



## MAVLI Annual General Meeting

March 9th, 2019

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 2019

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Manitoba Association of Visual  
Language Interpreters  
Annual General Meeting  
March 9th, 2019

## 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, 2018**
- 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.....Erica Trethart
  - 6.5. Fundraising.....Jane Langes and Emily Duncan
  - 6.6. MAVLI Education Committee.....Vacant
  - 6.7. Member-at-large.....Brenda Rutherford
  - 6.8. Membership.....Shaina Dumont
  - 6.9. Professional Development.....Mandy MacDonald
  - 6.10. Public Relations.....Sarah Szalai & Xenia Gallardo
  - 6.11. Webmaster.....Arleen An
  - 6.12. AEIP Student Representative.....Katie Butz
- 7. Old Business**
- 8. New Business**
  - 8.1. Financial Account Reviews
  - 8.2. Board Expenditures
  - 8.3. Cost Recoverable Losses
  - 8.4. 2019 Proposed Budget
  - 8.5. Appointed Accountant
- 9. Nominations**
  - 9.1. President 2019 – 2021
  - 9.2. Treasurer 2019 – 2021

- 9.3. Fundraising 2019 – 2021
- 9.4. Manitoba Education Committee 2019 – 2021
- 9.5. Webmaster 2019 – 2021

## **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 honour.

### **10.2 President Award:**

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

## **11. Confirmation of Acts**

## **12. Announcements**

## **13. Thank-you**

## **14. Adjournment**



Manitoba Association of  
Visual Language Interpreters  
Annual General Meeting  
March 9th, 2019

## 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  
2018 – 2020 Term

### **6.3. Treasurer**

Monica Furer  
2017 – 2019 Term

### **6.4. Secretary**

Erica Trethart  
2018 – 2020 Term

### **6.5. Fundraising**

Jane Langes & Emily Duncan  
2017 – 2019 Term

### **6.6. MAVLI Education Committee**

Vacant

### **6.7. Member-at-large**

Brenda Rutherford  
2017-2020

### **6.8. Membership**

Shaina Dumont  
2018 – 2020 Term

### **6.9. Professional Development**

Mandy MacDonald  
2018 – 2020 Term

### **6.10. Public Relations**

Sarah Szalai & Xenia Gallardo  
2018 - 2020 Term

### **6.11. Webmaster**

Arleen An  
2017 – 2019 Term

### **6.12. AEIP Representative**

Katie Butz  
2018– 2019 Term

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

### 6.1. President

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

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

- 6.1.1 Provided letters to both Red River College and University of Manitoba showing our support of current and future changes to the interpreting program forward.
- 6.1.2 Attended Affiliate Chapter Meetings as needed
- 6.1.3 Updated Policies and Procedures Manual with Vice President regarding AEIP Representative duties, Member at Large duties, and travel policy
- 6.1.4 Prepared for and Chaired the 2017 AGM
- 6.1.5 Liaise between provincial chapter and national chapter regarding national issues.
- 6.1.6 Responded to members concerns.
- 6.1.7 Attended the 2018 AVLIC Conference and AGM Proceedings
- 6.1.8 Carried many members' proxies during the CASLI AGM
- 6.1.9 Chaired an online meeting due to events that occurred during the Conference week in order to discuss any changes to proxy votes.
- 6.1.10 Supported and collaborated 4M (MCSD, MDSA, MDA, MAVLI) joint event.
- 6.1.11 Joined Red River College in applying for a grant that would support closed captioning of resource materials.
- 6.1.12 Used MAVLI Credit Card to pay for various memberships and online invoices.
- 6.1.13 Gave brief speech at the ASL/LSQ Recognition Awareness Day Rally on Sept. 22, 2018
- 6.1.14 Provided interpretation for various MAVLI hosted professional development events
- 6.1.15 Guest speaker for RRC's AEIP Ethics class
- 6.1.16 Initiated a national competition among other provincial interpreting chapters with the goal of raising funds to support an international delegate to attend the 2019 WASLI Conference hosted in Paris, France. Minimum amount to be raised \$3500. Winning chapter of this competition has the pleasure of a professional development opportunity with Debra Russell. Current fundraising efforts have surpassed \$5000.

##### **On-Going Activities:**

- 6.1.17 Chair monthly board meetings
- 6.1.18 Submit monthly board reports
- 6.1.19 Coordinate 2019 CASLI AGM with CASLI Executive director as it will be hosted in Winnipeg

##### **Future initiatives:**

- 6.1.20 Prepare annual report for CASLI AGM
- 6.1.21 Assist in updating of the website

- 6.1.22 Prepare welcome video for the website
- 6.1.23 Gather MAVLI History for website and posterity
- 6.1.24 Attend 2019 CASLI AGM/Presidents' Meeting

## 6.2. Vice-President

### 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 2018 AGM
  - 6.2.12.1 Presented the Vice Presidents Award during the AGM
  - 6.2.12.2 Drafted and sent MCSD their donation letter from MAVLI
  - 6.2.12.3 Drafted and sent Rick Zimmer, coordinator of the AEIP, a letter informing them that the staff received the Vice Presidents Award from MAVLI
  - 6.2.12.4 Drafted and sent Terry Janzen a letter informing him that the staff at the U of M Linguistics Department received the Vice Presidents Award from MAVLI
- 6.2.4 Responded to several emails regarding various ASL-English interpreting job vacancies in Manitoba
- 6.2.5 Drafted a letter of support for RRC's AEIP Program with the President
- 6.2.6 Met with President to review the Policy and Procedures MAVLI Board Manual. All portfolios are now complete.
- 6.2.7 Attended Kyra Zimmer's "Accent, What Accent?" Workshop on May 29, 2018
- 6.2.8 Submitted my proxy for the CASLI AGM, 2018
- 6.2.9 Corresponded with the President during the CASLI conference week regarding the issues that arose there
- 6.2.10 Attended the ASL/LSQ Recognition Awareness Day Rally on Sept. 22, 2018
- 6.2.11 Attended the Deaf-Blind Fundraiser held on Sept. 29, 2018
- 6.2.12 Helped Erica Trethart, MAVLI secretary, with the planning of MTS PD Day. Booked a few of the presenters for the day.
  - 6.2.12.1 Attended the MAVLI MTS PD Day on Oct. 19, 2018 and helped out when needed
  - 6.2.12.2 Purchased a gift card and presented it to Erica Trethart at the MAVLI MTS PD Day as a thank you for leading a workshop
- 6.2.13 Supported MAVLI's Mom Pantry Fundraiser
- 6.2.14 Attended the 3<sup>rd</sup> year AEIP Fundraiser on Nov. 9, 2018 at Rumor's Comedy Club
- 6.2.15 Corresponded with the treasurer and president regarding the 2018 audit, as well as the 2016 and 2017 years
- 6.2.16 Was a guest speaker for RRC's AEIP Ethics class

