



Sign Language Interpreters of the National Capital

**2009 Annual General Meeting Report Package
Held on April 17, 2010 from 9:00am to 11:30am
Canadian Hearing Society Boardroom
2197 Riverside Drive Ottawa, 6th floor**

AGM Package Contents:

2009 AGM Agenda

Executive Officers Reports:

President's Report
Vice President's Report
Secretary's Report
Treasurer's Report
Past President's Report

Elected Positions Reports:

Membership Coordinator
Public Relations Coordinator

Standing Committee Reports:

Bylaws and Operational Procedures and Guidelines Committee
Professional Development/Library
K-12 Committee
Newsletter Committee

Ad Hoc Committee Reports:

Website Committee
Directory Committee
Nominations

Representatives Reports:

Deaf Consultant

Motions

2009 AGM Proxy Form

Attachments:

2008 AGM Minutes
2009 Bylaws
2010 Operational Procedures and Guidelines
Douglas College Thank You Letter

Agenda

1. Welcome & Thank You
2. Approval of AGM 2009- Agenda
3. Approval of AGM 2008- Minutes
4. Board Reports
 - 4.1. **President** – Brenda Jenkins
 - 4.2. **Vice President** – Meg Reket
 - 4.3. **Secretary** – Sherry Thompson
 - 4.4. **Treasurer** – Karen Hennig
 - 4.5. **Past President** – Josée Bower
5. Committee/Coordinators' Reports
 - 5.1. **Membership Coordinator** – René Blanchet
 - 5.2. **Public Relations Representative** – Cindy Nevins
 - 5.3. **Bylaws and Operational Procedures & Guidelines (OP&G) Committee** – Sherry Thompson, Diana Ardanaz,
 - 5.4. **Professional Development** – Sylvie Lemay, Cathy Maier, Meg Reket, Karen Hennig,
 - 5.5. **Library** – Lisa Brauen
 - 5.6. **Newsletter Committee** – Cindy Nevins
 - 5.7. **Website Committee** – Cindy Nevins, Darryl Hackett, Karen Hennig
 - 5.8. **Directory Ad hoc committee** – Penny Schincariol, Angi Tippett, Jocelyn Mark Blanchet
 - 5.9. **Nominations Coordinator** – Belinda Lanning
 - 5.10. **K-12 Committee** – Kathleen Henderson, Belinda Lanning, Cindy Nevins
6. Old Business
7. New Business
 - 7.1. Motions
 - 7.2. Announcements
 - 7.3. Elections – Belinda Lanning
8. Adjournment

EXECUTIVE OFFICERS' REPORTS

PRESIDENT (BRENDA JENKINS)

Activities to Date:

- Liaised between AVLIC and SLINC executive, committees, and members.
- Oversee SLINC's overall operations
- Provided support, when needed, to all board and committee members.
- Maintained communication with the SLINC Board, SLINC committees and the membership.
- Assisted coordinators as needed.
- Responded to external queries as needed.
- Attended the Presidents' Meeting and AVLIC AGM in Halifax, Nova Scotia in July of 2009
- Correspond with Chapter President's
- Participated in AVLIC's call for President's Strategic Plan
- Sent communication to the membership via email
- Attend community events

On Going Activities

- Work with Bylaws committee to find an effective way to conduct SLINC business
- To collaborate with the PR coordinator and website committee
- To be involved in fundraising/planning activities for the AVLIC 2010 conference.

Future Activities

- To continue to set and achieve goals that promote the development of the interpreting profession and the communities with whom we work.
- To foster and encourage our membership to continue to be actively involved in our professional association both local and national

SLINC Community Involvement:

- SLINC had a booth at Mayfest
- Attended community events such as ODC board meeting
- Attended OIS community meeting for interpreters

SLINC hosted PD events:

- ON Demand Control Schema workshop : April 2010

Respectfully submitted by Brenda Jenkins

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VICE-PRESIDENT (MEG REKET)

Summary of Activities included over the past term:

- Putting together a rates summary of our area for NAVLI to help them lobby for rate increases for NL interpreters.
- Organized Pro-D fundraiser for AVLIC 2010 (workshop featuring Barbara O'Dea)
- Organized Water Bottle fundraiser for AVLIC 2010
- Currently working on finding a representative to work with OASLI on their correspondence with the AVLIC Educational Interpreter Committee.

