



## MAVLI Annual General Meeting

March 17th, 2018

Red River College

F205 - 2055 Notre Dame Avenue

Winnipeg, Manitoba

**AGM Registration:** 8:30am– 9:00am

**AGM:** 9:00am – 12:00pm

# Annual General Meeting Package 2018

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Manitoba Association of Visual  
Language Interpreters  
Annual General Meeting  
March 17th, 2018

## Section One

# Agenda

# Agenda

- 1. Call to Order**
- 2. Welcome, Housekeeping, House Rules and AVLIC President's Message**
- 3. Approval of the Agenda**
- 4. Business arising from the minutes**
- 5. Approval of the Annual General Meeting Minutes – March 18th, 2017**
- 6. Executive, Committee, Representative, and Standing Committees' Reports**
  - 6.1. President.....Cindy Boscow
  - 6.2. Vice President.....Meaghan Gessner
  - 6.3. Treasurer..... Monica Furer
  - 6.4. Secretary.....Tania MacNeil
  - 6.5. Fundraising..... Jane Langes
  - 6.6. MAVLI Education Committee..... Kristina Goranson and Erica Trethart
  - 6.7. Member-at-large.....Brenda Rutherford
  - 6.8. Membership.....Shaina Dumont
  - 6.9. Professional Development.....Mandy MacDonald
  - 6.10. Public Relations..... Elaine Fong and Sarah Klassen
  - 6.11. Webmaster.....Arleen An
  - 6.12. AEIP Student Representative.....Danica Loewen
  - 6.13. Mentorship Ad Hoc Committee..... Elaine Fong and Sarah Klassen
- 7. Old Business**
  - 7.1. Update of Online Motions
    - 7.1.1. Student Membership Conditions
    - 7.1.2. Subscriptions Membership Conditions

**8. New Business**

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

**Moved:** M. Furer

**Seconded:** T. MacNeil

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

**Moved:** M. Furer

**Seconded:** T. MacNeil

### 2018 Proposed MAVLI Budget:

	Estimated	Actual
<b>Total Income</b>	<b>\$6,800.00</b>	
<b>Total Expenses</b>	<b>\$9,315.00</b>	

**Income:**

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

**Expenses:**

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

**Total (Loss)**

**(\$2,515.00)**

\*note the additional expense for 3 years of financial reviews which should have been completed in the past

**9. Nominations**

- |                                      |             |
|--------------------------------------|-------------|
| <b>9.1.</b> Vice President           | 2018 – 2020 |
| <b>9.2.</b> Secretary                | 2018 – 2020 |
| <b>9.3.</b> Membership               | 2018 – 2020 |
| <b>9.4.</b> Professional Development | 2018 – 2020 |
| <b>9.5.</b> Public Relations         | 2018 – 2020 |

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

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

**10.2** President Award:

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

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



Manitoba Association of  
Visual Language Interpreters  
Annual General Meeting  
March 17, 2018

## Section Two

# **Reports - Executive Committee, Representative, & Standing Committee**

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

### 6.1. President

Cindy Boscow  
2017 – 2019 Term

### 6.2. Vice President

Meaghan Gessner  
2016 – 2018 Term

### 6.3. Treasurer

Monica Furer  
2017 – 2019 Term

### 6.4. Secretary

Tania MacNeil  
2016 – 2018 Term

### 6.5. Fundraising

Jane Langes  
2017 – 2019 Term

### 6.6. MAVLI Education Committee

Kristina Goranson and Erica Trethart  
2017 – 2019 Term

### 6.7. Member-at-large

Brenda Rutherford  
2017-2019

### 6.8. Membership

Shaina Dumont  
2016 – 2018 Term

### 6.9. Professional Development

Mandy MacDonald  
2016 – 2018 Term

### 6.10. Public Relations

Elaine Fong and Sarah Klassen  
2016 - 2018 Term

### 6.11. Webmaster

Arleen An  
2017 – 2019 Term

### 6.12. AEIP Representative

Danica Loewen  
2017– 2018 Term

### 6.13. Mentorship Ad Hoc Committee

Elaine Fong and Sarah Klassen

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

### 6.1. President

#### **Cindy Boscow Annual Report**

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

- 6.1.1. Suggested several professional development topics: Symantix and Privilege Workshops
- 6.1.2. Organized a hand-over from previous board to incoming board
- 6.1.3. Attended MAVLI Paint Nite
- 6.1.4. Attended Magic of ASL/200 Years of ASL at CMHR
- 6.1.5. Attended RRC AEIP Appreciation BBQ
- 6.1.6. Corresponded with AVLIC ED to correct some proxy issues for the 2017 AVLIC AGM
- 6.1.7. Worked with board to develop online vote to reduce the membership fee of first time student members and clarify that subscription members do not have a vote (Motions 8.1.2 and 8.1.3)
- 6.1.8. Worked with MAVLI Treasurer and VP to change over signing authority
- 6.1.9. Worked with MAVLI Board to establish a MAVLI credit card to be used for online payments and travel expenses
- 6.1.10. Attended 3 online affiliate chapter presidents' meetings via Fuze
- 6.1.11. Represented MAVLI at 2017 AVLIC AGM and Affiliate Chapter Presidents' Meeting in Edmonton (June)
  - 6.1.11.1. *Discussed possible future motions of reducing first time Student Membership at national level*
  - 6.1.11.2. *Bring discussion of AC Class C membership fees back to the board*
  - 6.1.11.3. *Represented AVLIC Name Change Committee with committee chair Marty Taylor*
    - 6.1.11.3.1. Propose/support motion at 2017 AVLIC AGM to change the national association name from AVLIC to CASLI (Canadian Association of Sign Language Interpreters) Passed
- 6.1.12. Worked with MAVLI executive regarding getting MAVLI's financials up to date by supporting Review Engagements of Years 2013-2016 and audits from 2017 onward
- 6.1.13. Attended MTS PD day (previously known as SAGE day)
- 6.1.14. Wrote 2018 Membership Welcome letter
- 6.1.15. Coordinated professional development opportunity for webcast access of SLINC's workshop with Angela Stratiy
- 6.1.16. Coordinated and moderated Information Session regarding the future of Interpreter Education in Manitoba
- 6.1.17. Submit prospective budget needs for the upcoming year

- 6.1.18. Worked with VP to write duties of AEIP Representative for the Policies and Procedures Manual
- 6.1.19. Wrote a Travel Expense policy for the Policies and Procedures Manual
- 6.1.20. Worked with VP to review Policies and Procedures Manual
- 6.1.21. Chaired the 2017 MAVLI AGM
- 6.1.22. Submitted annual report for 2017 AVLIC AGM

**On-Going Activities:**

- 6.1.23. Support all director portfolios
- 6.1.24. Seek out information regarding MAVLI's history
  - 6.1.24.1. *Be in contact with several MAVLI members to create a record of MAVLI history and incorporate it into the website*
- 6.1.25. Chair monthly board meetings
- 6.1.26. Create videos to be posted after board meetings to highlight events and board news

**Future initiatives:**

- 6.1.27. Attend AC Presidents' Meeting and AVLIC 2018 Conference in Niagara Falls, ON (July).
- 6.1.28. Write and present motion to reduce membership fees for first time AVLIC Student membership at 2018 AVLIC AGM
- 6.1.29. Plan an orientation with VP for incoming board and plan for upcoming year
- 6.1.30. Work with webmaster to add a welcome video to the website
- 6.1.31. Create and include an ASL version of the Membership Welcome Letter to be included with Membership Renewal
- 6.1.32. Submit annual report for 2018 AVLIC AGM

<b>6.2. Vice-President</b>
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**Meaghan Gessner  
Annual Report**

**Activities to Date:**

- 6.2.1. Attended Monthly Board Meetings
- 6.2.2. Discussed and decided with the President the recipient for the Vice-President's award
- 6.2.3. Attended the Special Topic Meeting held in March 2017
- 6.2.4. Attended 2017 AGM
  - 6.2.4.1. *Ran the nominations with the MAVLI Membership chair during the AGM*
  - 6.2.4.2. *Presented the Vice-President's award during the AGM*
- 6.2.5. Responded to several emails regarding various ASL-English interpreting job vacancies in Manitoba
- 6.2.6. Completed paper work to gain signing authority for MAVLI's bank account