**On Going Activities:**

- 6.2.17 Continue to support Board members as requested
- 6.2.18 Continue to check emails and respond in a timely manner
- 6.2.19 Upload monthly Vice-President reports to MAVLI drop box in a timely fashion
- 6.2.20 Attend monthly board meetings

**Future Initiatives:**

- 6.2.21 Attend the Advisory Committee Board Meeting as the MAVLI Representative

<b>6.3. Treasurer</b>
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**Monica Furer**  
**Annual Report**

## MAVLI Financial Statement January 1, 2018 to December 31, 2018

**Opening Balance as of Jan 1, 2018: \$26,023.42**

**Income:**

Membership (fees paid through AVLIC)	\$3,037.47
Fundraising	\$720.99
DVD Sales and MAVLI Merchandise (under PR portfolio)	\$197.46
Professional Development	\$2,400.00
MAVLI K-12 PD Day (under MEC portfolio)	\$1,905.00
<b>Subtotal</b>	<b>\$8,260.92</b>

**Expenses:**

Annual Board Insurance Fee	\$808.92
Accounting Fees (2014, 2015, 2016 Review Engagement)	\$2,542.50
Accounting Fees (2017 Audit)	\$1,186.50
Additional admin fees (Annual Corporate Return, GST Return)	\$46.60
AVLIC 2018 (airfare, hotel, meals and airport transfers)	\$1,992.40
AVLIC 2020 (early-bird registration)	\$300.00
Donations (AEIP BBQ, AVLIC 2018 sponsorship)	\$1,300.00
Affiliate memberships to various organizations (MDA, MCSD, WASLI)	\$185.69
MAVLI AGM	\$263.24
Office Expenses (P.O. Box, Laptop accessories, website, bank fees)	\$731.25
Fundraising (Bingo Bowling auction baskets)	\$204.16
Professional Development	\$1,567.75
MAVLI K-12 PD Day (under MEC portfolio)	\$447.93
Public Relations	\$42.92
Miscellaneous (MAVLI wind-up, baby gift)	\$270.00

Subtotals **\$8,260.92** **\$11,889.86**

**Net Profit in 2018:**

**(\$3,628.94)**

**Bank Balance as of Dec 31, 2018: \$22,394.48**

**Additional MAVLI Assets:****MAVLI Savings Account:**

Opening Balance as of Jan 1, 2018:	\$1,000.23	
Interest Credit		<u>\$2.18</u>
<b>Bank Balance as of Dec 31, 2018:</b>	<b>\$1,002.41</b>	

## MAVLI Financial Statement con't

### MAVLI PayPal Account:

Opening Balance as of Jan 1, 2018:	\$156.49	
Income:		
DVD Sales	\$42.50	
Expenses:		
Fees		\$1.53
Transfer to MAVLI chequing account	\$197.46	
		\$198.99
<b>PayPal Balance as of Dec 31, 2018</b>	<b>\$0.00</b>	

### RRC Investment Fund (MAVLI Student Achievement Award):

Balance as of Dec 31, 2017	\$11,832.80	
Gain	<u>\$18.28</u>	
Balance as of Apr 1, 2018	\$11,851.08	
Apr 1, 2018, Gain	\$178.95	
Disbursement (AEIP Award)		\$500.00
<b>Balance as of July 31, 2018</b>	<b>\$11,530.03</b>	

### Additional Liabilities:

#### MAVLI Visa:

Dec 22, 2018	GoDaddy.com (domain fee)	\$70.21
<b>Balance as of Dec 31, 2018</b>		<b>(\$70.21)</b>

### M.A.V.L.I. 2018 Itemized Financial Report

	Income	Expense	Net Profit ( <b>Loss</b> )
<b>Membership</b>			
Membership dues collected (Jan-May 2018)	\$2,362.47		
Membership dues collected (May-Dec 2018)	\$675.00		
<b>Subtotal</b>			<b>\$3,037.47</b>
<b>Fundraising</b>			
Bingo Bowling income	\$290.00		
Bingo Bowling auction baskets		\$204.16	
Mom's Pantry income	\$430.99		
Merchandise and DVD sales (transfer from PayPal)	\$197.46		
<b>Subtotal</b>			<b>\$714.29</b>
<b>Professional Development</b>			
Privilege workshop extra viewing	\$50.00		
Accent workshop profit	\$180.00		
Accent workshop additional tax for venue		\$17.75	
Legal workshop registration	\$2,170.00		
Legal workshop interpreter gifts x 2 (\$100 ea)		\$200.00	
Legal workshop presenter gift		\$100.00	
Legal workshop speaker fee		\$1,000.00	
Workshop cancellation fee (M. Haan W/S)		\$250.00	
<b>Subtotal</b>			<b>\$832.25</b>
<b>MAVLI Education Committee (MEC)</b>			
MAVLI K-12 PD Day income	\$1,905.00		
MAVLI K-12 PD Day Presenter gift		\$30.00	
MAVLI K-12 PD Day expenses (supplies, food, presenter gifts)		\$417.93	
<b>Subtotal</b>			<b>\$1,457.07</b>

### M.A.V.L.I. 2018 Itemized Financial Report con't

<b>Public Relations (PR)</b>			
AEIP Info Session - coffee		\$42.92	
<b>Subtotal</b>			<b>\$42.92</b>

<b>MAVLI AGM</b>			
VP Award		\$100.00	
President Award		\$50.00	
snacks			
honoraria for interpreters x 2 (\$25 each)		\$50.00	
honoraria for parliamentarian		\$25.00	
printing		\$38.24	
<b>Subtotal</b>			<b>\$263.24</b>
<b>AVLIC 2018 AGM/Conference</b>			
flights		\$405.46	
airline baggage fee(\$26.25 x 2)		\$52.50	
airport transfers		\$134.24	
hotel		\$1,000.20	
meals per diem x 8 days		\$400.00	
early bird registration for AVLIC 2020		\$300.00	
<b>Subtotal</b>			<b>\$2,292.40</b>
<b>Office Expenses</b>			
Post Office Box fee for 2018		\$199.50	
Laptop accessories		\$134.89	
Microsoft office 365 Software annual subscription		\$0.00	
Website Hosting fee for 2018		\$154.11	
Domain maintenance fee		\$0.00	
Bank fees (Sept/Oct)		\$38.00	
Post Office Box fee for 2019		\$204.75	
<b>Subtotal</b>			<b>\$731.25</b>

