



MAVLI Annual General Meeting Minutes 2019

Red River College
F205 – 2055 Notre Dame Avenue
Winnipeg, Manitoba
Saturday, March 9, 2019
9:00pm to 12:00 pm

Members in Attendance:

Boscow, Cindy
Demers, Hubert
Dumont, Shaina
Duncan, Emily
Furer, Monica
Gallardo, Xenia
Gessner, Meaghan
Girouard, Jacklyn
Graham, Shannon
Horvath, Jennifer
Howorth, Ali
Hunt, Kristen
Janzen, Terry
Kehler, Lacey
LaVallee, Sheryl
MacDonald, Mandy
McDougall, Lauralee
McRae, Robyn
Purll, Cheryl
Rhoda, Marlo
Szalai, Sarah
Toews, Jennifer
Villanueva, Kristine
Warkentin, Jessica
Wilson, Dawn-Marie
Wiebe, Gordon
Wolf, Sara

An, Arleen
Beaulieu, Tracy
Braun, Amy
Butz, Katie
Castellano Sinclair, Carmela
Dure, Scotty
Fong, Elaine
Friedrich, Pamela
Goranson, Kristina
Graham, Shelby
Guinn, Janine
Hawkins Johnny
Iftody, Alanna
Kroeker, Chad
Langes, Jane
Lysachok, Sandy
MacNeil, Tania
McIntosh, Erin
Muldrew, Leanne
Rogowski, Tessa
Salgado, Anna
Saunders, Jan
Smith, Sandra
Trethart, Erica
Turner, Jennifer

Proxies:

1. Call to Order: 9:08 am**2. Welcome, Housekeeping, House Rules and AVLIC President's Message**

- 2.1. The President thanks all in attendance at the Annual General Meeting.
- 2.2. The restrooms are located down the hall, with a gender-neutral restroom located on the third floor.
- 2.3. Terry Janzen will be the parliamentarian and the meeting will follow the Roberts Rules of Order.
- 2.4. Thank you to the interpreters and for all who were involved in setting up the space for the meeting.
- 2.5. Acting Secretary, Sarah Szalai will be taking an audio recording of the meeting for the purpose of the minutes only. The recording will be deleted once the minutes are complete.
- 2.6. The President wants to recognize and remember a MAVLI member, Suzanne St. Yves, who passed away this year. A few pictures of Suzanne were projected and a moment of silence was observed to honour her. The president showed a purple flower plant and shared how the description of the plant stated that it was strong and resilient to different weather conditions, was a little bit stubborn and could weather any storm. That description was indicative of Suzanne. The plant will be given as a door prize after the break.

3. Approval of the Agenda

- 3.1. There were no changes or additions to the agenda.

Motion to accept the agenda as disseminated.

Motion: Jennifer Horvath **Seconded:** Emily Duncan **Carried**

4. Business arising from the Minutes.**5. Approval of the Annual General Meeting Minutes - March 17th, 2018.**

Motion to accept the minutes as disseminated.

Moved: Brenda Rutherford **Seconded:** Monica Furer **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
 - 6.3.1. The Treasurer explained that the 2018 Financial Statement has a loss of \$3,628.94, which is not typical. There were fees incurred of \$2,542.50 for financial reviews from 2014, 2015 and 2016. MAVLI also donated \$1,000 to the AVLIC 2018 conference that was not included in the budget. MAVLI had a surplus from the 2014

AVLIC conference, and at that time the decision was made to use those funds to donate \$1,000 to the 2016 and 2018 AVLIC conferences.

6.3.2. Any numbers in red are a deficit.

6.4. Secretary.....Erica Trethart

Motion to accept the Executive reports as disseminated.

Moved: Dawn-Marie Wilson **Seconded:** Sara Wolf **Carried**

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

Motion to accept the committee reports as disseminated.

