,795.81

Expenses 2024:

Board Insurance Fee	\$1,028.27
Accounting	\$300.00
Office expenses (Webhost/Square Reader/deposit books/Zoom/MS Office renewal/Website renewal/PO Box/Domain maintenance)	\$1,045.90
Additional Admin Fees (Corp return/GST Payment)	\$335.10
Banking Fees	\$155.00
CASLI Annual General Meeting	\$0.00
MAVLI Annual General Meeting	\$150.00
Affiliate memberships to other organizations (MDA 2024, MCSD 2024, MCSD 2023)	\$300.00
Donations/Community support	\$0.00
Suzanne St. Yves Award	\$250.00
Fundraising expenses	\$1,748.86
Professional development expenses	\$8,328.45
MAVLI K-12 PD Day expenses (under MEC portfolio)	\$407.29
Public Relations	\$0.00
Special projects (DEIB)	\$0.00
Miscellaneous (Thank you GCs for PD committee/board wind-up)	\$360.00
	Subtotal
	\$14,408.87

Net Profit in 2024**\$1,386.94**

GICs cashed at term March 2024	\$12,000.00	
GICs purchased May 2024		\$8,969.20
Balance as of Dec 31, 2024	\$18,383.87	

Note: Actual Bank Balance on Dec 31, 2024 is \$18,249.97 because the AR/AP below have not yet processed through the account + \$511.87 of MAVLI's funds are in PayPal account

Accounts Receivable for 2024:

2024 Interest from savings account	\$25.76	
Interest from GICs as of Dec 31, 2024	<u>\$260.96</u>	
Total	\$286.72	

Accounts Payable for 2024:

Visa for remaining balance re Go Daddy	\$69.59	
2024 GST Return	\$295.10	
Accounting Fees for 2024 Financial Review	<u>\$300.00</u>	
Total	\$664.69	

Additional Assets:

MAVLI Savings Account:

Opening Balance as of Dec 31, 2023	\$1,025.97
2023 & remaining 2021 interest transferred to cheq acct	-\$25.97
Interest Credit (earned in 2024)	<u>\$25.76</u>
Bank Balance as of Dec 31, 2024	\$1,025.76

MAVLI PayPal Account:

PayPal Balance as of Dec 31, 2023	\$0.00
Transfer of funds to PayPal for June Music W/S	\$2,300.00
Transfer of funds to PayPal for June Music W/S	\$2,700.00
Payment of Music W/S presenter (J. Benfield)	-\$2,266.52
Payment of Music W/S presenter (A. Galloway)	-\$2,265.00
Oct K-12 PD Day registration x 1	\$45.00
PayPal fee	<u>-\$1.61</u>
PayPal Balance as of Dec 31, 2024	\$511.87

GICs purchased in 2024, cashed at maturity Mar 4, 2024

3-year Canadian Banks GIC with SSY funds	\$4,000.00
Gain as of Dec 31, 2023	\$33.35
Additional gain at maturity on Mar 4, 2024	\$86.65

3-year Canadian Banks GIC with conference funds	\$8,000.00
Gain as of Dec 31, 2023	\$66.70
Additional gain at maturity on Mar 4, 2024	<u>\$173.30</u>
Total	\$12,360.00

GICs: purchased May 10, 2024 (maturity May 9, 2027)

3-year Canadian Banks GIC with SSY funds	\$4,969.20
Gain as of Dec 31, 2024	\$144.58
3-year Canadian Banks GIC with conference funds	\$4,000.00
Gain as of Dec 31, 2024	<u>\$116.38</u>
Total	\$9,230.16

RRCP Investment (MAVLI Student Achievement Award):

Balance as of March 31, 2023	\$10,891.15
Award disbursement on hold (AEIP on hold)	\$0.00
Gain as of Mar 31, 2024	<u>\$364.35</u>
Balance as of March 31, 2024	\$11,255.50

Additional Liabilities: Nil

7.4. Secretary

Miranda Murphy
Annual Report

Activities to Date:

- 7.4.1.** Attended MAVLI's AGM on March 9, 2024.
- 7.4.2.** Attended board windup supper
- 7.4.3.** Sent updated bio to digital media coordinator to be uploaded to MAVLI website
- 7.4.4.** Attended board meetings, created agendas, created Zoom links, composed minutes, emailed minutes to board members and uploaded minutes and agenda to Dropbox.
- 7.4.5.** Managed MAVLI's Zoom account for board meetings, workshops and events.
- 7.4.6.** Sent out monthly reminders to board members for meetings and requested agenda submissions.
- 7.4.7.** Sent out all job advertisements and announcements to the membership.
- 7.4.8.** Checked correspondence with MAVLI executive, board, and emails, and responded accordingly in a timely manner
- 7.4.9.** Ensured all board members had access to MAVLI email, Zoom and Dropbox accounts.

- 7.4.10.** Met with Alice Crawford and Andrew Lund to discuss MAVLI partnership with the event.
- 7.4.11.** Attended the MAVLI SHIFT Sessions
- 7.4.12.** Attended MAVLI music concert
- 7.4.13.** Attended MAVLI K-12 PD Day
- 7.4.14.** Attended CASLI meetings or sent in proxy
- 7.4.15.** Reviewed and updated MAVLI's Bylaws.
 - 7.4.15.1. Sent to MAVLI executive for review and approval,
 - 7.4.15.2. Sent to MAVLI board for review and approval
 - 7.4.15.3. Uploaded updated MAVLI's Bylaws to MAVLI Dropbox
- 7.4.16.** Created 2025 files for Dropbox
- 7.4.17.** Prepared the 2025 AGM Package.