- 6.2.6.1. Went to TD bank to sign the appropriate papers required to gain signing authority*
- 6.2.7.** Corresponded with the President, Treasurer and Secretary regarding application of MAVLI's credit card. Met up with the Treasurer to sign the appropriate forms for the credit card as well as the GIC.
- 6.2.8.** Corresponded with the Treasurer, Secretary and President regarding MAVLI audits
- 6.2.9.** Attended the Magic of ASL on May 17, 2017
- 6.2.10.** Submitted my proxy for the AVLIC AGM, 2017
- 6.2.11.** Sent out the MTS PD Day poster to all of the signers/interpreters on the Manitoba Educational Interpreting Consultant caseload
- 6.2.12.** Attended the MTS PD Day on October 20, 2017 and helped out when needed
- 6.2.13.** Attended the Privilege Workshop on November 4, 2017
- 6.2.13.1. Introduced the Speakers*
- 6.2.13.2. Videotaped the workshop for future viewing*
- 6.2.14.** Purchased a laptop through Jamie Gibson for MAVLI
- 6.2.15.** Reviewed and completed the Vice President section of the Policies and Procedures MAVLI Board Manual
- 6.2.16.** Developed an AEIP Representative Category with the President for the Policies and Procedures MAVLI Board Manual
- 6.2.17.** Supported MAVLI's Mom's Pantry Fundraiser
- 6.2.18.** Corresponded with the President and Treasurer regarding WASLI payment for 2018
- 6.2.19.** Corresponded with the President, Treasurer and Secretary regarding the AEIP Joint Program Special Information Session
- 6.2.20.** Attended MAVLI Information session on the future of interpreter education in Manitoba on January 20, 2018

**On Going Activities:**

- 6.2.21.** President and Vice-President to go over the Policies and Procedures MAVLI Board Manual to review and make sure all portfolios are now complete.
- 6.2.22.** Continue to support Board members as requested
- 6.2.23.** Continue to check emails and respond in a timely manner
- 6.2.24.** Upload monthly Vice-President reports to MAVLI drop box in a timely fashion

**Future Initiatives:**

- 6.2.25.** Attend the Advisory Committee Board Meeting as the MAVLI Representative

**6.3. Treasurer****Monica Furer****2016 - 2017 Annual Report****Activities to Date:**

- 6.3.1.** Obtained MAVLI financial records from past treasurer
- 6.3.2.** Went to TD Bank with the president and vice-president to change signing authority, add a third signatory and obtain TD access cards
- 6.3.3.** Corrected the 2016 Annual Return of Information (Corp Act) and filed it with the Companies Office
- 6.3.4.** Contacted the accountant and provided outstanding documents required to complete the 2013, 2014, 2015 and 2016 financial reviews
- 6.3.5.** Filled out a Request for Name Notation with the Companies Office so that cheques can be made out to M.A.V.L.I. instead of only to the organizations full name
- 6.3.6.** Discussed investment possibilities with our TD account manager
  - 6.3.6.1. At this point, maintaining a balance of over \$20,000 in our account saves us more in monthly bank fees than any interest we would earn by investing \$10,000 in a GIC or term deposit*
- 6.3.7.** Paid 2017 annual WASLI affiliate membership dues
- 6.3.8.** Applied for and obtained a corporate visa card for MAVLI in the amount of \$1000, in the name of MAVLI's president, secured by \$1000 held in a savings account
  - 6.3.8.1. Set up automatic monthly payment of credit card from MAVLI chequing account*
- 6.3.9.** Set up online bank statements for MAVLI's chequing and savings accounts so that we aren't charged a fee for printed statements
- 6.3.10.** Filed the 2017 Annual Corporate Return of Information when due in August
  - 6.3.10.1. We are now caught up and have all board members and officers listed*
- 6.3.11.** Renewed and paid MAVLI's board insurance policy (valid Sept 20, 2017- Sept 20, 2018)
- 6.3.12.** Reviewed and updated the Treasurer and Financial sections of the MAVLI Policies & Procedures Manual
- 6.3.13.** Reviewed the Google doc and PayPal order form for MAVLI DVDs as set up by webmaster and tested it with the webmaster
- 6.3.14.** Created and sent email receipts for attendees of MTS PD Day
- 6.3.15.** Attended the Privilege workshop and the MAVLI Information session on the future of interpreter education in MB
- 6.3.16.** Prepared the 2017 Annual Financial Report and the 2018 Budget
- 6.3.17.** Made arrangements with the President for the 2018 WASLI membership dues to be paid using the MAVLI credit card
- 6.3.18.** Submitted 2017 financials to the accountant in Jan 2018 for audit
  - 6.3.18.2. Accountant will file the 2017 Income Tax Return on MAVLI's behalf*

**6.3.19.** Filed 2017 GST Return with CRA in Jan 2018**On-Going Activities:**

- 6.3.20.** Maintain financial records
- 6.3.21.** Print monthly bank and PayPal statements
- 6.3.22.** Review monthly bank statements and reconcile with our records
- 6.3.23.** Review PayPal account regularly
- 6.3.24.** Pay expenses and make deposits in a timely fashion
- 6.3.25.** Empty mailbox regularly
- 6.3.26.** Ensure GST is collected for sale of any MAVLI merchandise and added to registration fees for PD sessions and workshops
- 6.3.27.** Upload monthly financial report and treasurer report to MAVLI drop box in a timely fashion
- 6.3.28.** Mail out MAVLI DVDs when ordered

**Future Initiatives:**

- 6.3.29.** Discuss possibility of giving up GST registration number (required for the AVLIC 2014 conference year but not worthwhile since)
- 6.3.30.** Renew MDA membership annually in March
- 6.3.31.** Complete corporate Annual Return of Information annually in August
- 6.3.32.** Renew MAVLI insurance annually in August
- 6.3.33.** Renew MCSD membership annually in December
- 6.3.34.** Renew WASLI membership annually in December
- 6.3.35.** Renew P.O. Box in Osborne Village annually in December
- 6.3.36.** Complete previous year's Annual Financial Report in January and submit to accountant for auditing so that it is ready for the AGM in March
- 6.3.37.** File GST Return annually before end of April (but ideally in January)

**Actions from the 2016 AGM:**

- 6.3.38.** Nil

## MAVLI Financial Statement January 1, 2017 to December 31, 2017

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**Opening Balance as of Jan 1, 2017: \$26,046.73**

**Income:**

Membership (fees paid through AVLIC)	\$2,958.15
Miscellaneous Fundraising (January deposit)	\$740.00
Mom's Pantry (2 events)	\$1,648.02
Paint-Nite	\$510.00
Yard Sale	\$401.53
MTS PD Day	\$1,468.67
Privilege Workshop	\$369.22
DVD Sales	\$153.35
MAVLI Merchandise Sales	\$80.00
Float from 2016 found in cash box deposited	\$52.00

**Expenses:**

Insurance (2016 and 2017)	\$1,617.84
Accounting Fees (2013 Review Engagement)	\$847.50
Website hosting fees (2016 and 2017)	\$162.73
PR Events (3 events)	\$759.00
MAVLI Wind-up	\$413.24
MAVLI AGM (awards, food, voting cards)	\$563.63
AEIP BBQ Support	\$500.00
AVLIC 2016 (airfare)	\$697.17
AVLIC 2017 (airfare, hotel, meals and airport transfers)	\$612.30
AVLIC 2018 (early-bird registration)	\$250.00
Annual Corporate Return (2017 and 2017)	\$50.00
Name Reservation and Name Notation for M.A.V.L.I.	\$105.00
Purchase of laptop for MAVLI	\$594.37
GST Return	\$75.47
Paper Bank Statement Fees (Jan-Apr 2017)	\$6.00
MCSD Annual Membership (2017)	\$100.00
Baby Gift for Board Member	\$50.00
Transfer to Savings Account to secure MAVLI credit card	\$1,000.00