Submitted by Meg Reket

SECRETARY (SHERRY THOMPSON)

On-going Activities:

- Attended General Membership Meetings and Annual General Meeting
- Attended AVLIC 2010 special meeting
- Supported President as need arose
- Recorded SLINC meeting minutes and distributed to SLINC Members
- Developed and updated electronic email list as needed
- Answered and/or forwarded inquiries from members
- Forwarded SLINC correspondence to appropriate member/groups as requested
- Assisted in booking interpreters for the SLINC meetings
- Participated in SLINC Executive Officers discussions (via email/phone/in person)
- Conducted 1 email vote, monitored process, tabulated results and provided summary to membership (see below)
- Maintained SLINC files
- Participated in other committees (Bylaws and OP&G, various AVLIC 2010 committees)

Future Activities:

I will not be continuing as secretary for the coming year but will provide support to the new secretary should the need arise.

Email Vote for Upcoming AGM:

Results:

Thank you for a very successful email vote. The voting **results** are found below. This motion is carried and the new date for the AGM and PD will be April 17 and April 18th, 2010.

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SLINC members: 44
Quorum: 11
In support of the motion: 27
Opposed: 0
Motion Carried

Vote sent on January 29, 2010:

Hello SLINC members,

We are suggesting a change of date for our AGM. The original date was March 20th however to host the “Demand-Control Schema: Interpreting as a Practice Profession” workshop in conjunction with our AGM, we are proposing that the AGM be on April 17th 2010 from 9 am to 11:30 am followed by the workshop on the same day from 1 pm to 4 pm. The workshop will continue on Sunday April 18th 2010 from 9 to 4 pm. Your vote is requested on the motion below by **February 1st, 2010 at 4:00pm.**

Please send your email vote as per the voting instructions below.

Motion:

I move that SLINC pay for the cost of PD at the upcoming SLINC AGM to be hosted on April 17th and 18th 2010 up to a maximum of \$2800.00.

Cost breakdown \$2800.00 US

Professional fee: \$2000.00 for a 10 hour workshop
Accommodations: approx. \$400.00 (3 nights in a hotel)
Mileage: \$275.00 US (\$0.50 US a mile. Approximately 552 therefore \$275.00 US)
Per Diem for 3 days: \$105.00 US (\$35.00 a day)

Partial cost recovery: SLINC will charge a nominal fee to members and attendees to recover part of the costs. Our fee will be based on the number of interpreters registered for the workshop. Suggested rates to recover part of the costs are:

If 15-20 members attend and pay \$125.00each, SLINC will potentially recover \$1875.00 to \$2500.00 of the cost of the workshop. We would suggest a fee of \$175.00 for non-members.

Moved by: Karen Hennig
Seconded by: Josée-Sarah Bower

Rationale: SLINC members have previously expressed the need for PD in conjunction with the AGM and whenever possible it is within our mandate to aim to make this a reality. This is an excellent opportunity to blend SLINC business with professional growth. It is also a way for us all to come together and re-energize as we continue to plan for the upcoming national conference that will be hosted in Ottawa . Another benefit of

meshing PD with our AGM is to promote attendance which will aid in planning the next SLINC year and the elections of the SLINC board.

Financial considerations: SLINC raised the membership fees a few years ago to accommodate PD events such as this one.. As with past PD events, the intent is to charge members and attendees a nominal fee so that SLINC can recover part of the expense but NOT however make a profit. The reduced rate is another benefit of SLINC membership.

Details about the presenter: Robyn K. Dean, M.A., CI and CT, was appointed to the faculty of the University of Rochester School of Medicine in 1999. She has been an interpreter for 18 years. Ms. Dean holds a B.A. in Interpreting and an M.A. in Theology. Ms. Dean's application of demand-control theory to sign language interpreting has been the topic of numerous workshops, publications and grant projects nationally and internationally. Ms. Dean's work is funded by several federal grants, one which infuses demand-control schema curricular materials into 15 interpreter training programs across the United States .