### M.A.V.L.I. 2018 Itemized Financial Report con't

<b>Administration Fees</b>			
Accounting fee for 2014 review		\$847.50	
Accounting fee for 2015 review		\$847.50	
Accounting fee for 2016 review		\$847.50	
Accounting fees for 2017 audit		\$1,186.50	
Board Insurance		\$808.92	
Annual Corporate Return		\$25.00	
GST Return 2017		\$21.60	
<b>Subtotal</b>			<b>\$4,584.52</b>
<b>Miscellaneous</b>			
Baby gift		\$50.00	
MAVLI Wind-up		\$220.00	
<b>Subtotal</b>			<b>\$270.00</b>
<b>Community Support</b>			
MDA membership Apr 2018 - Mar 2019		\$60.00	
MCSD 2018 membership fee		\$100.00	
WASLI 2018 membership fee		\$25.69	
AEIP BBQ support		\$300.00	
AVLIC 2018 Conference sponsorship		\$1,000.00	
<b>Subtotal</b>			<b>\$1,485.69</b>
<b>Totals</b>	<b>\$8,260.92</b>	<b>\$11,889.86</b>	<b>\$3,628.94</b>

**Activities to Date:**

- 6.3.1. Followed up with the accountant to ensure the 2014-2016 Review Engagements were completed
- 6.3.2. Submitted MAVLI's 2017 financial records to the accountant for an audit which was completed
- 6.3.3. Mailed out MAVLI DVDs when ordered
- 6.3.4. Reviewed financial sections of the MAVLI P&P Manual
- 6.3.5. Renewed MAVLI's P.O. Box
- 6.3.6. Renewed and paid for MAVLI's affiliate membership to MCSD and MDA
- 6.3.7. Prepared individual financial reports for MAVLI events
- 6.3.8. Adjusted 2016 GST Return as suggested by the accountant
- 6.3.9. Paid MAVLI's Board Insurance (the 3-year policy will end Sept 20, 2019)
- 6.3.10. Filed 2018 Annual Corporate Return of Information

- 6.3.11.** Created and sent email receipts for attendees of MAVLI K-12 PD Day
- 6.3.12.** Attended the Accent Workshop, Legal Workshop, and Magic of ASL evening
- 6.3.13.** Met with MAVLI's president and Terry Janzen to review MAVLI's travel policy
- 6.3.14.** Received letter from Routley & Co. in November informing MAVLI that the firm is closing due to the accountant retiring and that clients will be transferred to J.R. Accounting Services
  - 6.3.14.1. Contacted JR Accounting Services – they are not licensed to do audits – awaiting quote and final word whether JR Accounting will prepare the financial review and Routley will sign it with her auditing license
  - 6.3.14.2. Started a search for an alternate accounting firm: have a quote of \$1,500 for an audit from Brooke & Partners. Still waiting to hear back from other firms at this time.
- 6.3.15.** Prepared the 2018 Financial Statement and 2019 Budget

**On-Going Activities:**

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

**Future Initiatives:**

- 6.3.25.** Finalize search for a new accountant for MAVLI
- 6.3.26.** Revise MAVLI Travel Policy
- 6.3.27.** Discuss possibility of giving up GST registration number with new accountant
- 6.3.28.** Renew MDA membership annually in March
- 6.3.29.** File GST Return annually before end of April
- 6.3.30.** Complete corporate Annual Return of Information annually in August
- 6.3.31.** Renew MAVLI insurance annually in August
- 6.3.32.** Renew MCSD membership annually in December
- 6.3.33.** Renew WASLI membership annually in December
- 6.3.34.** Renew P.O. Box in Osborne Village annually in December
- 6.3.35.** 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

## 6.4. Secretary

### Erica Trethart Annual Report

#### Activities to Date:

- 6.4.1 Attended board meetings, composed minutes, emailed minutes to board members and uploaded minutes to Dropbox
- 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 Ensured all board members had access to passwords for their MAVLI email and Dropbox accounts.
- 6.4.5 Added next meeting dates to Google calendar.
- 6.4.6 Made final revisions to MAVLI 2018 AGM minutes and sent out to membership
- 6.4.7 Revised the RRC Letter of Support and emailed it to the board.
- 6.4.8 Sent email to WASLI in regards to sharing their emails with membership on April 30.
  - 6.4.8.2 Received no response, so sent a follow up email on May 15.
- 6.4.9 Attended MAB meeting on May 7<sup>th</sup> on behalf of MEC.
- 6.4.10 Attended the “Accent? What Accent?” workshop on May 29.
- 6.4.11 Attended the “Magic of ASL” event on June 7. Volunteered by handing out pizza before the event and during the intermission.
- 6.4.12 Planned and hosted MAVLI K-12 PD Day (formerly MTS PD Day) on October 19, 2018
  - 6.4.8.2 Overall it was a success. 69 people registered and evaluations were generally very positive.
- 6.4.13 Prepared the 2019 AGM Package

#### On-Going Activities:

- 6.4.14 Send out reminders for meetings, request for submissions, and booking meeting rooms.
- 6.4.15 Keep membership up-to-date with all job advertisements and announcements.
- 6.4.16 Complete the board minutes and post to Dropbox.
- 6.4.17 Maintain the email membership contact information.

#### Future Initiatives:

- 6.4.18 Organize and disseminate the 2020 MAVLI AGM package.

## 6.5 Fundraising

### Jane Langes & Emily Duncan Annual Report

#### Activities to Date:

- 6.5.1 Mom's Pantry fundraiser completed. MAVLI profited \$430.99. Thanks extended to all who supported this fundraiser.
- 6.5.2 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:**

- 6.5.3 Jane and Emily met with MAVLI members who expressed interest in assisting with future fundraising initiatives.
- 6.5.4 Jane and Emily waiting for decision from MAVLI Board to proceed with an application for a Community Raffle to the Liquor, Gaming and Cannabis Authority of Manitoba. Once the application is approved, a raffle will be initiated for another fundraising opportunity. Stay tuned!

**Future Initiatives:**

- 6.5.5 Will plan for another Mom's Pantry fundraiser for 2020. This gives the membership a chance to restock items biennially instead of annually.
- 6.5.6 Continuing to seek other methods of fundraising or selling merchandise to continue to provide financial support to MAVLI.