Subtotals **\$8,380.94** **\$8,404.25**

**Net Profit in 2017: (\$23.31)**

**Bank Balance as of Dec 31, 2017: \$26,023.42**

## MAVLI Financial Statement con't

### **Accounts Receivable:**

Privilege Workshop Registration	\$50.00
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### **Accounts Payable:**

MAVLI laptop accessories	\$134.89
MCSD Annual Membership (2018)	\$100.00
Baby Gift for Board Member	\$50.00
Post Office Box Annual Fee	<u>\$199.50</u>
	\$284.89

### **Additional Assets:**

- **MAVLI Savings Account:**

Opening Balance as of Oct 5, 2017:	\$1,000.00
Interest Credit	<u>\$0.23</u>

<b>Bank Balance as of Dec 31, 2017:</b>	<b>\$1,000.23</b>
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- **MAVLI PayPal Account:**

Opening Balance as of Jan 1, 2017:	\$85.80
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Income:

DVD Sales	\$102.50
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Expenses:

Fees	\$4.47
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WASLI 2017 Membership	<u>\$27.34</u>
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Total Expenses	\$31.81
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<b>PayPal Balance as of Dec 31, 2017</b>	<b>\$156.49</b>
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- **RRC Investment Fund (MAVLI Student Achievement Award):**

Balance as of March 31, 2017	\$11,154.00
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Apr 1, 2017, Gain	<u>\$678.80</u>
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<b>Balance as of Dec 31, 2017</b>	<b>\$11,832.80</b>
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### **Additional Liabilities:**

- **MAVLI Visa:**

Opened Visa Account Oct 17, 2017	
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Activity Nil

<b>Balance as of Dec 31, 2017</b>	<b>\$0.00</b>
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**6.4. Secretary**

**Tania MacNeil**  
**Annual Report**

**Activities to Date:**

**6.4.1.** Attended and took the minutes at the Special Topic Discussion K-12 and the 2017 AGM.

*6.4.1.1. Distributed the minutes for both the AGM and the Special Topic Discussion K-12 to the membership.*

**6.4.2.** Sent out reminders for meetings and requested submissions.

**6.4.3.** Sent out all job advertisements and announcements to the membership.

**6.4.4.** Composed the board meeting minutes and posted them to Dropbox.

**6.4.5.** Worked with the President, Webmaster and Membership regarding the online voting process for the two motions that were brought forth at the 2017 AGM.

**6.4.6.** Ensured all board members had access to passwords for their MAVLI email and Dropbox accounts.

**6.4.7.** Attended the September 2017 Mentorship Program Meet 'n Greet night at Joe Black's

**6.4.8.** Attended the Privilege Workshop on November 4th, 2017.

**6.4.9.** Sent the rescind motion and new motion to the board for feedback and subsequently emailed the information to the membership.

**6.4.10.** Organized and attended the webcast for the Angela Stratiy's Workshop.

**6.4.11.** Sent a motion to the board re: laptop accessories and purchased the motioned items.

**6.4.12.** Directed an interpreter from Vancouver to our website for ordering the MAVLI DVD.

**6.4.13.** Booked the room at the U of W for the Jan. 20<sup>th</sup>, 2017 meeting and took the minutes.

**6.4.14.** Prepared the 2018 AGM package.

**Ongoing Activities:**

**6.4.15.** Mailbox maintenance

**6.4.16.** Send out reminders for meetings, request for submissions, and booking meeting rooms.

**6.4.17.** Keep membership up-to-date with all job advertisements and announcements.

**6.4.18.** Complete the board minutes and post to Dropbox.

**6.4.19.** Maintain the email membership contact information.

**Future Initiatives:**

**6.4.20.** Organize and disseminate the 2019 MAVLI AGM package.

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

- 6.5.1. August 2017 – held yard sale – total revenue \$401.53. Thank you to MAVLI members and non-members who donated items for the yard sale.
- 6.5.2. October 2017 – completed *Mom's Pantry* fundraiser. Revenue generated \$750.17. Thank you to MAVLI members and non-members who supported the fundraiser.
- 6.5.3. Followed-up with insurance coverage for MAVLI's management liability policy as well as liability insurance for MAVLI when hosting events such as professional development workshops, fundraising activities, etc. Insurance coverage secured.

**On-Going Activities:**

- 6.5.4. Jane met with MAVLI member who expressed interest in assisting with future fundraising initiatives.

**Future Initiatives:**

- 6.5.5. Fundraising activities are on hiatus temporarily as the bank balance remains at a healthy level.
- 6.5.6. Will plan for another yard sale summer of 2018. Encouraging MAVLI members to collect items for yard sale.
- 6.5.7. Continuing to seek other methods of fundraising or selling merchandise to continue to provide financial support to MAVLI and all of its members.

**6.6. MAVLI Education Committee****Kristina Goranson and Erica Trethart  
Annual Report****Activities to Date:**

- 6.6.1 Hosted the Special Topics Discussion to better define successes and challenges in the K-12 environment.
- 6.6.2 Contacted K-12 interpreter/signing EA's referred by Suzanne St. Yves and arranged a meeting to discuss different issues regarding educational interpreting.
- 6.6.3 Attended 'Magic of ASL'.
- 6.6.4 Attended MAB meeting May 1, 2017.
- 6.6.5 Erica planned to attend AEIP Appreciation BBQ but was unable to go due to an emergency.
- 6.6.6 Planned and executed MTS PD Day.

- 6.6.7** Attended Privilege Workshop on November 4. Erica purchased muffins and brought other snacks left from MTS PD Day workshop.
- 6.6.8** Attended Mentorship Discussion get-togethers on April 13 and on December 6.
- 6.6.9** Updated MEC section in the Policies and Procedures Manual and sent changes to Tania for inclusion.
- 6.6.10** Minister Advisory Board
- 6.6.10.1 *Attended MAB Meeting on May 1, 2017. Received updates from board members and picked meeting dates for next year. Discussed the role of the board and decided to try to be more productive during our meetings rather than only giving updates.*
- 6.6.10.2 *Was unable to attend MAB meeting on November 6 but submitted a short report that was read during the meeting. MAB decided to write a letter to the Minister of Education advocating for the hiring of trained interpreters in K-12.*
- 6.6.11** MTS PD Day – October 20, 2017
- 6.6.11.1 *Huge success! Thank you to the board for all your help.*
- 6.6.11.2 *Presentations included:*
- 6.6.11.2.1 *Joanna Hawkins and Natasha Tuck*
- 6.6.11.2.2 *Ethics: Kristina Goranson*
- 6.6.11.2.3 *ASL Workshop - Michael Austria, Candice Sharpe, Rob Phillips and Andrew Hope*
- 6.6.11.3 *Made arrangements with MSD staff for set up and technology needs.*
- 6.6.11.4 *Updated evaluation forms and printed copies. Have left over copies to use next year.*
- 6.6.11.5 *Purchased Gifts for presenters and interpreters*
- 6.6.11.6 *Purchased refreshments sponsored by Sorenson (\$250).*
- 6.6.11.7 *75 Registered*
- 6.6.11.8 *MSD hosted a lunch as a fundraising activity for their students.*
- 6.6.11.9 *Had 6 door prizes made up of MAVLI and Sorenson swag and the David Still Box set.*
- 6.6.11.10 *Evaluations were generally very positive however a lot of feedback about too much sitting. Typed out all feedback from evaluations forms. Sent copies (with non-related specific information removed) to all presenters.*
- 6.6.11.11 *Financial Report:*
- |                           |  |
|---------------------------|--|
| <i>Registration fees:</i> | <i>\$1940.00</i>   |
| <i>Expenses:</i>          | <i>\$471.33 (\$283.50 interpreter, \$187.83 Presenter Gifts)</i> |
| <i>Total profit</i>       | <i>\$1468.67</i>   |
- 6.6.12** Winnipeg School Division
- 6.6.12.1 *HR from the Winnipeg School Division (WSD) contacted Erica for a personal matter. The conversation extended to include my role on MEC. I was informed that there are a couple positions that will become available in the division in the near future and they are lacking qualified interpreters to fill these positions. HR brought up the difficulties that they have faced with trained interpreters in the past passing on jobs because of other*

*duties they may have to do. I informed her that MEC could help with this as well as reaching out to trained interpreters to let them know of the possible job opportunities in WSD. HR gave us the contact information of two employees to contact directly in regard to hiring.*

- 6.6.12.2 *We wrote an email to the membership informing them of the possible job opportunities and had them be in touch if they were interested or had more questions. We had four interpreters contact us.*
- 6.6.12.3 *Barb Neufeld, Teacher of the Deaf for the Winnipeg School Division, contacted MEC in regard to screening and hiring practices of interpreters and signers. Wrote a letter outlining MAVLI's position and had it reviewed and edited by President and Vice President. Sent the letter to Barb, and received confirmation that she had forwarded the letter to HR*

**On-going Activities:**

- 6.6.13 Compose a letter to the Minister of Education advocating for the hiring of trained interpreters in K-12.
- 6.6.14 Develop a short presentation to facilitate discussion when meeting with key players in school divisions.
- 6.6.15 Make contact with interpreters and signing EA's currently working in K-12.