Workshop Description: Introduction to Demand-Control Schema: Interpreting as a Practice Profession (7 to 10 hours)

Please note: ****This workshop will not be interpreted****

After attending this workshop participants will never look at interpreting work the same way again.. This workshop dispels several myths about the work of interpreting. First is the myth that interpreters are not active and influential participants in the communication event. The second myth is that the constructs of language and culture, the ways we usually learn about and talk about interpreting work, are sufficient for capturing the phenomenology of interpreting work. The last myth is that there is a limited set of best practice behaviours that, if followed strictly, interpreters will always be ethically sound. In this workshop, we reconstruct the interpreting event by reformulating and adding to the language and culture factors present in the work. We pay careful attention to the impact of our decisions and ourselves on the communication event and not by denying that this impact exists. Last, we will use a very different language around decisions and ethics that creates a best practice process by which professionals can evaluate the myriad decisions available to them in their work. Participants will leave this workshop with new insights about their work, their decisions, their consumers, their colleagues, and the interpreting profession through a new, structured, and holistic paradigm.

Email voting protocol

- The email should be sent 'open'- not to a closed recipient (not clandestine). We need to see who & how many persons are part of the membership base and therefore quorum.
- Respondent voters/ votes should be seen by all (like in a meeting) – therefore all

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emails on the topic should be sent “reply all”. Likewise, any questions & discussion should be sent “reply all” so that all can follow the discussion.

- A rationale should accompany the motion
- A deadline for responses should be clearly stated
- Once the deadline is passed, the originator (motion Mover or SLINC secretary) should write up a summary of quorum, required, number of votes cast for & against: and finally status of motion.

Respectfully Submitted by Sherry Thompson

TREASURER (KAREN HENNIG)

SLINC Net Worth March 2010

SLINC Assets		The \$4,000 donation to AVLIC 2010 and \$500 to Douglas College have been withdrawn from the SLINC chequing account. Pending AGM and PD expenses have not come out of the account at this time.
BMO Chequing account	\$4,051	
SLINC Membership fee’s first installment	724.50	
	\$4,775	

SLINC Recent and Pending Expenses

	Donation to AVLIC Conference 2010	\$4,000
	*PD-Robyn K. Dean inclusive CDN	\$2,876
	Donation to Douglas College- David Still Memorial Scholarship	\$500
	*2010 AGM Snacks and Supplies	\$120
		\$7,496

Submitted by Karen Hennig, SLINC Treasurer, March 10, 2010

PAST-PRESIDENT (JOSÉE BOWER)

Activities to Date:

- Liaised between AVLIC and SLINC to ensure a smooth transition at the beginning of the 2009/2010 membership year.
- Maintained communication and provided support, when needed, to the President, the board and committee members.
- Assisted the President as the need arose via email, phone and meetings.
- Communicated with Barb Mykle-Hotzon regarding the on-line membership fees and implementing some suggestions for the 2010 online renewal process.
- Sent communication to the membership via president@slinc.ca until this address was no longer valid.

On Going Activities

- To continue providing support and assistance to the President and the Board as needed.
- To be involved in activities for the AVLIC 2010 conference.

Future Activities

- To continue to set and achieve goals that promote the development of the interpreting profession and the communities with whom we work.

Respectfully submitted by Josée Bower

COMMITTEE REPORTS

Membership Coordinator (René Blanchet)

Membership Data as of January 1st, 2010

Active Members: 45 (ASL-English: 43, LSQ-French: 2, Deaf Interpreter: 0)

Subscribers: 2

Student Members: 0

Demographics of Active Members

National Capital Region: 27

Out of the National Capital Region: 8

Out of province members: 10 (all from Québec)

Historical Data

Membership Data as of January 1st, 2009

Active Members: 45 (ASL-English: 42, LSQ-French: 2, Deaf Interpreter: 1)

Subscribers: 5

Student Members: 0

Membership Data as of January 1st, 2008

Active Members: 35 (ASL-English: 33, LSQ-French: 2, Deaf Interpreter: 0)