<b>6.6. MAVLI Education Committee</b>
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Position vacant

<b>6.7. Member-at-large</b>
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**Brenda Rutherford  
Annual Report**

**Activities to Date:**

- 6.7.1 Co-Chaired the 2018 MAVLI AGM Nominations Committee alongside Kristina Goranson
- 6.7.2 Served on the MAVLI Student Awards Selection Committee
  - 6.5.2.1. Composed letter advising the chosen candidate of the committee's decision
- 6.7.3 Assisted with composing the Letter of Support for the RRC AEIP
- 6.7.4 Introduced and thanked the presenter of the MAVLI Legal Workshop, Greg Evans

**On-Going Activities:**

- 6.7.5 Attend monthly board meetings
- 6.7.6 Assist the board and membership as needed or requested

**Future Initiatives:****6.7.7** 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 2018 MAVLI AGM; created and distributed voting cards and proxies
- 6.8.5** Attended and volunteered at MAVLI and Deaf community events and workshops throughout the year

**Membership statistics as of February 1, 2019:**

- Active: 83 Members
  - Student: 25 Members
  - Exempt: 3 Members
  - Subscriber: 1 Members
- Total: 112 Members**

**On-Going Activities:**

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

**Future Initiatives:**

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

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

- 6.9.1.** May 29<sup>th</sup> Kyra Zimmer presented a workshop titled Accent? What accent? 16 members and 2 non-members and 6 students were in attendance. Attendance total \$577.75. Expenses total \$397.75 (rental and presenter honorarium) Total Profit \$180
- 6.9.2.** June 7<sup>th</sup> co-hosted Magic of ASL with MCSD at the Park Theatre
- 6.9.3.** Worked closely with Angi Tippett and Penny Schincariol to have them present a workshop here in Winnipeg but sadly they closed their business.
- 6.9.4.** October 20<sup>th</sup> Greg Evans presented a Legal Workshop for interpreters and it was well attended. A follow up workshop with Greg Evans and a criminal lawyer will be offered in the spring to delve deeper into this topic.  
 Attendance: 14 Students and 21 Members and Deaf Community  
 Total Attendance: \$2170.00  
 Presenter fee: \$1000.00  
 Thank you gift card for the interpreters: \$200.00  
 Total profit: \$870
- 6.9.5.** Working with MDA, MCSD, MDSA (the 4m's) to implement regular events. The idea would be that each group would host a few events throughout the year to have fun and use ASL.
- 6.9.6.** Sent out a survey monkey asking the membership for guidance regarding upcoming workshop topics. See responses below.

**Ongoing Activities:**

- 6.9.7** Attended board meetings
- 6.9.8** Booked rooms for the board meetings and AGM
- 6.9.9** Helping out with MTS PD Day as needed
- 6.9.10** Helping out with other portfolios as needed

**Future Activities:**

- 6.9.11** Part 2 Legal workshop
- 6.9.12** Magic of ASL partnering with MCSD
- 6.9.13** Based on membership feedback here are some suggestions for future workshops:  
 ASL Poetry, Interpreting Music, Consecutive interpreting, Medical interpreting, Hearing privilege and ethic and power, Ethical issues, Slang workshop. ASL skills workshop- panel with youth (idioms, medical), Space and Classifiers workshop, Politically correct signs, more hands-on workshops, Religious workshops, Performance Arts, Mental Health Workshop, Strategies around being a good teamer, LGBTQ signs

<b>6.10. Public Relations</b>
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**Sarah Szalai & Xenia Gallardo**

## **Annual Report**

### **Activities to Date:**

- 6.10.1.** Facilitated MAVLI Mentorship Program
  - 6.10.1.1. Collected student information and recruited volunteer interpreter mentors
  - 6.10.1.2. Paired AEIP students with interpreter mentors
  - 6.10.1.3. Hosted 2 social events for the MAVLI Membership Program, on April 10 and October 9
- 6.10.2.** Booked, advertised and hosted monthly ASL Nights at Boston Pizza
- 6.10.3.** Gave a presentation to promote MAVLI at the AEIP student orientation and at the MTS PD Day
- 6.10.4.** Volunteered at the MTS PD Day
- 6.10.5.** Volunteered at Magic of ASL
- 6.10.6.** Volunteered at the 4M Bowling event
- 6.10.7.** Attended monthly board meetings
- 6.10.8.** Mentored students in the AEIP

### **On-Going Activities:**

- 6.10.9.** Coordinating the MAVLI Mentorship Program
- 6.10.10.** Arranging future monthly ASL Nights
- 6.10.11.** Annual presentations at the AEIP student orientation and MTS PD Day
- 6.10.12.** Attend monthly board meetings

### **Future Initiatives:**

- 6.10.13.** Research ways in which the PR portfolio can network with and support the Deaf, interpreting and student communities
- 6.10.14.** Update the application for the MAVLI Student Achievement Award

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

### **Arleen An Annual Report**

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

- 6.11.1** Posting jobs on website
- 6.11.2** Posting events on website events calendar section
  - 6.11.2.1 Created new location address for the maps for new events
- 6.11.3** Updated new students and Board members on the members page

#### **On-Going Activities:**

- 6.11.4** Posting events to the MAVLI website and Facebook
- 6.11.5** Partnering with ASL Club Facebook to cross promote
- 6.11.6** 4M google sheets

6.11.6.1 open and available for edit and contributions. Link available in e-mail.

**Future Initiatives:**

**6.11.7** MAVLI members will have private access to website via account name and password

**6.11.8** Follow up with other chapters to inquire about which coding worked best for them when transitioning from open website to membership only website

<b>6.12. AEIP Representative</b>
----------------------------------

**Katie Butz**

**Annual Report**

**Activities to Date:**

**6.12.1.** Fundraising for the AEIP Appreciation BBQ has been completed

6.12.1.1. Pizza sales (at Red River College, MTS PD Day and the MAVLI Legal Workshop)

6.12.1.2. Rumor's Comedy Club Fundraiser

6.12.1.3. A grand total of \$2,219.25 was fundraised

**6.12.2.** Christmas party for all students and staff in the program hosted by the second year AEIP students on December 7th

**Ongoing Activities:**

**6.12.3.** The second year AEIP students continue to go on observations with interpreters for their Settings class

**6.12.4.** DSP & AEIP students continue to attend ASL Night and various other Deaf events

**Future Initiatives:**

**6.12.5.** Planning and hosting the annual Appreciation BBQ on Wednesday, May 22, 2019

**Student Updates:**

**6.12.6.** There are currently 4 students on practicum, which is from January to April

**6.12.7.** There are 9 DSP students and a total of 24 AEIP students currently enrolled



Manitoba Association of  
Visual Language Interpreters  
Annual General Meeting  
March 9th, 2019