Ongoing Activities:

- 7.4.18.** Send out reminders for board meetings, request for submissions, create agendas and arrange meeting space or Zoom meeting link.
- 7.4.19.** Compose meeting minutes, send to board members and upload to the Dropbox account.
- 7.4.20.** Create and upload monthly board report to Dropbox.
- 7.4.21.** Review all board reports prior to the board meeting.
- 7.4.22.** Communicate job opportunities and announcements to the MAVLI membership.
- 7.4.23.** Maintain the MAVLI membership email contact list.

Future Initiatives:

- 7.4.24.** Prepare the 2026 MAVLI AGM package.

7.5. Fundraising

Position Vacant

7.6. MAVLI Education Committee

**Shannon Graham and Kristen Hunt
Annual Report**

Activities to Date:

- 7.6.1.** Attended the MAVLI AGM March 9th, 2024, via Zoom.
- 7.6.2.** Shannon attended SHIFT sessions regularly.
- 7.6.3.** Shannon attended the AEIP BBQ on March 1st, 2024.
- 7.6.4.** Shannon attended the PD trivia fundraiser March 20th, 2024.
- 7.6.5.** Shannon attended MAVLI Trivia night fundraiser on May 3rd, 2024.
- 7.6.6.** Reviewed feedback from previous years as considerations for upcoming K-12 PD Day on October 25th, 2024.

- 7.6.7.** Hosted a successful MAVLI K-12 PD Day on Friday, October 25th, 2024.
- 7.6.7.1. Confirmed Joanna Hawkins as a presenter for MAVLI K-12 PD Day.
 - 7.6.7.2. Contacted Stephanie and Vernon Jebb about doing an Indigenous Culture presentation at MAVLI K-12 PD Day; needed to confirm date.
 - 7.6.7.3. Secured a room at Red River College Polytechnic for MAVLI K-12 PD Day.
 - 7.6.7.4. Sent MAVLI K-12 PD Day save the date poster to Meaghan to distribute to her caseload.
 - 7.6.7.5. Save the date was distributed to Meaghan's caseload.
 - 7.6.7.6. Created and distributed MAVLI K-12 PD Day advertisement poster to MAVLI membership.
 - 7.6.7.7. Created and distributed K-12 PD Day registration form.
 - 7.6.7.8. Created Google Doc to track registrations/payments/parking.
 - 7.6.7.9. MEC met to discuss and organize details for MAVLI K-12 PD Day.
 - 7.6.7.10. Vernon Jebb confirmed availability for presentation of an Indigenous workshop.
 - 7.6.7.11. Confirmed parking at Red River College Polytechnic for attendees and created a map that was distributed to all attendees via email.
 - 7.6.7.12. Worked with Monica to confirm payments and get receipts sent out to registrants.
 - 7.6.7.13. Created and distributed evaluation form (paper and electronic copy).
 - 7.6.7.14. Joanna Hawkins was able to secure interpreters for the morning workshop through Manitoba Possible.
 - 7.6.7.15. Secured two interpreters for the afternoon session; Arleen An and Janine Guinn.
 - 7.6.7.16. Contacted Miranda about Zoom credentials, a Zoom link was created to send to virtual attendees closer to the date.
 - 7.6.7.17. Created an agenda and emailed it to Erica Trethart who offered to assist by emceeding.
 - 7.6.7.18. Purchased snacks, coffee, and gift cards as thank you gifts for presenters.
 - 7.6.7.18.1. Monica assisted on the day of by tracking attendees, taking registrations payments; which were accepted by cash, e-transfer, or PayPal, and writing/emailing receipts.
 - 7.6.7.19. Kristen ran the and managed the Zoom call for participants who attended virtually.
 - 7.6.7.20. Collected and compiled all feedback from attendees and sent to Meaghan Gessner.
 - 7.6.7.21. Income from registration was from 14 MAVLI members at \$35 each (\$490), 16 non-MAVLI members at \$45 each (\$720).
 - 7.6.7.22. Expenses from honorariums for interpreters (\$200.00), presenter gift cards (\$150.00), food and coffee (\$55.68), bank fees (\$30.00), and PayPal fees (\$1.61).
 - 7.6.7.23. **Total net profit \$772.71 (Income: \$1210.00 - Expenses \$437.29)**
- 7.6.8.** Attended DEIB training on November 16th, 2024.
- 7.6.9.** Attended regular monthly board meetings and submitted monthly reports.

Ongoing Activities:

- 7.6.10. Research and plan topics for MAVLI K-12 PD Day based on feedback from this year's PD Day in October 25th, 2024.
- 7.6.11. Attend MAVLI board meetings.