Supporting Members: 7

Organizational members: 3

Activities to Date:

- Received and reviewed all membership information from AVLIC
 - Created, updated and distributed SLINC Membership List (June 2009 and September 2009)
 - Printed membership cards and distributed to membership with SLINC and AVLIC Welcome letters
 - Distributed SLINC Welcome Package as required
 - Created the directory membership list and forwarded to the SLINC Directory committee
- Corresponded with SLINC membership in regard to membership business, including requested and filed documentation to support membership criteria
Communicated with AVLIC Administrative Manager and SLINC Executive in regard to membership business

Ongoing Activities:

- Answering queries from membership and public
- Member of the AVLIC Membership Committee and actively participating in e-mail discussions
- Updating the master membership list as needed

Future Initiatives:

- Receive and review 2010-2011 membership information from AVLIC
- Receive and distribute the 2010-2011 SLINC / AVLIC plasticized membership cards, SLINC and AVLIC Welcome letters
- Create and distribute SLINC Membership List to membership
- Create directory membership list and forward to the SLINC Directory committee

Note: While I have very much enjoyed my terms as SLINC Membership Coordinator, I will not be running for another term. However, I will ensure that the bulk of the membership work for the 2010-2011 membership year is complete before handing over the position to another member.

Respectfully submitted,

René Blanchet

SLINC Membership Coordinator
reneblanchet@hotmail.com

Public Relations Coordinator (Cindy Nevins)

- PR continued to respond to email inquiries to SLINC. Again the majority of the emails were particular requests for interpreter services. The background and knowledge of individual SLINC members was very helpful in directing requesters to the right agency or person, and is much appreciated.
- The then-revised 2009/10 directory was sent out to those who had been sent the previous year's edition.
- A new SLINC tri-panel was put together initially for Mayfest Ottawa 2009. The panel can be used for future events.

Respectfully submitted,
Cindy Nevins

Bylaws and Operational Procedures and Guidelines Committee (Chair-Sherry Thompson, Diana Ardanaz)

Activities to Date

- Collected and reviewed 2009 SLINC General Membership Meeting motions for the purpose of identifying any need for amendments to the SLINC Bylaws as a result of said motions. Made applicable Bylaws changes.
- Drafted applicable Bylaws motions for the 2009 SLINC AGM.
- Responded directly both to individual members, as well as, membership as a whole regarding specific motions.
- Held a number of informal discussions pertaining to SLINC Bylaws and SLINC Operating Procedures and Guidelines with Executive Officers and committee members (present and past).
- Distributed the ratified SLINC Bylaws of March 21, 2009 to the membership.
- Completed the revisions to the SLINC Operating Procedures and Guidelines document; presented completed document to Members at the 2009 SLINC AGM.

Ongoing Activities

- Continue to make ongoing changes to OP&G and to Bylaws as per procedures
- Review the DRP/IRP process and determine whether SLINC still needs an Ethics Committee and Grievance Committee
- Compare other Chapter Bylaws and Policies and Procedures to ensure that ours are comprehensive

As a short review we would like to remind everyone to continue using the appropriate terminology as set out in the Bylaws for Board of Directors and Executive Officers. The recently revised Bylaws targeted this area for revision because there was much confusion with the past wording. Our aim is to standardize the vocabulary to reduce confusion

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among members when referring to the SLINC Board versus the SLINC Executive Officers.

Respectfully submitted by Sherry Thompson and Diana Ardanaz

Professional Development Committee (Chair: Sylvie Lemay, Cathy Maier, Karen Hennig, Meg Reket)

No report as there was limited activity due to AVLIC 2010 being the focus during the 2009 SLINC year.

SLINC Resource Library (Lisa Brauen)

Activities to Date:

1. Purchased 2 new books.
2. Tagged, carded and placed said books into circulation.
3. Updated resource content list.
4. Completed conversion of the content list into a 'visual' PDF format.
5. Library cart moved to the OIS office.
6. Karen Hennig became contact for resource returns and pickups outside of the bimonthly SLINC meetings.
7. Emailed the details of the above change (#5&6) to the membership.
8. Emailed membership with a request to look for missing newsletters from the cart. No response. Took this to mean they were not found so removed the newsletters from the content list.
9. Updated the Roles/Responsibilities and the Borrowing/Returning Procedures.