**Future Initiatives:**

- 6.6.16 Plan MTS PD Day 2018.
- 6.6.17 Make contact with Deaf community members, parent groups and former K-12 students to arrange a meeting regarding K-12 Interpreters.
- 6.6.18 Attend MAB meeting on February 12, 2018.

<b>6.7. Member-at-large</b>
-----------------------------

**Brenda Rutherford**  
**Annual Report**

**Activities to Date:**

- 6.7.1. Attended monthly board meetings
- 6.7.2. Completed actions as assigned
- 6.7.3. Assumed MAVLI Secretary email responsibilities when necessary
- 6.7.4. Attended and/or volunteered at MAVLI and community meetings and workshops.

**On-Going Activities:**

- 6.7.2. Support the board and membership as requested or needed

**Future Initiatives:**

- 6.7.3. Nil

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

- 6.8.1.** Maintained a current membership list throughout the year.
- 6.8.2.** Corresponded with the AVLIC administrator regarding new memberships, exemptions, and other requests
- 6.8.3.** Presented to the graduating AEIP students regarding changes in their membership upon graduation
- 6.8.4.** Attended the special topic discussion and 2017 MAVLI AGM; created and distributed voting cards and proxies, participated as nominations committee co-chair
- 6.8.5.** Mentored two AEIP students
- 6.8.6.** Attended and volunteered at MAVLI and Deaf community events and workshops throughout the year

**Membership statistics as of February 1, 2018:**

- Active: 74 Members
- Student: 14 Members
- Exempt: 4 Members
- Subscriber: 3 Members
- Total: 95 Members**

**On-Going Activities:**

- 6.8.7.** Remain in contact with AVLIC regarding MAVLI's membership
- 6.8.8.** Maintain an up-to-date membership list
- 6.8.9.** Assist new members with membership process questions
- 6.8.10.** Respond to membership related requests

**Future Initiatives:**

- 6.8.11.** Request a current membership list from AVLIC before the AGM
- 6.8.12.** Make new voting cards, prior to AGM, if necessary
- 6.8.13.** Visit the 3rd year AEIP students, during March, to outline the "upgrading to active member" process, annually
- 6.8.14.** Request RRC coordinator to send a list of graduating AEIP students to AVLIC before their final day of instruction

**6.9. Professional Development****Mandy MacDonald****Annual Report****Activities to Date:**

- 6.9.1.** Volunteered at the SMD Immersion. Presented the MAVLI DVD and discussed over the lunch hour about being an interpreter. Was available during the week to answer any questions about the field of interpreting.
- 6.9.2.** Hosted the Privilege workshop. We had a profit of \$416.51
- 6.9.3.** Booked a room for Angela Stratiy's remote workshop and was on site in the event there was anything that was needed.

**Ongoing Activities:**

- 6.9.4.** Working with Angi Tippett and Penny Schincariol to have them come in the spring to present a few workshops. Working on finding some organizations/companies to be in partnership with us to help reduce the cost to members.
- 6.9.5.** Attended board meetings
- 6.9.6.** Booked rooms for the board meetings and AGM

**Future Activities:**

- 6.9.7.** Greg Evans workshop is scheduled to happen at the end of May.
- 6.9.8.** Sex Drugs and Rock'n Roll workshop. Part 2
- 6.9.9.** Vicarious Trauma Workshop
- 6.9.10.** ASL enhancement workshop by Bijaya Shrestha

**6.10. Public Relations****Elaine Fong & Sarah Klassen****Annual Report****Activities to Date:**

- 6.10.1.** Facilitated MAVLI Mentorship Program
  - 6.10.1.1.** *In response to feedback and the motion made at the 2017 AGM (7.2.1) co-directors formed an ad hoc committee to address a restructuring of the MAVLI Mentorship Program. The committee provided feedback and direction for planning mentorship events.*
  - 6.10.1.2.** *Paired AEIP students with interpreter mentors*
    - 6.10.1.2.1.** Collected student information and recruited volunteer interpreter mentors
  - 6.10.1.3.** *Co-directors hosted 4 events from April to December of 2017, including 2 discussion evenings (April 13 and December 6), a Paint Nite event (April 28) and a social gathering to kick-off the school year and new mentorship pairings (October 2)*

- 6.10.2.** Gave a presentation to promote MAVLI at the AEIP student orientation (September 6) and at the MTS PD Day (October 20)
- 6.10.3.** Partnered with MCSD, MSD, RRC and CMHR to recruit and coordinate volunteer interpreters for the Magic of ASL (May 17)
- 6.10.4.** Booked, advertised and hosted monthly ASL Nights at Boston Pizza

**On-Going Activities:**

- 6.10.5.** Planning future events for the MAVLI Mentorship Program
- 6.10.6.** Hosting future monthly ASL Nights
- 6.10.7.** Facilitating new mentor program pairings in September
- 6.10.8.** Annual presentations at the AEIP student orientation and MTS PD Day

**Future Initiatives:**

- 6.10.9.** Possibility of a partnership with RRC's marketing department to promote ASL classes (DSP) and interpreting program (AEIP)
- 6.10.10.** Research opportunities to present and promote MAVLI and the importance of utilizing professional ASL-English interpretation services with community service providers (i.e. first responders, hospitals, law enforcement, etc.)

<b>6.11. Webmaster</b>
------------------------

**Arleen An**  
**Annual Report**

**Activities to Date:**

- 6.11.1.** Changed website colours to match the MAVLI logo: maroon
- 6.11.2.** Installed an events calendar to the website.
- 6.11.3.** Changed layout of the landing page so that the recent posts show up on the left bar as well as the events. Both can be easily seen and accessible at once.
  - 6.11.3.1. The landing page is now the "Welcome to MAVLI" so that our contact information and a brief introduction to ourselves is visible for new visitors.*
- 6.11.4.** New menu header category for Educational DVD.
  - 6.11.4.1. DVD purchases can be made through PayPal as well as cash through the online form.*
- 6.11.5.** Rough non-live members only website has been in the works and testing offline.
  - 6.11.5.1. Testing out different plugins to use that are compatible with other plugins the website using.*

**On-Going Activities:**

- 6.11.6.** Researching the best way to make a member's only section for the website
- 6.11.7.** Recruiting help for the website.

**Future Initiatives:**

- 6.11.8.** Take photos for the website background and buttons.

**6.12. AEIP Representative**

**Danica Loewen**  
**Annual Report**

**Activities to Date:**

- 6.12.1.** Fundraising for the AEIP Thank You BBQ
- 6.12.2.** Pizza Sales (at Red River College and the Privilege Workshop)
- 6.12.3.** Coupon Books
- 6.12.4.** Support Letters

**Ongoing Activities:**

- 6.12.5.** Third year AEIP students are still fundraising to host the Thank You BBQ at the end of the term

**Future Initiatives:**

- 6.12.6.** Planning and hosting the annual Thank You BBQ on Wednesday, May 23.

**Student Updates:**

- 6.12.7.** Students are currently on Practicum, which is from January to April.
- 6.12.8.** There are 19 students in total in the AEIP program (not including DSP students).

**6.13. Mentorship Ad Hoc Committee Report**

**Elaine Fong and Sarah Klassen**  
**Annual Report**

In response to the following motion from the 2017 MAVLI AGM (7.2.1) MAVLI PR co-directors formed an ad hoc committee to address a restructuring of the MAVLI Mentorship Program.

