



**ATIO – Annual General Meeting  
October 3<sup>rd</sup>, 2020  
13h00-15h33**

**AGM Draft Minutes**

**Panelists: Board members:**

Denis Couillard  
Soheila Khatami  
Yasmeen Tyyebi  
Pasquale Capo  
Mark Jessop  
Caroline Napier  
Marielle Godbout  
Nathalie H. Tan  
Marco Fiola  
Kawal Kahlon

**Staff :**

Marie Douville  
Yasmine Benmouffok  
Monique Goguen

**Guests:**

Gerald Yang (Returning Officer)  
Ben Zelikovitz (Get Quorum)  
JJ Hiew (Get Quorum)

Gerald Yang, C.Tran (Returning Officer) opened the floor to nominations from **12:32 to 12:51**.

**Motion to close the nomination process: Mover: Julien Marquis Seconder: Yasmeen Tyyebi**  
**Closed at 12:57.**

- 1) Call to order. **13:00** ATIO president Denis Couillard calls the assembly to order.  
**David Lowe, Manager, Bureau of Translation (BT) and translator since 1998 gives his address.**
- 2) Verification of the quorum: (25 certified members in attendance)  
**79** certified members are in attendance. The Chair confirms quorum.
- 3) Adoption of the agenda  
**Motion Mover: Major Nagra Seconder: Fang Sheng CARRIED**
- 4) Presentation of the Draft Minutes of the 2019 Annual General Meeting.  
**Motion Mover: Pency Tsai Seconder: Yasmeen Tyyebi CARRIED**
- 5) Report of the Returning Officer, Part I (**Gerald Yang**): Explanation of the voting process; start of elections. Nominees (all 2-year terms):
  - Vice-President: **Marielle Godbout**
  - Secretary: **Arthur Wan**
  - Director, Independent Translators: **Mark Jessop**
  - Director, Medical Interpreters: **Kawal Kahlon**
  - Director, Court Interpreters: **Qamar Yasmeen Tyyebi**
  - Director, Foreign Languages: **Soheila Khatami****There are no other candidates. All positions are deemed acclaimed.**

6) President's Report:

Denis Couillard presents the State of the Association. He commented on the departure of the executive director during the summer of 2019 and thanked the staff and members of the board of directors for their commitment and incredible work during the last year. Facing these challenges helped to realign the association. Expenses were reduced and the financial situation of the association is now much stronger.

7) Treasurer's Report:

Pat Capo (treasurer) presents the financial state of the association.

8) Auditor's Report:

Pat Capo (treasurer) presents the auditor's report.

a) Motion to approve the auditor's report:

**Motion Mover: Rosanna Maciel    Seconder: Sue Collins  
51 in favour    NONE against.    CARRIED**

9) Appointment of Auditor for the current year:

Pat Capo (treasurer) presents the firm *Boyer & Boyer* to be appointed as ATIO's auditors for 2020.

a) Motion that *Boyer & Boyer* be appointed as the auditors for 2020:

**Motion Mover: Julien Marquis    Seconder: Elissa Paoletti  
Result: 51 in favour    NONE against    CARRIED**

10) Approval of the 2020 Budget and Dues for 2021:

a) Pat Capo (treasurer) presents the 2020 budget:

There can be little comparison to previous years:

- First pandemic in over 100 years.
- The office closed on March 13. Staff is present on premises only when necessary.
- Almost all activities came to a halt, reducing both revenues and expenses.
- Dues were increased on May 1, 2019 for the first time in nearly eight years.
- The Ministry of the Attorney General (MAG) contract was terminated earlier this year. It was costing ATIO money.
- The original 2020 budget and forecast were revised and adjusted based on actual activity and predicted activity.

**Voting Item (using Get Quorum ballots):** Motion to approve the 2020 Budget and Forecast.

**Motion Mover: Nailya Kurmasheva    Seconder: Veronica Cappella  
Result: 65 in favour    2 Abstain    CARRIED**

b) Renewal of ATIO Annual Dues 2021

a) Presentation of the proposal:

Context:

- In 2019, ATIO Members voted to approve an annual increase based upon the cost of living rounded to the nearest half dollar.
- In 2020, the Covid-19 pandemic affected the income streams of many ATIO members.
- The ATIO Board of Directors recommends that the 2021 dues be in alignment with the 2019 increase approval and with the impact of the pandemic.

**Voting Item:** Motion to suspend the increase of ATIO dues for 2021 only.

**Motion Mover:** Nailya Kurmasheva      **Seconder:** Veronica Cappella

**Discussion:** one member suggested that the board study the possibility for members who can, to make donations to the association in order to support members who are not able to pay their dues due to the impact of COVID. The Chair welcomed the suggestion.

**Result (including proxies): 132 Yes 2 No 7 Abstain CARRIED**

11) Amendments to the *By-laws*

a) Presentation and motion by Caroline Napier (item discussed in French):

i) **Voting Item:**

**Given that** there are 18 proposed amendments to the by-laws;

**Given that** the list of amendments is too long to be addressed at the AGM to allow for a proper discussion;

**That a special meeting be held on** Saturday, November 21, 2020 at 10:00 a.m. to discuss and vote on the amendments.

**That** proxy votes previously submitted apply and will be counted.

**Motion Mover:** Caroline Napier      **Seconder:** Paméla-Anne Cousineau

**Result of the vote: 130 Yes 8 No 4 Abstain CARRIED**

12) Secretary's Report: Nathalie H. Tan

The board met remotely 24 times during the year. The AGM had to be postponed due to the COVID-19 pandemic.

13) Elections Report of the Returning Officer (**Gerald Yang**), Part II: Announcement of the voting results and presentation of the 2020-2021 Board of Directors.

The secretary position is newly filled by **Arthur Wan**. All incumbents running again have been re-elected for their positions for another term. All the information will be available on ATIO website.

14) Standing Committees' Reports:

- a) Caroline Napier reported in French on the work of the Recognition and Certification Committee. There are 10 open active files and 10 additional files in translation are waiting with Monique in translation. ATIO will now start to assess certification requests “on-dossier” for conference interpreters. Ms. Napier called on members to participate in the work of the committee.
- b) Denis Couillard reported on the work of the Discipline Committee. The work of the committee is on hold and he made a call for members to join this committee. Interested members should contact a member of the staff, but no board members to avoid conflicts of interest.

15) Other business properly brought before the meeting and announcements

Other business if any is proposed at item (3) above.

- a) Fees to be charged to members for CTTIC affiliation  
Denis Couillard underlined that starting in 2021, certified members whose “home” association is not ATIO will pay an additional \$30 fee allocated to CTTIC Membership Dues which ATIO pays to CTTIC every year. M. Couillard indicated that certified members who wish to file a complaint should contact the board members of their home association. He indicated that CTTIC receives \$30 for every certified member from every CTTIC Member Association.

Following a discussion, it was proposed to table this discussion until 2021.

- b) The ATIO Annual General Meeting for 2021 will take place on Saturday, April 24, 2021. The format will be announced in February. Denis Couillard wishes for feedback from today’s meeting.
- c) The ATIO Annual General Meeting for 2022 will take place in Toronto on Saturday, April 30, 2022. Planning is underway to celebrate ATIO’s Centennial.
- d) Renewal begins on October 13. The deadline to pay 2021 annual dues is December 31 of 2020.
- e) In closing, Denis Couillard joined all board members in thanking staff and volunteers for their incredible dedication during the past year.

16) Adjournment of the meeting at **15:33**.

**Motion to adjourn: Mover: Caroline Napier      Second: Kawal Kahlon**