Ongoing Activities:

1. Email membership the Library Content List and Member to Member Direct Borrowing/Lending List prior to SLINC meetings.
2. Receive and respond to borrowing requests.
3. Forward all requests to Librarian when required.
4. Follow up with Librarian regarding material whereabouts when applicable.
5. Provide email reminders to members that materials are due.
6. Follow up with members that have overdue materials.
7. Updating catalogue cards.

Highlights:

Two new books were purchased. Total: \$99.27

1. *Topics in Signed Language Interpreting: Theory and Practice*. Edited by Terry Janzen.
2. *International Perspectives on Educational Interpreting*. Edited by Judith Mole.

Future:

The liaison is to continue to maintain and update the resource library contents, binder, and procedures.

Material(s) Request:

1. The library is accepting donations - can be forwarded to the liaison.
2. Call to members to become part of the member to member borrowing/lending process.
~ Send your list of materials with title, author and format to the library liaison to be added to the bimonthly mail out.

Respectfully submitted,
Lisa Brauen
Library Liaison

K-12 Committee:

No report

Newsletter Committee (Chair - Cindy Nevins)

Newsletter production has been on hold in light of the focus on the upcoming conference. Production will resume after the conference.

Again, members are encouraged to send in any articles, or to write one themselves. Submissions can be sent to Cindy Nevins, cnevins2001@yahoo.ca

Respectfully submitted,
Cindy Nevins

Website Committee (Cindy Nevins, Darryl Hackett, Karen Hennig)

No report

Directory Committee (Penny Schincariol, Angi Tippet, Jocelyn Mark)

- Liaise with the board re: content changes to the directory
- Liaise with the membership director to obtain annual updates of membership information
- Update content (other than membership data) as required
- Input member data into directory file
- Submit completed directory to membership director for proofing/verification of content and documentation
- Convert file to PDF format

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- Send electronic copies of the directory to email requests

Submitted by Penny Schincariol

Nominations Committee (Belinda Lanning)

No report

Deaf Consultant (Sue Oram)

No report

2009 AGM Motions

Motion to Change Meeting Frequency and Structure

I move to change the frequency and structure of SLINC meetings to reflect the following:

- * one AGM to be held annually
- * one GM to be held annually
- *Executive Officers Meetings (minimum of 3 annually and additionally as warranted by the Executive Officers)

All members (Active and Student) and Subscribers are permitted and encouraged to attend all meetings, including Executive Officers Meetings; minutes from all meetings will be distributed to the membership.

While the AGM and GM will permit voting from any SLINC Active Member, the Executive Officers Meetings will only permit voting from the Executive Officers. AGM & GM quorum will be 25% of active membership. Executive Officers Meeting quorum will be 50% plus one of all Executive Officers. Proxies will continue to be accepted for all meetings.

Documents to be revised to reflect these changes: SLINC Bylaws, SLINC Operational Procedures & Guidelines

Mover: Jocelyn Mark
Seconder: Belinda Lanning

Rationale:

Cost: None

As discussed at recent SLINC meetings (see previous Minutes for discussion details), as a result of low attendance at SLINC meetings over the past few years, business carries over for months at a time with little action. In changing the number of times annually that quorum is required from the membership it is the intent that the activities of SLINC can move along without being stalled.

Motion to add a Member-at-Large position to the SLINC Executive Officers:

I move to add at Member-at-Large position to the SLINC Executive Officers.

Documents to be revised to reflect these changes: SLINC Bylaws, SLINC Operational Procedures & Guidelines

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Mover: Jocelyn Mark
Secunder: Belinda Lanning

Rationale:

As discussed at recent SLINC meetings (see previous Minutes for discussion details), as a result of low attendance at SLINC meetings over the past few years, business carries over for months at a time with little action. In changing the number of times annually that quorum is required from the membership it is the intent that the activities of SLINC can move along without being stalled. However, as our SLINC Executive Officers is currently only comprised of 5 individuals, it would be more sustainable and efficient if there was an additional position to be responsible for duties and carry a vote.