**Motion:** In response to the action item 9.2 from the 2016 MAVLI AGM we move that an ad-hoc committee be established under the PR portfolio in order to address the restructuring of the current MAVLI membership program, incorporating feedback elicited during the Feb. 9<sup>th</sup>, 2017 and future discussion sessions.

**Activities to Date**

- 6.13.1.** Co-directors recruited volunteers for the ad hoc committee. The committee members are:
  - Elaine Fong (PR Co-Director)
  - Sarah Klassen (PR Co-Director)
  - Josie Vitucci-Spencer (working interpreter)
  - Hali Wilson (working interpreter)
  - Erin McIntosh (interpreting student)
  - Shelby Graham (interpreting student)

**6.13.2.** The ad hoc committee provided feedback to questions posed by the co-directors regarding the Mentorship Program goals, activities, event schedule and pairing process.

### **Feedback Summary**

**6.13.3.** Mentorship Program Overall Needs

**6.13.4.** Mentorship training / orientation

**6.13.5.** Clearly defined roles

**6.13.6.** Expanding the program to include general MAVLI membership (in addition to AEIP students and volunteer interpreters who are formally paired)

**6.13.7.** Develop resources

**6.13.8.** Pairing process

**6.13.9.** Activity and Event Goals

**6.13.10.** The ad hoc committee generated a list of prioritized goals for the Mentorship Program activities.

1. Organized Mentor nights for large or small group discussion
2. Mentor pair meetings
3. Organized social Mentor nights
4. Observations with mentor pairings
5. Mentor pair tutoring

### **Ongoing Activities in Response to Feedback**

**6.13.11.** Pairing process

**6.13.12.** After recruiting volunteer interpreter mentors, the pairings were created in consultation with some of the RRC instructors.

**6.13.13.** Organized Mentor nights for large or small group discussion

**6.13.14.** Co-directors have facilitated two discussion evenings for the Mentorship Program pairs and the general MAVLI membership. The topics were “Bumps, Breakthroughs & Bloopers” (April 13, 2017) and “Building on Built-in Teams” (December 6, 2017).

**6.13.15.** Co-directors are currently planning a discussion evening to occur in April 2018, with a focus of supporting AEIP students through the summer break.

**6.13.16.** Organized social Mentor nights

**6.13.17.** Co-directors have hosted two social events for the Mentorship Program pairs and the general MAVLI membership (April 28, 2017 and October 6, 2017).

**6.13.18.** Co-directors are currently planning a social event to occur in March 2018 for Mentorship Program pairs and the general MAVLI membership.



Manitoba Association of  
Visual Language Interpreters  
Annual General Meeting  
March 17th, 2018

## Section Three

# Old Business

## 7. Old Business

### 7.1. Update of Online Motions

#### 7.1.1. Student Membership Conditions

##### 7.1.1.1. Original Motion:

**Motion:** *I move that bylaw 2.1 (2) which states “The provincial membership dues vary according to category and are determined by the membership at a general meeting.”*

**be amended to:**

*First time student members, registering after September 1<sup>st</sup> of the membership year, will be granted a 50% reduction in fee. Subsequent memberships will be full price.*

**Moved:** T. MacNeil                      **Seconded:** C. Boscow                      **Carried**

##### 7.1.1.2. Motion to Rescind:

**Motion:** *I move that the above-mentioned motion which was passed in May 201 be rescinded due to an error that was made to the content of the motion. 2.1 (2) should not have been removed from the bylaws.*

**Moved:** T. MacNeil                      **Seconded:** C. Boscow

##### 7.1.1.3. New Motion:

**Motion:** *I move that the additional text below be added to our bylaws under 2.1 (1) ii: “First time student members, registering after September 1<sup>st</sup> of the membership year, will be granted a 50% reduction in fee. Subsequent memberships will be full price”.*

**Moved:** T. MacNeil                      **Seconded:** C. Boscow

#### 7.1.2. Subscription Membership Conditions:

##### 7.1.2.1. The Following Motion was Passed by Membership

**Motion:** *I move that bylaw 2.1 (1) iii) which states “Subscription membership shall be available for individuals who do not qualify for an Active or Student membership but would like to support the Association and receive announcements and current information about the profession.”*

**be amended to:**

*Subscription membership shall be available for individuals who do not qualify for an Active or Student membership but would like to support the Association and receive announcements and current information about the profession. Subscription members shall be entitled to receive notice of and attend meetings of members and will not be entitled to vote.*

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



Manitoba Association of  
Visual Language Interpreters  
Annual General Meeting  
March 17th, 2018

## Section Four

# New Business

**8. New Business**

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

**Moved:** M. Furer                      **Seconded:** T. MacNeil

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

**Moved:** M. Furer                      **Seconded:** T. MacNeil

**2018 Proposed MAVLI Budget:**

	<b>Estimated</b>	<b>Actual</b>
<b>Total Income</b>	<b>\$6,800.00</b>	
<b>Total Expenses</b>	<b>\$9,315.00</b>	

**Income:**

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

**Expenses:**

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

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

\*note the additional expense for 3 years of financial reviews which should have been completed in the past



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Annual General Meeting  
March 17th, 2018

## Section Five

# Nomination and Proxy Forms

## Electronic Proxy

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

**Membership/**

➡ **Annual General Meetings/**

➡ **2018 AGM/**

➡ **2018 Submit Electronic Proxy**

The form can be accessed directly at: <https://goo.gl/forms/6vulw1ECaFwSeSqJ3>

QUESTIONS

RESPONSES

Section 1 of 5

## 2018 MAVLI AGM Proxy Form

Annual General Meeting  
Saturday, March 17th, 2018

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

Click here to see the 2018 AGM Package  
<http://www.mavli.com/annual-general-meetings/2018-agm/2018-agm-package/>  
Click here to see the 2017 AGM Minutes  
<http://www.mavli.com/annual-general-meetings/agm-2017/2017-agm-minutes/>

**\*\*\*Important reminders:**

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

# Proxy Form



**MAVLI Annual General Meeting  
Saturday, March 17th, 2018  
Winnipeg, Manitoba**

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

**Note:** If you are unable to attend the Annual General Meeting and are an Active or Student member of MAVLI, in good standing, proxy forms may be presented at the MAVLI Annual General Meeting by the person carrying your vote or mailed **no later than Friday, March 9<sup>th</sup>, 2018**. The president of MAVLI cannot carry proxies at the AGM. Please confirm that your dedicated proxy will attend the meeting. The mailing address is:

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

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**Name**

---

**Address**

---

**Telephone**

I hereby authorize \_\_\_\_\_ to carry my vote March 17<sup>th</sup>, 2018.

---

**Signature** **Date**

# Nomination Form



**MAVLI Annual General Meeting  
Saturday, March 17th, 2018  
Winnipeg, Manitoba**

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

President	2017 - 2019	Cindy Boscow
<b>Vice President</b>	<b>2018 – 2020</b>	
Treasurer	2017 - 2019	Monica Furer
<b>Secretary</b>	<b>2018 – 2020</b>	
Fundraising	2017 - 2019	Jane Langes
Manitoba Education Committee	2017 - 2019	Kristina Goranson and Erica Trethart
Member-at-large	2017 - 2019	Brenda Rutherford
<b>Membership</b>	<b>2018 – 2020</b>	
<b>Professional Development</b>	<b>2018 – 2020</b>	
<b>Public Relations</b>	<b>2018 – 2020</b>	
Webmaster	2017 - 2019	Arleen An
AEIP Rep	2016 – 2017	To be elected in the Fall of 2016

Written nominations are to indicate the portfolio for which the candidate is running; are to be supported by the signature of two voting members as well as the nominee; and are to be submitted to the MAVLI address by March 9th, 2017.