Future Initiatives:

- 7.6.12. Onboard new MEC committee members
- 7.6.13. Begin Planning for the 2025 MAVLI K-12 PD Day
- 7.6.14. Continue to support the MAVLI board

7.7. Member-at-large**Jenn Horvath
Annual Report****Activities to Date:**

- 7.7.1. Submitted reports and attended monthly board meetings
- 7.7.2. AEIP Bursary selection committee
- 7.7.3. Attended AEIP appreciation night to announce award recipient
- 7.7.4. Attended K-12 PD Day
- 7.7.5. Attended Music Workshop
- 7.7.6. Monitored CASLI emails for pressing information for MAVLI members
- 7.7.7. Coordinated logistics for DEIB training
- 7.7.8. Attended DEIB training

Ongoing Activities:

- 7.7.9. Attend PD opportunities hosted by MAVLI
- 7.7.10. Accept duties assigned by the President and Board of Directors
- 7.7.11. Support Board of Directors as needed

Future Initiatives:

- 7.7.12. None at this time

7.8. Membership**Shaina Dumont
Annual Report****Activities to Date:**

- 7.8.1. Updated the MAVLI membership list monthly
- 7.8.2. Attended monthly meetings via Zoom and submitted board reports
- 7.8.3. Participated in the Spent Pizza fundraiser

- 7.8.4. Corresponded with CASLI and Treasurer regarding MAVLI's membership fees payment
- 7.8.5. Sent Membership bio and picture to Digital Media Coordinator for the website
- 7.8.6. Corresponded with the CASLI Administrator regarding new memberships, exemptions, and other requests.
- 7.8.7. Attended board DEIB training
- 7.8.8.

Membership Statistics as of January 12th, 2025

Active: 94
 Student: 0
 Exempt: 0
 Subscriber: 1
Total: 95

Ongoing Activities:

- 7.8.9. Remain in contact with CASLI regarding MAVLI's membership
- 7.8.10. Maintain a current membership list
- 7.8.11. Respond to public and member questions and requests
- 7.8.12. Assist new members with membership process

Future Initiatives:

- 7.8.13. Request a current membership list from CASLI before AGM
- 7.8.14. Make new voting cards, prior to the AGM, as necessary for in person meetings
- 7.8.15. Annually visit the 2nd year AEIP students, during March, to outline the "upgrading to active member" process - **ON HOLD**
- 7.8.16. Request RRC Coordinator to send a list of graduating AEIP students to CASLI before their final day of instruction - **ON HOLD**

7.9. Professional Development

Meg Toews, Nikki Jeanson Annual Report

Activities to Date:

- 7.9.1. Attended MAVLI AGM on March 9th, 2024
- 7.9.2. Attended MAVLI monthly board meetings
- 7.9.3. Provided monthly board reports
- 7.9.4. Attended numerous meetings with Professional Development (PD) team to plan and organize Music Workshop
 - 7.9.4.1. Hosted 3-day Music Workshop with Amber Galloway and JoAnn Benfield on June 26th, 27th, 28th
 - 7.9.4.2. Organized and hosted Fundraisers for Music Workshop; Trivia Night at Underdogs (March 20th), Spent Pizza (April 15th-30th), MSD Trivia/Pizza Night (May 3rd)

- 7.9.4.3. Interpreted local band, Botox Grampa, concert at the Rec Room Venue for Music Workshop (Friday, June 28th)
- 7.9.4.4. Communicated with Treasurer and Executive about costs involved with the Music Workshop, (Presenters, registration, travel, venue, fundraising, accommodations, left over funds etc.)

Ongoing Activities:

- 7.9.5. Planning upcoming SHIFT sessions to be held monthly for the duration of our term
- 7.9.6. Check PD email regularly and respond accordingly
- 7.9.7. Attend MAVLI board meetings
 - 7.9.7.1. Submit monthly board reports

Future Initiatives:

- 7.9.8. Discussions on possibly hosting Indigenous workshop and sweat lodge for interpreters

7.10. Public Relations

**Joa Brunstein
Annual Report**

Activities to Date:

- 7.10.1. Attended CASLI AGM
- 7.10.2. Attended MAVLI board meetings
- 7.10.3. Submitted board reports
- 7.10.4. Submitted bio and picture to digital media coordinator

Ongoing Activities:

- 7.10.5. Prepare monthly board reports.
- 7.10.6. Review past board minutes and reports.
- 7.10.7. Respond to emails and inquiries in the PR email account.
- 7.10.8. Attend board meetings.

Future Initiatives:

- 7.10.9. Review and respond to emails

7.11. Digital Media Coordinator

**Amar Schiwietz
Annual Report**

Activities to Date:

- 7.11.1. Updating board member photos and biographies on mavli.com
- 7.11.2. Renewed online accounts for Weebly, GoDaddy and Dreamhost.
 - 7.11.2.1. Updated their automatic renewals with MAVLI's credit card.
- 7.11.3. Updating MAVLI AGM minutes to current versions on website.
- 7.11.4. Resolve Domain name system (DNS) issues and forwarding secure sockets layer (SSL) ticket to correct addresses to keep www.MAVLI.com secure with 'https' status.
- 7.11.5. Researching issues for e-mails unable to send for a certain amount of time due to updated domain keys identified mail (DKIM) and sender policy framework (SPF) changes.
 - 7.11.5.1. Changing DreamHost settings to match new requirements as of 2024.
- 7.11.6. Creating potential landing page for ticket sales/distribution for Amber Galoway event on www.MAVLI.com
- 7.11.7. Consulting for tech of MAVLI PD day/aiding in tech day of.

Ongoing Activities:

- 7.11.8. Post events to MAVLI Facebook page regularly.
- 7.11.9. Post events to MAVLI Community Events calendar on website.

Future Initiatives:

- 7.11.10. Continuing with maintenance of website/consulting for future events and tech.
- 7.11.11. Posting events to social media websites.

