



**Draft of the Minutes of the Annual General Meeting of the
Association of Translators and Interpreters of Ontario
Held by Videoconference**

April 30, 2022

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<https://tinyurl.com/ATIO2022AGM>

AGM Draft Minutes

Board Members Pency Tsai Marielle Godbout Pasquale Capo Arthur Wan Mark Jessop Caroline Napier Bing Qi <i>Kawal Kahlon</i>	Staff: Marie Douville Josie Parisi Guests: Gerald Yang (Returning Officer) Sachi Lovatt (GetQuorum)
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Gerald Yang did not open the floor to nominations given that there was more than one nomination for each position up for election.

1. Call to Order:

At 1:00 p.m. the ATIO President, Pency Tsai calls the assembly to order.

Pency Tsai announced that ATIO Secretary, Arthur Wan would act as secretary of the meeting.

Pency Tsai announced that Sachi Lovatt, GetQuorum, would be the scrutineer and that Gerald Yang was the Returning Officer for the election.

Pency Tsai announced that simultaneous interpretation in from French to English is being provided pro-bono by volunteer interpreters, Fabrice Cadieux and Wendy Greene.

2. Verification of the quorum: (25 certified members in attendance)

GetQuorum and the Zoom Participants Panel confirmed the presence of 61 certified members and received 81 proxies. The Chair confirmed quorum.

3. **Adoption of the agenda**

Gerald Yang proposes a motion to amend the agenda to combine Agenda Items 5 and 13, Report of the Returning Officer Parts I and II, and move both to Agenda Item 13 instead of jumping around the agenda. Seconded by Bing Qi. No objections. **CARRIED.**

Moved by Arthur Wan, seconded by Qamar Yasmeen Tyyebbi that the agenda be approved as amended. **CARRIED.** 40 Yes votes, 1 No vote.

4. **Presentation of the Draft Minutes of the 2021 Annual General Meeting**

Moved by Caroline Napier, seconded by Gerald Yang That the Draft Minutes of the 2021 Annual General Meeting be approved as presented. **CARRIED.** 37 Yes, 6 Abstentions, 2 No.
The was vote was completed following the Secretary's Report.

5. **President's Report**

Pency Tsai presented her review of the last year's activities and the challenges ahead for ATIO. Her report introduced the ATIO Café, and invited members to share their knowledge through professional development. Discussed the strategic planning in progress. Call for members to assist the association with the Discipline Committee. External relations and social media. Introduced the online exam platform, ATIO's work with other CTIC Member Societies, and invitation for more members to get involved.

6. **Treasurer's Report**

The Treasurer, Pasquale Capo, presented the financial status of the association and expressed confidence in the association's financial situation.

7. **Auditor's Report**

The Treasurer, Pasquale Capo, presented the audited financial statements and highlighted how cost savings were achieved during the pandemic.

Moved by Pasquale Capo seconded by Geneviève Proulx: That the auditor's report be received as presented. **CARRIED.** 44 Yes votes, 2 Abstentions.

8. **Appointment of Auditor for the current year**

The Treasurer, Pasquale Capo, presented the proposed auditor for 2022, Boyer & Boyer.

Moved by Pasquale Capo, seconded by Michèle Bradbury: That *Boyer & Boyer* be appointed as auditors for 2022. **CARRIED.** 42 Yes, 1 Abstention, 1 No.

9. **Approval of the 2022 Budget**

Moved by (inaudible), seconded by (inaudible): That the 2022 Budget be approved as presented. **CARRIED.**

102 Yes, 23 Abstention, 2 No.

10. Amendments to the *By-laws*

Amendment 1

PROPOSED Insert (new):

The Board of Directors proposes to amend article 5.01 of ATIO's By-laws to add the requirement for prerequisites to be met before an application may be submitted.

5.01 (c) All applicants must satisfy any prerequisite criteria, which may include exams, established by the board.

Reason:

On January 10, 2022, the ATIO Board approved the reintroduction of prerequisite exams which must be passed before the applicant submits their application package for admission to the association. The existing admission eligibility criteria and procedures remain unchanged.

ATIO had an entrance exam of this nature several years ago. The reintroduction of these exams will reduce complaints about ATIO professionals as well as reduce the number of issues received from applicants and candidates who are unsuccessful with their examinations and applications certification by on-dossier.

The prerequisite exams will be comprised of

- a code of conduct exam and
- a language proficiency exam

This will apply to both new individuals joining ATIO and to ATIO professionals wishing to add another professional qualification who have not previously completed one or both of these exams.

These provisions will come into effect on a date to be announced by the ATIO Board of Directors.

Moved by Caroline Napier, seconded by Bing Qi: That the proposed amendment to the By-laws be approved. **CARRIED.** 107 Yes, 11 Abstentions, 10 No.