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: \_\_\_\_\_



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

## Section Six

# 2017 Annual General Meeting Minutes



## MAVLI Annual General Meeting Minutes 2017

Red River College  
E205 – 2055 Notre Dame Avenue  
Winnipeg, Manitoba  
Saturday, March 18, 2017  
1:00pm to 4:00 pm

### Members in Attendance:

An, Arleen  
Boscow, Cindy  
Duguay, Erika  
Dumont, Shaina  
Dyck, Jodi  
Fong, Elaine  
Furer, Monica  
Gessner, Meaghan  
Goranson, Kristina  
Guinn, Janine  
Klassen, Sarah  
Kroeker, Chad  
Loewen, Danica  
MacNeil, Tania  
McGibney, Tara  
Purll, Cheryl  
Rasing, Dianna  
Rogowski, Tessa  
St. Yves, Suzanne  
Toews, Jennifer  
Vitucci Spencer, Josie  
Warkentin, Jessica  
Wilson, Hali

### Proxies:

Braun, Amy  
Demers, Hubert  
Duré, Scotty  
Gallardo, Xenia  
Ginakes, Phyllis  
Hildebrand, Dawn-Marie  
Hoas, Julie  
Horvath, Jennifer  
Iftody, Alanna  
Janzen, Terry  
Kehler, Lacey  
Knox, Jodi  
Langes, Jane  
Linthorpe, Kelli  
MacDonald, Mandy  
McDougall, Lauralee  
Morden, Christina  
Muirhead, Brianne  
Rutherford, Brenda  
Saunders Jan,  
Trethart, Erica  
Turner, Jennifer

**1. Call to Order: 1:10 pm**

**2. Welcome, Housekeeping, and House Rules**

- 2.1. Thank you for your attendance at our AGM, we appreciate your commitment to MAVLI.
- 2.2. Restrooms are located down the hall; gender neutral washrooms are located on the 3rd floor.
- 2.3. MAVLI will be accepting donations for the AEIP in support of their year-end BBQ.
- 2.4. Thank you to all who have brought articles of clothing for Suzanne’s closet.
- 2.5. The Special Topic discussion "K-12" took place this morning, the minutes will be distributed, and further discussions will be planned.
- 2.6. Thank you to Elaine Fong for being the parliamentarian for our proceedings.
- 2.7. MAVLI's directive is to ensure our proceedings are in the language of commonality, we have interpreters available if needed.

**3. Approval of the Agenda**

- 3.1. The following have been added to the agenda:
  - 3.1.1. Membership Conditions – Student Members (8.1.2)
  - 3.1.2. Membership Conditions – Subscription Members (8.1.3)
- 3.2. The Newsletter portfolio has been disbanded and therefore Newsletter is removed from the committee reports.

Motion to accept the agenda with the additions and correction.

**Motion:** Jennifer Toews      **Seconded:** Kristina Goranson      **Carried**

**4. Business arising from the 2016 Minutes**

**5. Approval of the Annual General Meeting Minutes - March 19th, 2016.**

- 5.1. Motion to accept the Minutes as disseminated.  
**Moved:** Monica Furer      **Seconded:** Arleen An      **Carried**

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

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

Motion to accept the Executive reports as disseminated.

**Moved:** Jodi Dyck      **Seconded:** Dianna Rasing      **Carried**

- 6.5. Fundraising..... Jane Langes and Cheryl Purl
- 6.6. MAVLI Education Committee.....Jodi Dyck and Kristina Goranson
- 6.7. Membership.....Shaina Dumont
- 6.8. Professional Development.....Mandy MacDonald

- 6.9. Public Relations.....Elaine Fong and Sarah Klassen
- 6.10. Webmaster.....Arleen An
- 6.11. AEIP Student Representative.....Erika Duguay and Danica Loewen
- 6.12. Motion to accept the committee reports as disseminated.  
**Moved:** Meaghan Gessner      **Seconded:** Monica Furer      **Carried**

**7. Old Business**

**7.1. Newsletter Discussions:**

- 7.1.1. **Action:** For the Board to re-evaluate the position of Newsletter chair and to explore ways to get information and articles on the MAVLI website.
  - 7.1.1.1. The Board has disbanded the Newsletter director and established Webmaster as a new director position. Webmaster has been in contact with several MAVLI members in pursuit of revamping the website to accommodate articles for distribution to the membership.
  - 7.1.1.2. Suzanne St. Yves asked whether we would have any news articles printed, as we did have an article that was previously submitted but has not been sent to the membership. Cindy Boscow indicated that the process would involve having articles vetted and then placed on the website.
  - 7.1.1.3. Arleen An indicated that our website is currently being revamped. A new section called "Members Only" will be added soon. This section would have the job postings and other information included. MAVLI would like to have an email newsletter sent out regularly. The previously submitted article has been vetted and is ready to be posted once the website revisions are complete.

**7.2. MAVI Mentorship:**

- 7.2.1. Elaine Fong indicated that the information compiled from the Feb 9th Mentorship discussion has been distributed to the membership. MAVLI would like to elicit more feedback from the membership and therefore would like to establish an ad-hoc committee. The committee would focus on ensuring the mentorship program meets the needs of all members.

**Motion:** In response to the action item 9.2 from the 2016 MAVLI AGM we move that an ad-hoc committee be established under the PR portfolio to address the restructuring of the current MAVLI membership program, incorporating feedback elicited during the Feb. 9<sup>th</sup>, 2017 and future discussion sessions.

**Moved:** Sarah Klassen and Elaine Fong      **Seconded:** Monica Furer      **Carried**

## 8. New Business

### 8.1. Bylaw Revision

#### 8.1.1. MAVLI Membership Leave - Voting Status

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

**be amended to:**

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

**Rationale:**

If a member is fully invested in the interpreting community to apply for the exemption status, they would be knowledgeable enough to carry a valid opinion on pertinent matters, therefore they should carry (1) vote during the membership leave.

Furthermore, because the professional organization has a limited number of members, it can be challenging to have quorum during meetings. Allowing a member to carry (1) vote during their leave would hopefully help eliminate this issue.

**Moved:** Tania MacNeil

**Seconded:** Cindy Boscow

**Carried**

#### 8.1.2 Membership Conditions – Student Members

**Motion:** I move that bylaw 2.1 (2) which states "The provincial membership dues vary according to category and are determined by the membership at a general meeting."

**be amended to:**

First time student members, registering after September 1<sup>st</sup> of the membership year, will be granted a 50% reduction in fee. Subsequent memberships will be full price.

**Rationale:** First time student members are required to purchase their AVLIC/MAVLI membership in the fall of the current membership year. Membership years run April 1<sup>st</sup> – March 31<sup>st</sup> and as such, first time members only gain access to the final 7 months of the membership year. To reflect this truncated membership year, a 50% reduced fee could be applied.

**Moved:** Tania MacNeil

**Seconded:** Cindy Boscow

The bylaws state that members must be provided with 30 days prior to a vote being called for all motions pertaining to the amendment of bylaws. Therefore, a vote on this bylaw will be arranged at a later date.

**8.1.3 Membership Conditions – Subscription Members**

**Motion:** I move that bylaw 2.1 (1) iii) which states “Subscription membership shall be available for individuals who do not qualify for an Active or Student membership but would like to support the Association and receive announcements and current information about the profession.”

**be amended to:**

Subscription membership shall be available for individuals who do not qualify for an Active or Student membership but would like to support the Association and receive announcements and current information about the profession.

Subscription members shall be entitled to receive notice of and attend meetings of members and will not be entitled to vote.

**Rationale:** Point of clarity: Since it is not explicitly stated in this bylaw, subscriptions members could argue that they have a right to vote.

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

The bylaws state that members must be provided with 30 days prior to a vote being called for all motions pertaining to the amendment of bylaws. Therefore, a vote on this bylaw will be arranged at a later date.

**9. Nominations Committee:** Meaghan Gessner and Shaina Dumont**9.1. Nominations for President:**

**9.1.1.** Cindy Boscow

**9.1.2.** Motion to close nominations for President.

**Motion:** Tessa Rogowski      **Seconded:** Sarah Klassen      **Carried**  
Cindy Boscow is declared President by acclamation.

**9.2. Nominations for Treasurer:**

**9.2.1.** Monica Furer (Tessa Rogowski)

**9.2.2.** Motion to close nominations for Treasurer.

**Motion:** Tessa Rogowski      **Seconded:** Cheryl Purll      **Carried**  
Monica Furer is declared the Treasurer by acclamation.