7.12. AEIP Representative

Position Vacant

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

Position Vacant



Manitoba Association of Visual Language Interpreters
Annual General Meeting
March 8th, 2025

Section Three

Old Business

8. Old Business

8.1. Nil



Manitoba Association of Visual Language Interpreters
Annual General Meeting
March 8th, 2025

Section Four

New Business

9. New Business**9.1. Waiving Public Accountant****9.1.1. I move that MAVLI waives the requirement for a public accountant to review MAVLI's 2025 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:** Miranda Murphy**9.2. Appointing Accountant for 2024 Financial Review****9.2.1. I move to appoint Dianne Mondor to do MAVLI's 2025 financial review.****Moved:** Monica Furer**Seconded:** Miranda Murphy**9.3. Proposed 2025 Budget****9.3.1. I move to approve the proposed 2025 MAVLI Budget as outlined below.****Moved:** Monica Furer**Seconded:** Miranda Murphy

MAVLI 2025 BUDGET

	Estimated	Actual
Total Income	\$8,820.00	
Total Expenses	\$8,820.00	

Income:

Membership (Dues collected - \$260 affiliate chapter fee - \$115 POS fees)	\$3,500.00	
Fundraising	0	
Professional Development	\$1,000.00	
MAVLI K-12 PD Day	\$1,700.00	
AVLIC 2014 conference funds carry-over from 2024	\$2,620.00	

Expenses:

Annual Board Insurance Fee	\$1,300.00	
Accounting Fee	\$300.00	
Annual Corporate Return	\$45.00	
Domain Maintenance (GoDaddy)	\$95.00	
Website Hosting (DreamHost)	\$225.00	
Website Renewal (Weebly)	\$95.00	
Zoom Subscription	\$260.00	
Microsoft Office renewal	\$95.00	
Post Office Box Annual Fee	\$230.00	
MAVLI Board Wind-Up (max \$35/person)	\$490.00	
MAVLI AGM (\$260 for interpretation cost)	\$400.00	
CASLI AGM	\$0.00	
Affiliate Memberships	\$200.00	
Community Support	\$300.00	
Suzanne St. Yves Award (RRCP interpreting program on hold)	\$0.00	
Misc. admin costs (stamps/bank fees)	\$165.00	
Fundraising expenses	\$0.00	
Professional Development workshop expenses	\$1,000.00	
K-12 PD Day expenses (\$700 for interpretation costs)	\$1,000.00	
Diversity Equity Inclusion & Belonging Committee	\$0.00	
Possible GIC purchase (extra AVLIC conference funds)	\$2,620.00	



Manitoba Association of Visual Language Interpreters
Annual General Meeting
March 8th, 2025

Section Five

Nomination and Proxy Forms

Nomination Form



**MAVLI Annual General Meeting
Saturday, March 8th, 2025
Zoom**

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

President	2025 – 2027	
Vice President	2024 – 2026	Erica Trethart
Treasurer	2025 – 2027	
Secretary	2024 – 2026	Miranda Murphy
Fundraising	2025 - 2027	
Manitoba Education Committee	2025 – 2027	
Member-at-large	2024 – 2026	Jenn Horvath
Membership	2024 – 2026	Shaina Dumont
Professional Development	2024 – 2026	Meg Toews, Nikki Jeanson
Public Relations	2024 – 2026	Joa Brunstein
Digital Media Coordinator	2025 - 2027	
AEIP Rep	2024 - 2025	To be selected when program opens

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 Saturday, March 1, 2025.**

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

Nomination Form

Position: _____

Nominee: _____ **Nominee Signature:** _____

Voting Member: _____ **Voting Member:** _____

Date: _____

Proxy Form

**MAVLI Annual General Meeting
Saturday, March 8th, 2025
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 Saturday, March 1st, 2025**. The President of MAVLI cannot carry proxies at the AGM. Please confirm that your proxy will attend the meeting.

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

Proxy Form

Name

Address

Telephone

I hereby authorize _____ to carry my vote on March 8th, 2025.

Signature

Date



Manitoba Association of Visual Language Interpreters
Annual General Meeting
March 8th, 2025

Section Six

2024 Annual General Minutes



2024 MAVLI Annual General Meeting Minutes

Zoom

Saturday, March 9, 2024

9:30 am

A quorum of members was established.

1. Land Acknowledgement

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

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

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

- 2.1. Meaghan Gessner thanks all in attendance and those who sent in their proxies.
- 2.2. Thank you to Cindy Boscow, who will be acting as Parliamentarian.
- 2.3. This AGM will follow the Robert's Rules of Order.
- 2.4. The AGM will be recorded for minutes-taking purposes only and will be deleted once the minutes are complete.
- 2.5. Reports will be shared on screen and will follow the AGM package.
- 2.6. Thank you for your patience with the technology.
- 2.7. Robert Azevedo, CASLI Secretary, brings greetings from CASLI.
 - 2.7.1. Thank you to MAVLI members for your involvement in CASLI committees. CASLI wishes you well with your AGM.
 - 2.7.2. Theresa Barker-Simms, CASLI President, contacted MAVLI to ask for volunteers for a new committee. If you are interested, please contact Theresa or Meaghan Gessner.

3. Call to Order: 9:47 am

4. Approval of the Agenda

4.1. Agenda items 9.4, Fee Grid, and 9.5, Amber Galloway Workshop will be moved to the Announcement section.

Motion to accept the agenda as with changes.

Moved: Shaina Dumont **Seconded:** Monica Furer

No Discussion

Carried

5. Business arising from the Minutes

5.1. None

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

Motion to accept the minutes as disseminated.