## Section Three

# Old Business

## **7. Old Business**



Manitoba Association of  
Visual Language Interpreters  
Annual General Meeting  
March 9th, 2019

## Section Four

# New Business

## 8. New Business

### 8.1. Financial Account Review

**Motion:** I move that bylaw 1.5 (1) which states “The fiscal year of the Corporation shall be from the first day of January to the last day of December in the same year. The accounts of the Corporation shall be audited at least once every fiscal year. Auditors shall be appointed by the members present at each Annual General Meeting of the Members”,

**be amended to:**

“The fiscal year of the Corporation shall be from the first day of January to the last day of December in the same year. The accounts of the Corporation shall be reviewed by an independent public accountant at least once every fiscal year. A public accountant shall be appointed by the members present at each Annual General Meeting of the Members”

**Rationale:**

MAVLI does not require a yearly audit. Audits are a requirement for organizations that receive funding from federal, provincial and/or municipal governments. According to the Government of Canada regulations for not-for-profit corporations, corporations that receive public funds in excess of \$10,000/year (soliciting corporations) are required to complete an annual audit. Organizations that receive no public funds or funds less than \$10,000/year are considered non-soliciting corporations and are not required to complete an annual audit. MAVLI meets the criteria for a non-soliciting corporation. Non-soliciting corporations “must appoint a PA (public accountant) by ordinary resolution at each annual meeting” and the “PA must conduct a review engagement” (<https://www.ic.gc.ca/eic/site/cd-dgc.nsf/eng/cs05010.html>). An annual audit is costly for our organization’s small budget and since it is not legally required, MAVLI would be better served by an annual review engagement or compilation.

**Moved: Monica Furer**

**Seconded: Sarah Szalai**

### 8.2. Board Expenditures

**Motion:** I move that bylaw 1.5 (3) which states “Expenditures shall be made as authorized or as ordered by The Board but no expenditure by The Board shall be made or authorized in excess of \$1000.00 (one thousand dollars) unless approved by the membership and which will not put the Corporation in a deficit position”,

**be amended to:**

“Expenditures shall be made as authorized or as ordered by The Board but no expenditure by The Board shall be made or authorized in excess of \$2500.00 (two thousand five hundred

dollars) unless approved by the membership and which will not put the Corporation in a deficit position”

**Rationale:**

The maximum expenditure permitted by The Board has been limited to \$1000 for many years and has not changed with inflation. It is currently difficult for The Board to conduct business with such a tight limit on expenditure, specifically when planning professional development workshops. Although the goal of professional development workshops is to remain revenue neutral, an initial outlay of funds is often required to cover expenses such as speaker fees, travel expenses, venue rental and interpreting costs. These expenses are later recovered through registration fees, but The Board needs the authority to approve the initial expense without approaching membership for approval for each workshop. These events are not typically scheduled far enough in advance to seek membership approval at the AGM.

**Moved:** Monica Furer

**Seconded:** Meaghan Gessner

**8.3. Cost Recoverable Losses**

**Motion:** I move that bylaw 1.5 (4) which states “The Board may from time to time authorize expenditure in excess of \$1000.00 in the event that said expenditure is expected to be cost recoverable and will not incur or cause to incur a loss in excess of \$500.00”,

**be amended to:**

“The Board may from time to time authorize expenditure in excess of \$2500.00 in the event that said expenditure is expected to be cost recoverable and will not incur or cause to incur a loss in excess of \$1250.00”

**Rationale:**

In accordance with the change to bylaw 1.5(3) as explained above, bylaw 1.5(4) should also be changed to \$2500 to maintain consistency. Incurring a maximum loss of \$1250 represents half the expenditure, which is consistent with the intent of the original bylaw.

**Moved:** Monica Furer

**Seconded:** Meaghan Gessner

**8.4. 2019 Proposed Budget**

Motion to approve the 2019 proposed MAVLI Budget as outlined below.

**Moved:** Monica Furer

**Seconded:** Sarah Szalai

**2019 Proposed MAVLI Budget:**

	Estimated	Actual
<b>Total Income</b>	<b>\$6,200.00</b>	
<b>Total Expenses</b>	<b>\$5,835.00</b>	

**Income:**

Membership	\$3,000.00	
Fundraising	\$2,000.00	
DVD Sales and MAVLI Merchandise	\$200.00	
MAVLI K-12 PD Day	\$1,000.00	
<b>Subtotal</b>	<b>\$6,200.00</b>	

**Expenses:**

Annual Insurance Fee	\$810.00	
Accounting Fee	\$1,500.00	
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)	\$300.00	
AVLIC 2019 AGM (not a conference year – to be hosted here)	\$0.00	
WASLI delegate sponsorship	\$1,000.00	
Community Support	\$300.00	
Affiliate Memberships (MDA, MCSD, WASLI)	\$200.00	
Post Office Box Annual Fee	\$210.00	
Microsoft Office 365 Software Annual Fee	\$80.00	
Website hosting Annual Fee	\$160.00	
Domain Renewal	\$75.00	
<b>Subtotal</b>	<b>\$5,835.00</b>	

**Total (Loss)**

**\$365.00**

**8.5. Appointed Accountant**

Motion to approve Brooke & Partners to perform a financial review of our 2019 financials.

**Moved:** Monica Furer

**Seconded:** Cindy Boscow



Manitoba Association of  
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## Section Five

# Nomination and Proxy Forms

## Electronic Proxy

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

**Annual General Meetings/**  
➔ **2019 AGM/**  
➔ **2019 MAVLI AGM Online Proxy Form**

The form can be accessed directly at: <http://www.mavli.com/2019-mavli-agm-proxy-form/>

### 2019 MAVLI AGM Proxy Form

Annual General Meeting  
Saturday, March 9th, 2019

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 2019 AGM Package  
<http://www.mavli.com/annual-general-meetings/2019-agm/2019-agm-package/>  
Click here to see the 2018 AGM Minutes  
<http://www.mavli.com/annual-general-meetings/2018-agm/2018-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.

\* Required

**Email address \***

Your email

---

NEXT

Never submit passwords through Google Forms.

# Proxy Form



**MAVLI Annual General Meeting  
Saturday, March 9<sup>th</sup>, 2019  
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 1<sup>st</sup>, 2019**. 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**

---

**Name**

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**Address**

---

**Telephone**

I hereby authorize \_\_\_\_\_ to carry my vote March 9<sup>th</sup>, 2019.