**9.3. Nominations for Fundraising:**

**9.3.1.** Jane Langes

**9.3.2.** Motion to close nominations for Fundraising.

**Motion:** Cindy Boscow      **Seconded:** Dianna Rasing      **Carried**  
Jane Langes is declared the Fundraising chair by acclamation.

**9.4. Nominations for MAVLI Education Committee:****9.4.1.** Kristina Goranson and Erica Trethart**9.4.2.** Motion to close nominations for MAVLI Education Committee.**Motion:** Jennifer Toews      **Seconded:** Meaghan Gessner      **Carried**

Kristina Goranson and Erica Trethart are declared the MAVLI Education Committee co-chairs by acclamation.

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

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

The VP Award goes to a member of the community who gives back to MAVLI in some way. The recipient of this year's award is someone who supports MAVLI. This person is someone who always steps in when asked, even though they are newer to the profession. When AVLIC needed an Ad-hoc committee, they stepped up. When motions are brought forward, this person is always willing to join the new committee(s) and supports these new initiatives. This year's VP award recipient is Chad Kroeker. Thank you, Chad, for everything you have done. MAVLI needs more people like you.

**10.2. President Award:**

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

Over the past year we have had a very busy year planning the next steps for MAVLI. You will notice that we have hosted many different and interesting events throughout this past year. This year President's award is going to two individuals who have worked closely together and have been fully involved in all our board meetings and willing to always support the other portfolios on our board as needed. This year's President Award recipients are our co-directors for Public Relations, Elaine Fong and Sarah Klassen.

**11. Confirmation of Acts**

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

**Moved:** Cindy Boscow**Seconded:** Meaghan Gessner**Carried**

## 12. Announcements

- 12.1. 3rd Year AEIP Announcement: Thank you to all the MAVLI members for their support with our BBQ fundraiser, it is very much appreciated.
- 12.2. ASL night will be hosted on Thursday, March 23<sup>rd</sup>.
- 12.3. Magic of ASL: A tentative date of May 17<sup>th</sup> has been chosen. Last year the event was organized under the PD portfolio but has been moved to Public Relations. PR has begun discussions with MCSD and will be working with them as partners on the event. A possible venue is the Canadian Museum for Humans Rights. Once all the details have been confirmed, they will be sent out to our membership.
- 12.4. Paint night: Paint night is planned for April 28<sup>th</sup> at Joe Black's, the cost is \$45 per person. MAVLI is subsidizing the AEIP students and those from this graduating year, the cost for them to participate will be \$15. Once the confirmations have been made, PR will send out the link for registration. If the evening is a success, MAVLI may host another paint night in the future.
- 12.5. Open Discussion: The next open discussion is planned for Thursday, April 13<sup>th</sup> at Sam's Place from 6:00 – 9:00pm. The discussion will be a follow-up to the Feb 9th mentorship program review meeting.
- 12.6. AVLIC AGM - AVLIC's AGM will be hosted in Edmonton. Proxies will be sent out via AVLIC so please ensure you fill one out. Manitoba is traditionally well represented, please remember you can make a difference by having your vote counted. MAVLI's President will present a motion to AVLIC calling for first time student members to have a pro-rated AVLIC fee when registering in September.

## 13. Thank-you

- 13.1. Thank you to those who volunteered to be our interpreters today, Shaina Dumont, Jennifer Toews, Hubert Demers, Brenda Rutherford and our student interpreters Erika Duguay and Jessica Warkentin.
- 13.2. Newsletter portfolio has been changed to the Webmaster.
- 13.3. We have recently added a new position, Member-at-large, to our board. Brenda Rutherford has been selected for this position.
- 13.4. Thank you to Elaine Fong for acting as our meeting parliamentarian.
- 13.5. Thank you, Shaina Dumont, for organizing the lunch.
- 13.6. Thank you to Arleen An for arranging the online proxy form.
- 13.7. Thank you to Tania MacNeil for organizing and distributing the AGM package.
- 13.8. Thank you to the board for all your hard work with MAVLI, it is very much appreciated.

## 14. Adjourned – 2:05 pm



Manitoba Association of Visual  
Language Interpreters  
Annual General Meeting  
March 17th, 2018

## Section Seven

# Appendices

**APPENDIX A - 2013 FINANCIAL REVIEW ENGAGEMENT REPORT**

**APPENDIX B - 2014 FINANCIAL REVIEW ENGAGEMENT REPORT**

## **Appendix A**

### **2013 Review Engagement Report**

**Manitoba Association of Visual  
Language Interpreters Inc.  
FINANCIAL STATEMENTS**

For The Year Ended  
December 31, 2013

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**ROUTLEY & CO.**

CHARTERED PROFESSIONAL ACCOUNTANT LTD.

**Sharon Routley**B.A., B. Comm (Hons.)  
CPA / CGA

## Review Engagement Report

To the Members of Manitoba Association of Visual Language Interpreters Inc.

I have reviewed the accompanying financial statements of **Manitoba Association of Visual Language Interpreters Inc.** as at December 31, 2013 and the statement of operations and Changes in Fund Balances for the year then ended. My review was made in accordance with Canadian generally accepted standards for review engagements and, accordingly, consisted primarily of inquiry, analytical procedures, and discussion related to information supplied to me by the organization.

A review does not constitute an audit and, consequently, I do not express an audit opinion on these financial statements.

Based on my review, nothing has come to my attention that causes me to believe that these financial statements are not, in all material respects, in accordance with Canadian accounting standards for Not for profit organizations.

Routley & Co. Chartered Professional Accountant Ltd.

A-1309 Mountain Avenue  
Winnipeg, MB R2X 2Y1  
Ph: 204-334-2822  
Fax: 204-338-9927  
routleycga@routleycga.ca

November 9, 2017  
Winnipeg, Manitoba

Box 76  
52 Main Street  
Lundar, MB R0C 1Y0  
Ph: 1-204-762-5374  
Fax: 1-204-762-5124

**Manitoba Association of Visual Language Interpreters Inc.**  
**STATEMENT OF FINANCIAL POSITION**  
**Unaudited**

As At December 31, 2013

	2013	2012
<b>Current Assets</b>	\$	\$
Cash and Cash Equivalents	28,176	20,129
	<u>28,176</u>	<u>20,129</u>
<b>Current Liabilities</b>		
Accounts Payable and Accrued Liabilities	217	0
	<u>217</u>	<u>0</u>
<b>Fund Balances</b>	\$	\$
	<u>27,959</u>	<u>20,129</u>

\_\_\_\_\_  
 Approved on Behalf of the Board

\_\_\_\_\_  
 Approved on Behalf of the Board

**Manitoba Association of Visual Language Interpreters Inc.**  
**STATEMENT OF OPERATIONS AND CHANGES IN FUND BALANCES**  
**Unaudited**

For The Year Ended December 31, 2013

	2013	2012
<b>Revenues</b>		
Revenue	\$ 23,615	\$ 37,250
Interest	0	2
	<u>23,615</u>	<u>37,252</u>
<b>Expenses</b>		
Advertising & Promotion	364	322
Audit Fee	380	1,064
Bank Charge	13	178
Bursary	0	500
Conference	797	1,358
Fund Raising	11,698	15,572
Memberships	1,331	900
Office Supplies, Postage & Printing	217	218
Sage	850	862
Website	0	342
Workshop	135	5,158
	<u>15,785</u>	<u>26,475</u>
<b>Excess (deficiency) of Revenues Over Expenses</b>	<u>7,830</u>	<u>10,777</u>
<b>Fund Balances, Beginning of the Year</b>	20,129	9,352
<b>Excess (Shortfall) For The Year</b>	<u>\$ 27,959</u>	<u>\$ 20,129</u>

**Manitoba Association of Visual Language Interpreters Inc.**  
**STATEMENT OF CASH FLOWS**  
**Unaudited**

For The Year Ended December 31, 2013

	2013	2012
<b>Operating Activities</b>	\$	\$
Net Income	7,830	10,777
<b>Adjustments to Reconcile Net Income to Net Cash Provided by Operations</b>		
GST Payable	217	0
<b>Net Cash Provided by Operating Activities</b>	<b>8,047</b>	<b>10,777</b>
<b>Net Cash Increase for Period</b>	<b>8,047</b>	<b>10,777</b>
Cash at Beginning of Period	20,129	9,352
<b>Cash at End of Period</b>	<b>\$ 28,176</b>	<b>\$ 20,129</b>

**Manitoba Association of Visual Language Interpreters Inc.****NOTES TO THE FINANCIAL STATEMENTS**

Unaudited

December 31, 2013

---

**1. PURPOSE OF THE ORGANIZATION**

The Manitoba Association of Visual Language Interpreters Inc, (“Association”) is a non-profit organization responsible for promoting the standardization and high quality of professional services provided by sign language interpreters.