Moved: Meg Toews **Seconded:** Brenda Rutherford

No Discussion

Carried

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

7.1. President..... Meaghan Gessner

7.2. Vice President..... Erica Trethart

7.3. Treasurer..... Monica Furer

7.4. Secretary..... Sarah Szalai

Motion to accept the Executive reports as disseminated.

Moved: Brenda Rutherford **Seconded:** Meg Toews

No Discussion

Carried

7.5. Fundraising..... Position Vacant

7.6. MAVLI Education Committee..... Shannon Graham, Kristen Hunt

7.7. Member-at-Large..... Jenn Horvath

7.8. Membership..... Emma Drury

7.9. Professional Development..... Sheryl LaVallee, Dawn-Marie Wilson, Meg Toews

- 7.10. Public Relations Miranda Murphy, Mariette Koop
- 7.11. Digital Media Coordinator Amar Schiwietz
- 7.12. AEIP Student Representatives Shayna Hoggarth
- 7.13. Diversity, Equity, Inclusion and Belonging (DEIB) Committee Dawn-Marie Wilson

Motion to accept the committee reports as disseminated.
Moved: Meg Toews **Seconded:** Shaina Dumont
No Discussion
Carried

8. Old Business

- 8.1. None

9. New Business

- 9.1. Waiving Public Accountant
 - 9.1.1. I move that MAVLI waives the requirement for a public accountant to review MAVLI’s 2024 financials.

Rationale:

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

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

- 9.2. Appointing Accountant for 2024 Financial Review
 - 9.2.1. I move to appoint Dianne Mondor to do MAVLI’s 2024 financial review.

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

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

MAVLI 2024 BUDGET

	Estimated	Actual
Total Income	\$4,250.00	
Total Expenses	\$4,250.00	

Income:

Membership (Dues collected - \$260 affiliate chapter fee - \$115 POS fees)	\$3,500.00	
MAVLI K-12 PD Day	\$750.00	

Expenses:

Annual Board Insurance Fee	\$1,030.00	
Accounting Fee	\$300.00	
Annual Corporate Return	\$40.00	
Domain Maintenance (GoDaddy)	\$90.00	
Website Hosting (DreamHost)	\$220.00	
Website Renewal (Weebly)	\$100.00	
Zoom Subscription	\$230.00	
Post Office Box Annual Fee	\$220.00	
MAVLI Board Wind-Up (max \$30/person)	\$450.00	
MAVLI AGM	\$300.00	
CASLI AGM	\$0.00	
Affiliate Memberships	\$160.00	
Community Support	\$300.00	
SSY Award	\$250.00	
Misc. admin costs (stamps/bank fees)	\$100.00	
DEIB Consultant	\$460.00	

Moved: Monica Furer

Seconded: Sarah Szalai

Discussion:

9.3.2. Cindy Boscow questions why the Trivia Night fundraiser and the Amber Galloway music workshop are not included in the budget.

9.3.2.1. Meaghan Gessner responds that the music workshop will not be using any of MAVLI’s funds. The exact costs of the workshop are not known, but the estimated total cost of the workshop is \$6,000. This includes venue rental, travel, accommodations and fees for two presenters. Registration fees are expected to bring in approximately \$5,000. The remaining funds will hopefully

be covered through fundraising. If MAVLI needs to support any cost of the workshop it will definitely be less than \$1,000.

- 9.3.2.2. Cindy comments that all funds that flow through MAVLI still need to be included in the budget for transparency and documentation, even though the budget is projected expenses and income.
- 9.3.2.3. Monica Furer adds that the board did not have the music workshop cost information when the budget was created. The proposed budget can be amended to include the additional fundraising income and workshop expenses.
- 9.3.2.4. Sheryl LaVallee confirms that there are no costs associated with the Trivia Night fundraiser.
- 9.3.2.5. Cindy adds that even though the Trivia Night will incur no expenses, it needs to be included in the budget for board insurance purposes.
- 9.3.2.6. Dawn-Marie Wilson asks why the PD fundraiser and workshop need to be included in the budget when such events have not been included in the past several years. Events have expenses and income but are cost-neutral so they were not included in the projected budget. That information is included in the actual financial statement at the end of the year.
- 9.3.2.7. Cindy adds that the workshop is a large expense so it should be included.
- 9.3.2.8. Erica Trethart adds that this situation may be new for MAVLI since the planning for the workshop is happening over the AGM. Typically, events are planned with the new board post-AGM and occur before the next AGM so there is no budget to present to the membership.
- 9.3.2.9. Cindy adds that the only other similar experience in recent history was when MAVLI hosted the AVLIC conference. The projected budget included the cost and expenses. An ad hoc committee was struck for that event but is not needed for this one because the PD committee is planning it.
- 9.3.2.10. Monica Furer comments that MAVLI has funds in a GIC that could be used but the board didn't want to use those funds for something that could only benefit a few members.
 - 9.3.2.10.1. Sheryl clarifies that while there is a cap of 25 registrants for the full three-day workshop and concert interpreting, there is no cap for the first two days of the workshop. All MAVLI members are welcome to attend.
 - 9.3.2.10.2. Meaghan adds that without the registration cap the registration fees may cover the total cost of the workshop. The expenses are all a rough estimate at this point. The presenters want the workshop to be affordable for MAVLI.
 - 9.3.2.10.3. The membership will be asked for approval if MAVLI's GIC funds are needed to cover the remaining costs of the workshop,
- 9.3.2.11. Monica Furer shows an updated budget to include the PD workshop income and expenses.