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**Signature** **Date**

## Nomination Form



**MAVLI Annual General Meeting  
Saturday, March 9th, 2019  
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.

<b>President</b>	<b>2019 - 2021</b>	
Vice President	2018 – 2020	Meaghan Gessner
<b>Treasurer</b>	<b>2019 - 2021</b>	
Secretary	2018 – 2020	Erica Trethart
<b>Fundraising</b>	<b>2019 - 2021</b>	
<b>Manitoba Education Committee</b>	<b>2019 - 2021</b>	
Member-at-large	2017 - 2020	Brenda Rutherford
Membership	2018 – 2020	Shaina Dumont
Professional Development	2018 – 2020	Mandy MacDonald
Public Relations	2018 – 2020	Sarah Szalai & Xenia Gallardo
<b>Webmaster</b>	<b>2019 - 2021</b>	
<b>AEIP Rep</b>	<b>2019 - 2020</b>	To be elected in the Fall of 2019

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 1<sup>st</sup>, 2019.

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

### Nomination Form

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

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

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

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



Manitoba Association of  
Visual Language Interpreters  
Annual General Meeting  
March 9th, 2019

## Section Six

# 2018 Annual General Meeting Minutes



## MAVLI Annual General Meeting Minutes 2018

Red River College  
F205 – 2055 Notre Dame Avenue  
Winnipeg, Manitoba  
Saturday, March 17, 2018  
9:00pm to 12:00 pm

### Members in Attendance:

An, Arleen  
Braun, Amy  
Boscow, Cindy  
Butz, Katie  
Castellano Sinclair, Carmela  
Dumont, Shaina  
Duré, Scotty  
Fong, Elaine  
Furer, Monica  
Gallardo, Xenia  
Gessner, Meaghan  
Graham, Shelby  
Goranson, Kristina  
Guinn, Janine  
Harrison, Hannah  
Horvath, Jenn  
Kehler, Lacey  
Klassen, Sarah  
Janzen, Terry  
Langes, Jane  
Loewen, Danica  
MacDonald, Mandy  
MacNeil, Tania  
Martin, Jennilee  
McDougall, Lauralee  
Rhoda, Marlo  
Rutherford, Brenda  
St. Yves, Suzanne  
Trethart, Erica  
Vitucci Spencer, Josie

Wilson, Dawn-Marie  
Wolf, Sara

### Proxies:

Beaulieu, Tracy  
Demers, Hubert  
Friedrich, Pamela  
Ginakes, Phyllis  
Guinn, Janine  
Heath, Bonnie  
Iftody, Alanna  
Jones, Tara  
Kroeker, Chad  
Lysachok, Sandy  
Morden, Christina  
Purll, Cheryl  
Rogowski, Tessa  
Saunders, Jan  
Smith, Sandra  
Toews, Jennifer  
Wilson, Hali  
Yorobe, Sherra

**1. Call to Order: 9:23 am****2. Welcome, Housekeeping, House Rules and AVLIC President's Message**

- 2.1. The president thanked all in attendance at the AGM and stated that MAVLI appreciated the membership taking time out of a valuable Saturday to support the organization.
- 2.2. The restroom locations were identified as down the hall; gender neutral washrooms on the 3rd floor.
- 2.3. Thanks were extended to those who brought articles of clothing for Suzanne's Closet.
- 2.4. Terry Janzen was identified as the parliamentarian with the meeting following the Roberts Rules of Order.
- 2.5. Snacks were made available at the back of the room. Popcorn was available for a fee with all proceeds going to YCTD.
- 2.6. A video from the AVLIC President, Ashley Campbell, was shown to the group. She wished MAVLI a good AGM and highlighted some of the work AVLIC has been undertaking, ex. CES review process, PCRPP hiring a project manager, AVLIC's transition to a governance board and the formal name change to CASLI. It was noted that the 2018 conference will be held in Niagara Falls where a new board of directors will be elected for the 2018-2020 term.
- 2.7. MAVLI's directive is to ensure proceedings are in the language of commonality, interpreters were available.

**3. Approval of the Agenda**

3.1. The following was added to the agenda:

3.1.1. Policies and Procedures Manual Revisions (7.2)

Motion to accept the agenda with the addition.

**Motion:** Meaghan Gessner

**Seconded:** Jane Langes

**Carried**

**4. Business arising from the 2017 Minutes.****5. Approval of the Annual General Meeting Minutes - March 18th, 2017.**

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**..... Monica Furer
- 6.4. **Secretary**.....Tania MacNeil

Motion to accept the Executive reports as disseminated.

**Moved:** Dawn-Marie Wilson                      **Seconded:** Jenn Horvath                      **Carried**

- 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

Motion to accept the committee reports as disseminated.

**Moved:** Mandy MacDonald                      **Seconded:** Meaghan Gessner                      **Carried**

**7. Old Business**

**7.1. Update of Online Motions:**

- 7.1.1. Student Membership Conditions: *The motion that was voted on by the membership was passed. There will be a 50% reduction in the MAVLI fees for first-time students registering after September 1<sup>st</sup>. MAVLI recognizes that students are not getting a full year of membership. There will be a similar motion made at the AVLIC (CASLI) AGM in July.*
- 7.1.2. Subscriptions Membership Conditions: *The motion that was voted on by the membership was passed. It is now explicit that subscription members are not eligible to vote. All other members have voting privileges.*

**7.2. Policies and Procedures Manual Revisions:** The board has the authority to change the Policies and Procedures Manual. However, when any large changes are made the board prefers to bring them to the membership. The following revisions have been made:

- 7.2.1. Wording Changes: *Some of the changes to the manual include wording changes, for example, AVLIC to CASLI, committee chair to director, etc.*
- 7.2.2. Communication Section: *Originally it stated that written correspondence would be filed by the secretary, the document now includes electronic correspondence as well. A new section has been added to indicate that any correspondence that requires action from the board will be documented and recorded in the minutes with the name of the member making the request. The timeline for response from the board has been reduced from a week to 2 days. Minutes are available upon request to membership. All members can attend the board meetings.*
- 7.2.3. Special Meetings: *A special meeting section has been added. Regular meetings are board meetings and the AGM. Special meetings can be called by the board when needed. If a member would like a special meeting called but the board does not deem it necessary, the member would need to enlist the support of 15% of the*

*membership (51 % must be active members) to hold the meeting to discuss the issue.*