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

7. Old Business

8. New Business

8.1. Financial Account Reviews

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

8.1.1. The Treasurer explained that according to the bylaws, MAVLI is not required to have an annual audit, which can incur costs of around \$3,000. MAVLI is required to have a financial review from a neutral party, which can be done by an accountant. Audits are only required if MAVLI would receive public funds of over \$10,000.

8.1.2. No discussion.

Motion Carried.

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

8.2.1. The Treasurer explained that the maximum of \$1,000 for board expenditures had been established many years ago. Currently, Professional Development workshops typically have upfront costs exceeding \$1,000 to pay for flights and accommodations. The goal is to never have a deficit, but the increase to \$2,500 will allow for these upfront costs.

8.2.2. No discussion

Motion Carried.

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

8.3.1. The Treasurer explained that this motion is related to the previous bylaw (1.5 (3)). An example of this scenario would be when MAVLI bought shirts. The upfront cost may have been \$3,000, but the costs were recoverable and did not leave a deficit.

8.3.2. No discussion.

Motion Carried.

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
Total Income	\$6,200.00	
Total Expenses	\$5,835.00	

Income:

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

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	
Subtotal	\$5,835.00	

Total (Loss)

\$365.00

8.4.1. Question: Professional Development is not listed on the budget.

8.4.1.1. Professional Development workshops and events often result in a profit, but the goal is to be revenue neutral. MAVLI K-12 PD Day is listed on the budget because there is always a profit.

8.4.2. Comment made that fundraising \$2,000 is a large goal. Professional Development events could be added to the budget as expected income.

Motion Carried.

8.5. Appointed Accountant

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

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

- 8.5.1. There was a spelling error in the original motion – the firm had been written as Brooke & Partners, instead of Booke & Partners. It has been corrected in the motion under 8.5.
- 8.5.2. The Treasurer explained that the audit cost for this year was \$1,500 because her personal accountant was used. Typically the cost would be \$3,000.
- 8.5.3. Gordon Wiebe suggested that MAVLI use Doug Momotiuk as an accountant for 2020.

Motion Carried

9. **Nominations:** Brenda Rutherford and Meaghan Gessner requested that nominations for President be moved to the end of the nominations. No objections.

9.1. Nominations for Treasurer:

- 9.1.1. **Monica Furer** (Nominated by Lauralee McDougall)
- 9.1.2. Motion to accept the nomination for Treasurer.
Seconded: Jennifer Horvath **Carried**
Monica Furer is declared the Treasurer by acclamation.

9.2. Nominations for Fundraising:

- 9.2.1. **Emily Duncan** (Nominated by Sara Wolf)
- 9.2.2. Motion to accept the nomination for Fundraising.
Seconded: Monica Furer **Carried**
Emily Duncan is declared Fundraising by acclamation.

9.3. Nominations for Manitoba Education Committee:

- 9.3.1. **Jennifer Horvath and Lauralee McDougall** (Nominated by Lacey Kehler)
- 9.3.2. Motion to accept the nomination for Manitoba Education Committee.
Seconded: Emily Duncan **Carried**
Jennifer Horvath and Lauralee McDougall are declared the Manitoba Education Committee by acclamation.

9.4. Nominations for Webmaster:

- 9.4.1. **Anna Salgado** (Nominated via paper nomination form – Xenia Gallardo)
- 9.4.2. Motion to accept the nomination for Webmaster.
Seconded: Emily Duncan **Carried**
Anna Salgado is declared the Webmaster by acclamation.

9.5. Nominations for President:

- 9.5.1. Cindy Boscow is willing to continue as President, but a special motion must be made to exceed two terms.
- 9.5.2. **Cindy Boscow** (Nominated by Mandy MacDonald)

9.5.3. Gordon Wiebe moves that special permission be granted for Cindy Boscow to run for a third term as MAVLI President.

Seconded: Jennifer Toews

Carried

9.5.4. Motion to accept the nomination for President

Seconded: Shaina Dumont

Carried.