MAVLI 2024 REVISED BUDGET

	Estimated	Actual
Total Income	\$10,250.00	
Total Expenses	\$10,250.00	

Income:

PD Workshop	\$5,000.00	
Fundraising for PD workshop	\$1,000.00	
Membership (Dues collected - \$260 affiliate chapter fee - \$115 POS fees)	\$3,500.00	
MAVLI K-12 PD Day	\$750.00	

Expenses:

Annual Board Insurance Fee	\$1,030.00	
Accounting Fee	\$300.00	
Annual Corporate Return	\$40.00	
Domain Maintenance (GoDaddy)	\$90.00	
Website Hosting (DreamHost)	\$220.00	
Website Renewal (Weebly)	\$100.00	
Zoom Subscription	\$230.00	
Post Office Box Annual Fee	\$220.00	
MAVLI Board Wind-Up (max \$30/person)	\$450.00	
MAVLI AGM	\$300.00	
CASLI AGM	\$0.00	
PD Music Workshop	\$6,000.00	
Affiliate Memberships	\$160.00	
Community Support	\$300.00	
SSY Award	\$250.00	
Misc. admin costs (stamps/bank fees)	\$100.00	
DEIB Consultant	\$460.00	

9.3.3. I move to accept the amendment to the 2024 Budget.

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

9.3.4. I move to approve the amended proposed 2024 MAVLI Budget.

Moved: Monica Furer **Seconded:** Sheryl LaVallee
No Discussion
Carried

9.4. Bylaw Revisions

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

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

Be amended to:
They/them/their

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

Moved: Dawn-Marie Wilson **Seconded:** Monica Furer
No Discussion
Carried

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

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

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

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

Moved: Dawn-Marie Wilson **Seconded:** Monica Furer
No Discussion
Carried

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

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

Be amended to:
The Board shall appoint a Nominating Committee in each year consisting of not fewer than 2 (two) current directors not standing for election at the upcoming Annual General Meeting together with not fewer than one (1) community

members who are Indigenous or members of a community which has been racialized.

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

Moved: Dawn-Marie Wilson

Seconded: Monica Furer

Discussion:

9.3.4.1. A MAVLI member sent in a question to ask what happens if there are no Indigenous or racialized community members who are able to be on the committee.

9.3.4.1.1. Dawn-Marie Wilson clarifies that the third member of the committee does not need to be a MAVLI member. The point is to add a diversity of perspective to the committee.

Carried

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

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

Be amended to:

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

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

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

Moved: Dawn-Marie Wilson

Seconded: Monica Furer

Discussion:

9.3.5.1. Cindy Boscow asks what is meant by the term consensus.

9.3.5.1.1. Dawn-Marie Wilson responds that the goal is to have all members in agreement without the need for a vote. Voting does not consider the opinion of the minority response. Exceptions to this are listed in the bylaw amendment. The goal is to eliminate the need for voting and focus on a collaborative approach to decision-making. The logistics of this are not fully understood and the board expects to rely on our lawyer to support us in this change.

Carried**9.3.6. I move that section 3.5 Voting at Members' Meetings (2):**

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

Be amended to:

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

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

Moved: Dawn-Marie Wilson

Seconded: Monica Furer

No Discussion

Carried

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

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

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

Moved: Dawn-Marie Wilson

Seconded: Monica Furer

No Discussion

Carried

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

- (1) President
- Vice-President
- Treasurer
- Secretary
- Fundraising Committee
- MAVLI Education Committee
- Membership Committee
- Digital Media Coordinator
- Professional Development
- Public Relations Committee
- AEIP Representative

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

Be amended to:

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

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

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

Moved: Dawn-Marie Wilson

Seconded: Monica Furer

Discussion:

9.3.8.1. The bylaw amendment has a typo. It should read "The Board of Directors shall consist of not fewer than 5 and not greater than 12 directors qualified to hold the position at law."

9.3.8.2. I move to accept the corrected bylaw amendment (11 directors should read 12 directors).

Moved: Dawn-Marie Wilson

Seconded: Meg Toews

Carried

9.3.9. I move that section 4.3 Number of Directors:

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

Be removed.

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

Moved: Dawn-Marie Wilson

Seconded: Monica Furer

No Discussion

Carried

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

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

Be amended to:

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

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

Moved: Dawn-Marie Wilson

Seconded: Monica Furer

No Discussion

Carried

9.3.11. I move that section 4.5 Committees:

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

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

Be amended to:

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

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

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

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

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

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

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

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

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

Moved: Dawn-Marie Wilson

Seconded: Monica Furer

No Discussion

Carried

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

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

Be amended to:

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

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

Moved: Dawn-Marie Wilson

Seconded: Monica Furer

No Discussion

Carried

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

The Board may appoint additional Directors as required.

Be amended to:

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

Rationale: Provides further clarity.

Moved: Dawn-Marie Wilson

Seconded: Monica Furer

No Discussion

Carried

9.3.14. I move that section 4.7 Vacancy in Office:

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

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

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

Be amended to:

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

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

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

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

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

Moved: Dawn-Marie Wilson

Seconded: Monica Furer

No Discussion

Carried

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

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

Be amended to:

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

Rationale: An update to language to provide grammatical clarity.