- 7.2.4. Travel Policy:** *Previously MAVLI did not have a travel policy in place. It was recommended that the board consider adding more details to this section. For example, if the CASLI conference was in Newfoundland, would MAVLI pay mileage? An addition could state that mileage will be reimbursed up to the cost of an economy flight. Flights should be booked in advance to ensure that the fees are kept to a minimum. All predicted expenses would need to be brought to the board and approved by the membership in the budget. Approval would depend on the available funds and appropriateness of the expenditure. It was recommended that the format of this section be changed, all points should be listed under "Budget to be vetted by the Board and approved by the membership at the AGM".*

*Action: MAVLI board to reformat the Travel Policy to include some of the recommendations made by the membership.*

- 7.2.5. AEIP Representative and Member-at-Large:** *The duties of the AEIP Representative and Member-at-Large will be added to the Policies and Procedures Manual soon.*

## **8. New Business**

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

**Moved:** Monica Furer

**Seconded:** Tania MacNeil

**Carried**

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

**Moved:** Monica Furer

**Seconded:** Tania MacNeil

**Carried**

- 8.3. Accounting Statements:** The 2018 AGM package included the Financial Engagement Reviews for 2013 and 2014. The 2015 statement was recently sent out to the membership. MAVLI was behind with the financial audits and is currently in the process of getting caught up. The accountants recommended that we do Engagement Reviews for the previous missed years and full audits from 2017 forward. The fees have increased substantially since we started with the Routley & Co Professional Chartered Accountants Ltd. In 2011, we were charged only \$250.00. The current fees are \$850.00 for the Engagement Reviews and \$1,100.00 for the audits. MAVLI may need to consider looking for a different accounting firm with more reasonable rates.

**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)**

The budget includes the additional expenses for 3 years of financial reviews which should have been completed previously. Next year's budget will only include the 2018 audit and therefore the fees will be significantly less. MAVLI began holding insurance coverage when we hosted the 2014 conference. The board feels it is prudent to continue with the coverage and has ensured the cost is appropriate based on quotes from other agencies. In conference years, the expenses tend to be higher compared to the opposite year's President's meeting.

**9. Nominations Committee:** Kristina Goranson and Brenda Rutherford**9.1. Nominations for Vice-President:**

**9.1.1. Meaghan Gessner** (Nominated by Suzanne St. Yves)

**9.1.2.** Motion to accept the nomination for Vice-President.

**Seconded:** Dawn-Marie Wilson **Carried**

Meaghan Gessner is declared Vice-President by acclamation.

**9.2. Nominations for Secretary:**

**9.2.1. Erica Trethart** (Nominated via paper nomination form – Liana Price)

**9.2.2. Shaina Dumont** (declined)

**9.2.3.** Motion to accept the nomination for Secretary.

**Seconded:** Shaina Dumont **Carried**

Erica Trethart is declared the Secretary by acclamation.

**9.3. Nominations for Membership:**

**9.3.1. Shaina Dumont** (Nominated by Scotty Duré)

**9.3.2.** Motion to accept the nomination for Membership.

**Seconded:** Jenn Horvath **Carried**

Shaina Dumont is declared the Membership director by acclamation.

**9.4. Nominations for Professional Development:**

**9.4.1. Mandy MacDonald** (Nominated by Monica Furer)

**9.4.2.** Motion to accept the nomination for Professional Development.

**Seconded:** Scotty Duré **Carried**

Mandy MacDonald is declared Professional Development director by acclamation.

**9.5. Nominations for Public Relations:**

**9.5.1. Sarah Klassen** (Nominated by Jane Langes)

**9.5.2.** Motion to accept the nomination for Public Relations.

**Seconded:** Marlo Rhoda **Carried**

**9.5.3. Xenia Gallardo** (Nominated by Meaghan Gessner)

**9.5.4.** Motion to accept the nomination for Public Relations.

**Seconded:** Monica Furer **Carried**

Sarah Klassen and Xenia Gallardo are declared the Public Relations co-directors by acclamation.

Nominations were closed.

**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. MAVLI would like to acknowledge the RRC staff and U of M Linguistics Department for all their work. A donation has been made to MCSD in the amount of \$100 to help cover their interpreting costs. Elaine Fong and Terry Janzen accepted the awards on behalf of their departments.

#### **10.2. President Award:**

The President Award acknowledges a board member and their contributions during the past year. Cindy Boscow presented the honours: MAVLI has been fortunate to have had a great board who are committed to being involved in the meetings, the board always has quorum for the meetings. Before the award was presented Cindy thanked each board member.

- Thank you to Meaghan for joining the board as Vice-president. You have a great perspective and help others to see things in different ways. Thank you!
- Thank to our Secretary, Tania, who has been on the board for 3 years. She is always on top of all of the emails and AGM package revisions. Thank you.
- Sarah and Elaine were great Public Relations co-chairs and they were always busy with many events; mentorship meetings, ASL Night, etc. We appreciate all the time and energy they put into these events. Other chapters marvel at the amount of PR events that MAVLI has. We are sad to have Elaine step down, but we are grateful to have had her on the board.
- MAVLI was very fortunate to have Mandy co-present the Privilege Workshop, we are so lucky to have such great talent here in our province. Professional Development has plans for MAVLI to host other great opportunities like the Sex, Drugs and Rock 'n Roll (part 2), a semantics workshop and a legal workshop. Thank you for all your hard work.
- MEC is a large portfolio. Kristina and Erica are two fantastic people willing to put the effort into navigating a complicated system. They are making changes that will have an impact and we are grateful to have had both Kristina and Erica as co-chairs.
- Membership is coordinated by Shaina and she is always the first one to have her board reports done. She works with AVLIC and keeps all of the statistics regarding our membership up-to-date. Thank you.
- Fundraising is often a challenge as it is hard work to get people involved. Jane has done a great job and has put in a lot of time and energy. Mom's pantry was a fantastic success! It was the first year for our yard sale and we are hoping to have more membership support for it in the future. Thank you for all of your work.
- Arleen has been our webmaster and it requires so much work. We are at a transition stage with the website and are planning a member's only section

that will be added in the near future. Thank you for all your work on our website.

- The AEIP Representative is Danica Loewen. She attends all of our monthly meetings and it is fantastic to hear what is happening with the AEIP group. They are always busy with course work and hosting many fundraising activities. She is a great addition to our board.
- Member-at-large is a new position on the board and we are lucky to have Brenda. She is great at providing perspective on issues and has the pulse of the community. The duties will be added to the Policies and Procedures Manual. Brenda is always willing to take on all tasks that are assigned. Thank you.