**2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES****Basis of accounting**

The Association prepares its financial statements in accordance with Canadian accounting standards for not-for-profit organizations (ASNPO), and include the following significant accounting policies:

**Cash and cash equivalents**

Cash and cash equivalents include bank balances and short-term investments having a maturity period of three months or less from the date of acquisition.

**Revenue recognition**

The organization follows the deferral method of recording revenue. Restricted contributions are recognized as revenue in the period in which the related expenditures are incurred. Unrestricted contributions are recognized as revenue when received or receivable, if the amount to be received can reasonably be estimated and collection is reasonably assured.

**Fund accounting**

The organization has a general fund used to fund operations of the organization.

**Contributed services**

Volunteers contribute approximately 600 hours per year to assist the organization in carrying out its service delivery activities. Because of the difficulty of determining their fair value, contributed services are not recognized in the financial statements.

**Use of estimates**

When preparing financial statements according to ASNPO, the Association makes estimates and assumptions relating to:

Reported amounts of revenue and expenses;  
Reported amounts of assets and liabilities; and  
Disclosure of contingent assets and liabilities.

Management’s assumptions are based on a number of factors, including historical experience, current events and actions that the organization may undertake in the future, and other assumptions that we believe are reasonable under the circumstances. Actual results could differ from those estimates under different conditions and assumptions.

**Manitoba Association of Visual Language Interpreters Inc.****NOTES TO THE FINANCIAL STATEMENTS**

Unaudited

December 31, 2013

---

**3. FINANCIAL INSTRUMENTS**

The Association uses risk management to monitor and manage its risk arising from financial instruments. These risks include credit risk, interest rate risk, and market risk.

The Association does not use any derivative financial instruments to mitigate these risks.

**Credit risk**

Credit risks arise from three sources: cash and cash equivalents, accounts receivable, and investments in debt securities. Cash and cash equivalents are deposited with reputable, major financial institutions to limit the credit risk exposure. The credit risk from counter parties not paying accounts receivable is not considered to be significant. The Association does not invest in debt securities.

**Interest rate risk**

The Association is exposed to interest rate risk with respect to the following financial instruments: cash and cash equivalents, investments in interest bearing securities, and mortgage payable. Changes in interest rates can affect the fair value of investments and the cash flows related to interest income and expense. The Association does not currently have interest bearing securities or a mortgage payable.

**Liquidity risk**

Liquidity risk exposure is dependent on the receipt of funds from members, membership fees, and other sources to enable the Association to pay its liabilities as they become due.

**Market risk**

The Association does not invest in publicly traded securities or debt bearing instruments or foreign investments in order to minimize market risk

## **Appendix B**

### **2014 Financial Review Engagement Report**

**Manitoba Association of Visual  
Language Interpreters Inc.**  
**FINANCIAL STATEMENTS**

For The Year Ended  
December 31, 2014

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**ROUTLEY & CO.**

CHARTERED PROFESSIONAL ACCOUNTANT LTD.

**Sharon Routley**B.A., B. Comm (Hons.)  
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## Review Engagement Report

To the Members of Manitoba Association of Visual Language Interpreters Inc.

I have reviewed the accompanying financial statements of **Manitoba Association of Visual Language Interpreters Inc.** as at December 31, 2014 and the statement of operations and Changes in Fund Balances for the year then ended. My review was made in accordance with Canadian generally accepted standards for review engagements and, accordingly, consisted primarily of inquiry, analytical procedures, and discussion related to information supplied to me by the organization.

A review does not constitute an audit and, consequently, I do not express an audit opinion on these financial statements.

Based on my review, nothing has come to my attention that causes me to believe that these financial statements are not, in all material respects, in accordance with Canadian accounting standards for Not for profit organizations.

\_\_\_\_\_  
Routley & Co. Chartered Professional Accountant Ltd.

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Winnipeg, MB R2X 2Y1  
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Fax: 204-338-9927  
routleycga@routleycga.ca

November 9, 2017  
Winnipeg, Manitoba

Box 76  
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Lundar, MB R0C 1Y0  
Ph: 1-204-762-5374  
Fax: 1-204-762-5124

**Manitoba Association of Visual Language Interpreters Inc.**  
**STATEMENT OF FINANCIAL POSITION**  
 Unaudited

As At December 31, 2014

	2014	2013
<b>Current Assets</b>	<b>\$</b>	<b>\$</b>
Cash and Cash Equivalents	28,968	28,176
	<u>28,968</u>	<u>28,176</u>
<b>Current Liabilities</b>		
Accounts Payable and Accrued Liabilities	614	217
	<u>614</u>	<u>217</u>
<b>Fund Balances</b>	<b>\$</b>	<b>\$</b>
	<u>28,354</u>	<u>27,959</u>

\_\_\_\_\_  
 Approved on Behalf of the Board

\_\_\_\_\_  
 Approved on Behalf of the Board

**Manitoba Association of Visual Language Interpreters Inc.**  
**STATEMENT OF OPERATIONS AND CHANGES IN FUND BALANCES**  
**Unaudited**

For The Year Ended December 31, 2014

	2014	2013
<b>Revenues</b>		
Revenue	\$ 175,206	\$ 23,615
Interest	0	0
	<u>175,206</u>	<u>23,615</u>
<b>Expenses</b>		
Advertising & Promotion	1,005	364
Audit Fee	850	380
Bank Charge	271	13
Bursary	0	0
Conference	134,280	797
Donations	2,333	0
Fund Raising	8,169	11,698
Interpreting	13,214	0
Meals & Entertainment	1,136	0
Memberships	172	1,331
Office Supplies, Postage & Printing	665	217
Registration Fees	3,016	0
Sage	0	850
Travel	9,298	0
Website	402	0
Workshop	0	135
	<u>174,811</u>	<u>15,785</u>
<b>Excess (deficiency) of Revenues Over Expenses</b>	<u>395</u>	<u>7,830</u>
<b>Fund Balances, Beginning of the Year</b>	27,959	20,129
<b>Excess (Shortfall) For The Year</b>	<u>\$ 28,354</u>	<u>\$ 27,959</u>

**Manitoba Association of Visual Language Interpreters Inc.**  
**STATEMENT OF CASH FLOWS**  
**Unaudited**

For The Year Ended December 31, 2014

	2014	2013
<b>Operating Activities</b>	\$	\$
Net Income	395	7,830
<b>Adjustments to Reconcile Net Income to Net Cash Provided by Operations</b>		
GST Payable	(453)	217
Accounts Payable	850	0
<b>Net Cash Provided by Operating Activities</b>	<u>792</u>	<u>8,047</u>
<b>Net Cash Increase for Period</b>	<u>792</u>	<u>8,047</u>
Cash at Beginning of Period	28,176	20,129
<b>Cash at End of Period</b>	<u>\$ 28,968</u>	<u>\$ 28,176</u>

**Manitoba Association of Visual Language Interpreters Inc.****NOTES TO THE FINANCIAL STATEMENTS**

Unaudited

December 31, 2014

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Disclosure of contingent assets and liabilities.

Management’s assumptions are based on a number of factors, including historical experience, current events and actions that the organization may undertake in the future, and other assumptions that we believe are reasonable under the circumstances. Actual results could differ from those estimates under different conditions and assumptions.

**Manitoba Association of Visual Language Interpreters Inc.****NOTES TO THE FINANCIAL STATEMENTS**

Unaudited

December 31, 2014

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