Moved: Dawn-Marie Wilson

Seconded: Monica Furer

No Discussion

Carried

9.3.16. I move that section 5.2 Conflict of Interest:

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

Be amended to:

(1) No director shall be required to vacate their office by reason of their being an employee, shareholder or director of any corporation which has entered into any contract with or has done any work for MAVLI in the preceding 24 months; however, such director shall not be entitled to be present for discussions or be entitled to vote in respect of any current or future such contract or work

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

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

Moved: Dawn-Marie Wilson

Seconded: Monica Furer

No Discussion

Carried

10. Nominations**10.1. Nominations for Vice President:**

10.1.1. Erica Trethart has accepted a nomination.

10.1.2. No other nominations received.

10.1.2.1. Erica Trethart is declared Vice President by acclamation.

10.2. Nominations for Secretary:

- 10.2.1. Miranda Murphy has accepted a nomination.
- 10.2.2. No other nominations received.
 - 10.2.2.1. Miranda Murphy is declared Secretary by acclamation.

10.3. Nominations for Fundraising:

- 10.3.1. No nominations received.
- 10.3.2. The position will remain vacant until the board appoints a member.

10.4. Nominations for Member-at-Large:

- 10.4.1. Jenn Horvath has accepted a nomination.
- 10.4.2. No other nominations received.
 - 10.4.2.1. Jenn Horvath is declared Member-at-Large by acclamation.

10.5. Nominations for Membership:

- 10.5.1. Shaina Dumont has accepted a nomination.
- 10.5.2. No other nominations received.
 - 10.5.2.1. Shaina Dumont is declared Membership by acclamation.

10.6. Professional Development

- 10.6.1. Meg Toews and Nikki Jeanson have accepted a nomination.
- 10.6.2. No other nominations received.
 - 10.6.2.1. Meg Toews and Nikki Jeanson are declared Professional Development by acclamation.

10.7. Public Relations

- 10.7.1. Joa Brunstein has accepted a nomination.
- 10.7.2. No other nominations received.
 - 10.7.2.1. Joa Brunstein is declared Public Relations by acclamation.

10.8. Diversity, Equity, Inclusion and Belonging

- 10.8.1. No nominations have been received.
- 10.8.2. Dawn-Marie Wilson comments that she has informally been in the position for 2 years. A lot of work has gone into this position and there is a concern that it will be less of a priority if the position stays vacant.
- 10.8.3. The position will remain vacant until the board appoints a member.

Nominations were closed.

11. Appreciation and Acknowledgements

11.1. The MAVLI Student Achievement Award

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

- 11.1.1. There are no current students eligible for this award.

11.2. Vice President Award

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

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

11.2.1.1. This year's recipient's work and dedication has been a huge benefit to MAVLI. She has been involved in our community and the Deaf community for over 20 years. She has been an integral part of the Suzanne St. Yves Award committee and shares many of the same qualities of the namesake. For those of you who never got to meet Suzanne, that is saying a lot. It is my honour to present the Vice President award this year to Joyce Semchyshyn.

11.3. President Award

The President Award acknowledges a board member and their contributions.

11.3.1. Meaghan Gessner, MAVLI President, presents the award.

11.3.1.1. As it is every year, it was a difficult decision to choose a recipient for the President Award. This year's recipient is done their term on the board and will be missed. We know that they will still be willing to support the board and offer help if needed. They always attend all MAVLI events and meetings and are reliable for a quick response and contribution. They are professional and respectful. The recipient this year is Sarah Szalai.

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.

Moved: Meaghan Gessner
Carried

13. Announcements

13.1. Fee Grid

13.1.1. ASLIA contacted MAVLI a few months ago to share that they are working on creating a fee grid for their interpreters to benefit new graduates and freelance interpreters in terms of standard rates to charge for services. They were collecting information and asking if MAVLI has one in place. The new MAVLI board may look into this possibility. Any members interested in working on this can contact Meaghan Gessner.

13.2. Amber Galloway Workshop

13.2.1. The workshop will be June 26, 27 and 28. More information will be shared soon.

13.3. Trivia night will be March 20, 7:00pm. Entrance fee is \$10/person. Bring friends to support MAVLI.

- 13.4. Thank you to Dawn-Marie Wilson for providing interpreting for the Secretary.
 - 13.5. Thank you to the board for all of their work in preparing for this AGM and to all in attendance for coming today.
 - 13.6. Thank you to Amar Schiwietz for your technical support today and keeping the meeting running smoothly.
 - 13.7. Thank you to Emma Drury for confirming quorum, Sarah Szalai for taking the minutes and Mariette Koop for running the nominations.
 - 13.8. Thank you to Robert Azevedo for joining our meeting today.
- 14. Meaghan Gessner moves for adjournment at 11:19am**



Manitoba Association of Visual Language Interpreters
Annual General Meeting
March 8th, 2025

Section Seven

Appendix

Breakdown of Special Funds as of Dec 31, 2024

SSY Award Funds:

1-yr GIC cashed on Mar 14, 2022 (funds in chequing acct)		\$1,002.50
3-yr GIC cashed on Mar 4, 2024 (funds in chequing account)		\$4,120.00
Final bequest from SSY estate received June 10, 2021		\$346.70
Subtotal		\$5,469.20
Award disbursement May 2022	-\$250.00	
Award disbursement Feb 2024	-\$250.00	
Subtotal	-\$500.00	
Remaining Award Funds		\$4,969.20

3-yr GIC purchased on May 2024 (maturity date May 9, 2027) with the entire amount of \$4,969.20