This brings us to the recipient for the President's award, our treasurer, Monica Furer. She has work so diligently on our finances since she began in the role. She has acquired a MAVLI credit card, organized the engagement reviews, audits, financial reports, and the budget. We are now more aware of our financial situation and can make practical plans for MAVLI spending. Monica's work has been outstanding. Thank you Monica.

Brenda thanked the president for doing an amazing job of steering the ship!

## 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:** Terry Janzen

**Carried**

## 12. Announcements:

- 12.1.** Emily Duncan indicated she is willing work on the fundraising committee with Jane Langes. It is currently midterm for fundraising, therefore, the board can appoint a co-chair.
- 12.2.** Terry Janzen made an announcement that the U of M is offering ASL 1 for 3 credits hours under the Arts Department as an elective. The course will be managed by the linguistics department. The course description can be found in the summer calendar and will held in May and June on Tuesday and Thursday evenings. The University is currently in the process of hiring an instructor. Terry encouraged everyone to get the information out to family and friends. The class will be a maximum of 25 students and other levels may be offered in the future.
- 12.3.** Terry mentioned that Erin Wilkinson is taking a leave of absence. She and her family are currently waiting on attaining Canadian immigration status for her husband. He

currently resides in the United States and Erin will be moving to be with him. She is hopeful she will be able to return to work in Winnipeg. The Linguistics Department has approval to hire a term position for the year and are looking for a Deaf linguist with a Ph.D. Canadian citizens would be given preferential consideration but the position may go to a non-Canadian if no qualified applicants are available. The department is hopeful that a Deaf scholar will be hired for the position.

- 12.4.** If you have any yard sale donation items, please hold on to them for now, MAVLI may be hosting another event in the future.

### **13. Thank-you**

- 13.1.** Thank you to all the membership for taking the time to attend the AGM.  
**13.2.** Thank you to all who donated clothes to Suzanne's Closet.  
**13.3.** Thank you to Erica for making the muffins.  
**13.4.** Thank you to Shaina for organizing all of the proxies.  
**13.5.** Thank you to Tania for taking the minutes for the meeting.  
**13.6.** Thank you to Terry Janzen for acting as our meeting parliamentarian.  
**13.7.** Thank you to our volunteer interpreters, Carmela Castellano and our student interpreter Sara Wolf.

### **14. Adjourned – 11:05 am**



Manitoba Association of Visual  
Language Interpreters  
Annual General Meeting  
March 9, 2019

## Section Seven

# Appendix

**Manitoba Association of Visual Language Interpreters Inc.**  
**Financial Statements**  
December 31, 2018

**Manitoba Association of Visual Language Interpreters Inc.**  
**Statements of Operations and Changes in Net Assets**

Year ended December 31	2018	2017
<b>Revenues</b>		
Membership	\$ 3,037	\$ 2,958
Professional Development	2,400	1,838
Miscellaneous	1,905	1,899
Fundraising	721	2,870
Public Relations	197	663
	<u>8,260</u>	<u>10,228</u>
<b>Expenditures</b>		
Accounting and legal	3,776	810
Advertising and promotion	491	100
Conference	300	652
Donations	1,504	500
Insurance	809	809
Interest and bank charges	38	49
Interpreting	-	270
Meals and entertainment	400	397
Memberships	186	255
Office and administration	1,371	1,006
Travel	1,592	199
Workshop	1,568	3,366
	<u>12,035</u>	<u>8,413</u>
(Deficiency) excess of revenues over expenditures	<u>\$ (3,775)</u>	<u>\$ 1,815</u>
<b>Net assets</b>		
As previously stated	\$ 29,548	\$ 27,733
Prior period adjustment (Note 3)	<u>(5,000)</u>	<u>(5,000)</u>
Net assets, as restated	24,548	22,733
(Deficiency) excess of revenues over expenditures	<u>(3,775)</u>	<u>1,815</u>
Net assets, end of year	<u>\$ 20,773</u>	<u>\$ 24,548</u>

See accompanying notes to the financial statements.



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

Year ended December 31

**2018****2017**

Cash derived from (applied to):

**Operating**

(Deficiency) excess of revenues over expenditures	<b>\$ (3,775)</b>	\$ 1,815
Change in non-cash operating working capital items		
Accounts receivable	(19)	-
Prepaid expenses	581	(581)
Payables and accruals	71	(228)
GST payable	-	(413)
	<hr/>	<hr/>

**Net (decrease) increase in cash****(3,142)**

593

**Cash**

Beginning of year	<u><b>26,539</b></u>	<u>25,946</u>
End of year	<u><b>\$ 23,397</b></u>	<u>\$ 26,539</u>

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See accompanying notes to the financial statements.

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**Manitoba Association of Visual Language Interpreters Inc.**  
**Notes to the Financial Statements**December 31, 2018

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**1. Nature of operations**

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.

The Association is an incorporated entity and qualifies as a not-for-profit organization under the Income Tax Act. As such, all of the Association's income is exempt from income tax.

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**2. Summary of significant accounting policies**

These financial statements are prepared in accordance with Canadian accounting standards for not-for-profit organizations. The significant accounting policies used are detailed as follows:

**(a) Revenue recognition**

The Association 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.

**(b) Fund accounting**

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

**(c) Accounting estimates**

The preparation of financial statements in accordance with Canadian accounting standards for not-for-profit organization requires management to make estimates and assumptions that affect the reported amount of assets and liabilities, disclosure of contingent assets and liabilities at the date of the financial statements and the reported amount of revenues and expenses during the reported period. These estimates are reviewed periodically and are reported in earnings in the period in which they become known. Actual results could differ from these estimates.

**(d) 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.

**(e) Financial instruments**

The Association recognizes its financial instruments when the Association becomes party to the contractual provisions of the financial instrument. Financial instruments are initially recorded at fair value with subsequent reporting at amortized cost.

It is management's opinion that the Association is not exposed to significant credit, liquidity, market, foreign currency, interest rate or price risk arising from its financial instruments.

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**Manitoba Association of Visual Language Interpreters Inc.**  
**Notes to the Financial Statements**

December 31, 2018

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**3. Prior period adjustment**

The comparative figures have been restated to reflect a donation that was not previously recorded as at December 31, 2014. As a result, net assets at December 31, 2016 and December 31, 2017 have been decreased by \$5,000.

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**4. Endowment Fund**

The Association established an Endowment Fund to be held in perpetuity at the Red River College. At December 31, 2018, the value of the fund is \$11,530 (2017 - \$11,851).

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