Cindy Boscow is declared the President by acclamation.

Cindy Boscow stated that she has enjoyed working as President as the last 4 years and the past 11 years on the MAVLI board. She thanks the membership for the trust to continue as President.

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 criteria for the Vice-President award is vague. The award is given to someone or a group of people who work to benefit MAVLI and our endeavours. There is one person who has been part of the Deaf community for many years and who is always coming forth with ideas and ways to support both the Deaf community and MAVLI interpreting community. This year the recipient of the award is Rita Bomak. Congratulations Rita. She suggested the '4M' event this year. The four organizations involved were MAVLI, Manitoba Cultural Society of the Deaf, Manitoba Deaf Association and Manitoba Deaf Sports Association. Those groups came together to host an event. These events occurred in the past but Rita decided it was time to start up again. She didn't want to do it alone so she got the community together. It was her idea and so we would like to present her with the Vice-President's award. Congratulations Rita. She is not here to accept the award but we will give her the certificate at a later date.

10.2. President Award:

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

The President's award is presented to a board member who has served on the board and has been involved in supporting the board. This person is always considering how we can progress the work of the board. The Vice-President and President discussed who is deserving of the award. This person has always shared her experiences with the board and she is always willing to create new projects and meet with people to share her experiences. She especially is supportive of new interpreters and they are always so grateful for her. The recipient of this award is the fundraising co-chair, Jane

Langes. Jane is not here to accept the award, so we will give it to her at a later date. Congratulations, Jane.

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: Emily Duncan

Carried

12. Announcements:

- 12.1.** MAVLI is holding a raffle. Tickets are \$2 each or 3 for \$5. The third prize is a certificate for Thermea for two, second prize is a \$250 Liquor Mart gift card and first prize is twelve box seats for the Manitoba Moose game on April 2. The draw is March 22 at the University of Manitoba. New rules state that the draw must be in a space large enough to accommodate all those who purchased a ticket.
- 12.2.** AEIP Appreciation BBQ will be on May 22 at Red River College in the courtyard
- 12.3.** Magic of ASL will be occurring again. It is not booked yet but hoping for June 7 to coincide with the CASLI Annual General Meeting.
- 12.4.** CASLI Annual General Meeting is on June 8 in Winnipeg. The AVLIC 2018 Conference involved some controversial discussions around future of the CASLI board and the impact to our profession so please consider attending to give your input and to be involved in these decisions. If you can't attend please consider submitting a proxy.
- 12.5.** Cheryl Purll announced that the Deaf Blind camp will be May 16-22. Volunteers are needed. If you would like to help and be involved in this wonderful experience contact Angela Mayen-Obregon. They are doing a perogy fundraiser as well. The deadline is April 1. Please consider supporting this great organization.
- 12.6.** Curling Funspiel that was scheduled for next weekend has been cancelled.
- 12.7.** March 19 is the Manitoba Cultural Society of the Deaf Annual General Meeting. MAVLI is an affiliate member, so there will be a representative attending. All are welcome to attend and support that organization.

13. Thank-you

- 13.1.** Thank you to Terry Janzen for acting as parliamentarian.
- 13.2.** Thank you to the interpreters for the whisper interpreting, the student interpreters and their support interpreters. The student interpreters will be graduating soon. Their names are Katie Butz, Shelby Graham, Janine Guinn and Erin McIntosh.
- 13.3.** Thank you for all who came in early to set up the room. We would appreciate some help in cleaning up the space as well.

- 13.4.** Please take a look at Suzanne's Closet. There are lots of clothes left. The clothes will stay at Red River College for one week and then they remainder clothing will be donated.
- 13.5.** Thank you to Emily Duncan for organizing the snacks. Please help yourself to any food leftover.
- 13.6.** Thank you all for coming.
- 13.7.** The door prize is won by Dawn-Marie Wilson.

14. Jennifer Horvath moves for adjournment at 10:40 am