2014 AVLIC Conference Funds:

1-yr GIC cashed on Mar 14, 2022 (funds in chequing acct)		\$2,005.00
3-yr GIC cashed on Mar 4, 2024 (funds in chequing account)		\$8,240.00
Subtotal		\$10,245.00
Paid to Equitable Solutions for DEIB May 5, 2022	-\$1,000.00	
Paid to Equitable Solutions for DEIB July 26, 2023	-\$2,625.00	
Subtotal	-\$3,625.00	
Remaining Award Funds		\$6,620.00

3-yr GIC purchased with \$4,000 (maturity date May 9, 2027) and \$2,620 cash left in cheq account

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

	<u>December 31</u>	
	<u>2024</u>	<u>2023</u>
Current assets		
Cash	\$ 19,275.73	\$ 14,580.13
Accounts receivable	260.96	639.93
GIC Investments (*Note)	8,969.20	12,100.05
Prepaid expense (**Note)	511.87	632.36
	<u>\$ 29,017.76</u>	<u>\$ 27,952.47</u>
 Current liabilities		
Payables and accruals	\$ 664.69	\$ 353.98
 Net Assets	<u>28,353.07</u>	<u>27,598.49</u>
	<u>\$ 29,017.76</u>	<u>\$ 27,952.47</u>

APPROVED BY THE BOARD

Monica Fuen
(MAVLI Treasurer)

E Trethart
(Mavli President) (Mavli President)

Erica Trethart (Vice President)

REVIEWED BY :

D
(Di'anne Mondor, Accountant)

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

	Year ended December 31	
	2024	2023
Revenue:		
Professional development revenue	\$ 8,020.00	\$ 1,929.44
Fundraising revenue	3,680.50	-
Membership	\$ 3,536.37	\$ 3,106.59
Interest Earned	546.67	124.36
Miscellaneous/recovery revenue	12.27	206.73
	\$ 15,795.81	\$ 5,367.12
Expenditures:		
Professional development expenses	\$ 8,735.74	\$ 587.16
Fundraising expenses	1,748.86	2,625.00
Office and administration	2,523.36	1,481.33
Insurance	1,028.27	1,028.27
Accounting and legal	300.00	275.00
Affiliate memberships	300.00	60.00
Awards/Donations/Honorariums	250.00	100.00
Interest and bank charges	155.00	21.25
Travel	-	-
	\$ 15,041.23	\$ 6,178.01
Excess (deficiency) of revenues over expenditures	\$ 754.58	\$ (810.89)
<hr style="border: 1px solid black;"/>		
Net assets		
Net assets, begin of year	\$ 27,598.49	\$ 28,409.38
Excess (deficiency) of revenues	754.58	(810.89)
Net assets, end of year	\$ 28,353.07	\$ 27,598.49

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

	Year ended December 31	
	2024	2023
Cash derived from (applied to):		
Operating		
Excess (deficiency) of revenues over expenditures	\$ 754.58	\$ (810.89)
Change in non-cash operating working capital items		
Decrease (increase) in accounts receivable	378.97	574.48
Decrease (increase) in prepaid expenses	120.49	-
(Decrease) increase in payables and accruals	310.71	(79.80)
Net increase (decrease) in cash	\$ 1,564.75	\$ (316.21)
Decrease (increase) in investments	3,130.85	(100.05)
Cash on hand		
Beginning of year	\$ 14,580.13	\$ 16,145.35
End of year	\$ 19,275.73	\$ 14,580.13

***Note: GIC Investments**

	as of December 31, 2024	
	<u>Investment</u>	
	<u>Principal</u>	<u>Accrued Interest</u>
TD Canada Trust GIC Fund (MAVLI) Compound Annually		
3-year TD Canadian GIC purchased at 4.5% maturity May 9, 2027	\$4,000.00	\$ 116.38
3-year TD Canadian GIC purchased at 4.5% maturity May 9, 2027	4,969.20	144.58
Total TD GIC	\$8,969.20	\$ 260.96

****Note: Prepaid Expense**

\$511.87 of Mavli's prepaid in PayPal account

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, 2024, the value of the fund is \$11,255.50 (2023- \$10,891.15).

Balance as of March 31, 2023	\$10,891.15	\$11,231.65
Disbursement (AEIP Award) on hold	\$0.00	-\$500.00
Gain Apr 1, 2024	\$364.35	\$159.50
Balance as of March 31, 2024	\$11,255.50	\$10,891.15

Manitoba Association of Visual Language Interpreters Inc.
as of December 31, 2024

Accounts Receivables/GIC Investment Analysis

<u>Description</u>	<u>2024</u>	<u>2023</u>
GST claimed Refund	\$ -	\$ 198.46
GIC Accrued Interest compound annually	260.96	100.05
Rec'd from CASLI for 2023-24 membership	-	441.47
	\$ 260.96	\$ 739.98
	-	

Prepaid Expense Analysis

May 14, 2020 West Jet Flight Credit \$632.36	\$ -	\$ 632.36
MAVLI Prepaid in PayPal account	511.87	\$ -
	\$ 511.87	\$ 632.36
	-	

Account Payables and Accruals Analysis

<u>Description</u>	<u>2024</u>	<u>2023</u>
Accrued audit fee	\$ 300.00	\$ 275.00
GoDaddy fee (\$82.14 Domain fee less 12.27 credit & .28 overpymt)	69.59	78.98
GST Return owed to CRA	295.10	-
	\$ 664.69	\$ 353.98
	-	-