Duties of this position are to include, but not limited to:

- communicate with other board members
- attend all Executive and General Meetings
- coordinate services/projects as delegated by the Executive and membership
- work closely with other Executive Officers and Committee Chairs to achieve mutual or similar goals where applicable
- report activities and accomplishments at meetings
- act as a formal representative of SLINC
- knowledgeable on SLINC business
- keep informed on all the initiatives undertaken by the by the SLINC Executive and SLINC standing and Ad Hoc committees

Motion to Accept Email Proxies

I move that SLINC accepts proxies via e-mail. Proxies must be forwarded directly to the SLINC Secretary and the proxy holder in the body of an email. Proxies must come from the SLINC Active Member's e-mail account as noted in the Membership Coordinator's file for the respective membership year. Proxies must follow the following format:

Name of Active Member:
Date of meeting for valid proxy:
Name of proxy holder:
Proxy valid for all motions: (YES or NO)
Proxy valid for the following specific motions:

Documents to be revised to reflect these changes: SLINC Bylaws, SLINC Operational Procedures & Guidelines

Mover: Jocelyn Mark
Secunder: Belinda Lanning

Rationale:

As discussed at recent SLINC meetings, as a result of low attendance and lack of hard copy proxies at SLINC meetings over the past few years, business carries over for months at a time with little action. In allowing for e-mail proxies, as well as hard copy proxies, SLINC is allowing its members to participate in their association easily.

By following the format of the e-mail proxy as described in the motion, SLINC decreases risk of security concerns and non-member voting.

Motions to Amend Bylaws/OP&G – SLINC 2009 AGM

- 1) I move that Directory committee and LSQ Relations Committee be added to the list of ad hoc committees in the Bylaws.**

Moved by: Sherry Thompson

Seconded by: Diana Ardanaz

Rationale:

These committees have been ad hoc committees for a while but are not listed in the Bylaws. The intent of this motion is to keep the Bylaws current and to make sure SLINC's committees are represented in them.

- 2) I move that SLINC establishes a formal Website Committee and that it be an ad hoc committee. This motion should be reflected in the Bylaws and Operational Procedures and Guidelines.**

Moved by: Sherry Thompson

Seconded by: Joséé Bower

Rationale: We have been referring to a Website committee for the past couple of years but there was never one formally established. The purpose of this motion is to formalize the committee so it can carry on the work of developing and maintaining the website.

- 3) I move to change the order of Standing and Ad Hoc committees in the Bylaws so that they are listed alphabetically.**

Moved by: Sherry Thompson

Seconded by: Diana Ardanaz

Rationale:

An alphabetical listing is a more appropriate way of listing the committees.

- 4) I move to revise the second sentence in Article II, The Board of Directors, section in the Bylaws to read: “All positions must be held by active members and will be held as 1 year terms.”**

Moved by: Sherry Thompson

Seconded by: Diana Ardanaz

Rationale: In revising the OP&G, the committee has noticed that this piece of information was missing from the Bylaws.

- 5) I move to revise the second bullet in Article VI, Financial Matters, section in the Bylaws to read: “The signing Authority for SLINC on all contracts and bank accounts shall be the Treasurer and two other Executive Officers.”**

Moved by: Sherry Thompson

Seconded by: Diana Ardanaz

Rationale:

In an effort to keep consistency of terms in the Bylaws, we would like to replace the word members with officers.

- 6) I move to accept the revised Operational Procedures and Guidelines (OP&G) document as a whole document.**

Moved by: Sherry Thompson

Seconded by: Diana Ardanaz

Rationale: The OP&G has been revised to include a more comprehensive description of SLINC portfolios as well as to support the recently revised Bylaws.

SLINC 
Voting Proxy

I, _____, am a SLINC member in good standing.

I assign _____ to vote my proxy at the Annual General Meeting on April 17, 2010.

My proxy is valid for the following issues:

-or-

My proxy is assigned full discretion in the casting of my vote(s).

Signature

Date