Amendment 2

PROPOSED

The Board of Directors proposes to amend articles 8.03 and 8.04 to restrict the purchase of Stamps and Seals to certified translators and terminologists as no other profession has this requirement.

8.03 Only certified translators and terminologists are entitled to use the seal or stamp of the category in which they are certified. The seal or stamp, which can be issued only by the Secretariat of the Association, bears the holder's name, title, and language combination, followed by their certification number. Certified members can choose to have the wording in English or French.

8.04 Certified translators and terminologists in good standing may use their seal or stamp only on work done in the category and language combination in which they are certified.

Reason:

Only translations and work in terminology may be certified, and only by an ATIO Certified Translator or a Certified Terminologist. Consequently, there is no reason for anyone other than certified translators or certified terminologists to be issued a stamp or seal.

Moved by Qamar Yasmeen Tyyebbi, seconded by Marco A. Fiola: That the proposed amendment to the By-laws, as amended, be approved. **CARRIED.** 117 Yes, 7 Abstentions, 6 No.

11. Secretary's Report

The Secretary, Arthur Wan, presented the 2022 Secretary's Report. He noted that the previous year had been challenging, but that Board members and staff continued to work diligently. The board held 10 board meetings since the last AGM. The board created the governance steering committee, started the creation of an external relations committee, then began working on the addition of prerequisite exams to ATIO's admission procedures. In November 2021, ATIO took part in the CTTIC Annual General Meeting and brought issues with the Certification Exams to the discussion. In December 2021, the Board of Directors chose not to renew the contract of the executive director, and instead to recruit an office manager and marketing personnel.

Arthur was asked if the draft minutes of the 2021 AGM were approved, Sachi reminded everyone that no vote took place. Pency Tsai opted to do the vote which are recorded under item 3.

12. Report of the Returning Officer, Parts I and II

The Returning Officer, Gerald Yang, did not call for nominations from the floor as all board positions whose terms were ending received two or more nominations.

He explains why Parts I and Part II were merged together.

The Returning Officer, Gerald Yang, declared the start of the elections and stated that they would be held by position instead of by a slate.

- **Election for position of Vice-President.**

The two candidates nominated, Marielle Godbout and Kawal Kahlon each made a brief presentation (Kawal's speech was presented by Pency), following which the **voting period started.**

The Returning Officer, Gerald Yang, declared Marielle Godbout elected Vice-President.

- **Election for position of Secretary**

The two candidates nominated, Arthur Wan and Hazim Hamed each made a brief presentation, following which the **voting period started.**

The Returning Officer, Gerald Yang, declared Arthur Wan elected Secretary.

- **Election for position of Director, Translators.**

The two candidates nominated, Mark Jessop and Bing Qi each made a brief presentation, following which the **voting period started.**

The Returning Officer, Gerald Yang, declared Mark Jessop elected Director, Translators.

- **Election for position of Director, Court Interpreters.**

The two candidates nominated, Kawal Kahlon and Hazim Hamed each made a brief presentation, (Kawal's speech was presented by Pency), following which the **voting period**

started.

The Returning Officer, Gerald Yang, declared Kawal Kahlon elected Director, Court Interpreters.

○ **Election for position of Director, Medical Interpreters.**

The three candidates nominated, Arthur Wan, Bing Qi, and Abdulbary Hreiz each made a brief presentation, following which the **voting period started.**

The Returning Officer, Gerald Yang, declared Bing Qi elected Director, Medical Interpreters.

○ **Election for position of Director, Foreign Languages.**

The two candidates nominated, Hazim Hamed, and Abdulbary Hreiz each made a brief presentation, following which the **voting period started.**

The Returning Officer, Gerald Yang, declared Hazim Hamed elected Director, Foreign Languages.

13. Presentation of the 2022-2023 Board of Directors by the Returning Officer

The 2022-2023 Board of Directors is as follows:

- President (2021-2023): Pency Tsai, C. Comm. Int.
- Vice-President (2022-2024): Marielle Godbout, C. Tran.
- Treasurer (2021-2023): Pasquale Capo, C. Tran.
- Secretary (2022-2024): Xiaolei (Arthur) Wan, C. Tran.
- Director, Translators (2022-2024): Mark Jessop, C. Tran.
- Director, Conference Interpreters (2021-2023): Caroline Napier, C. Conf. Int.
- Director, Court Interpreters (2022-2024): Kawal Kahlon, C. Crt. Int., C. Comm. Int., C. Tran.
- Director, Community Interpreters (2021-2023): Bing Qi, C. Crt. Int., C. Tran.
- Director, Medical Interpreters (2022-2024): Bing Qi, C. Crt. Int., C. Tran.
- Director, Terminologists (2021-2023): Chantal Trudel, C. Tran.
- Director, Foreign Languages (2022-2024): Hazim Hamed, C. Comm. Int., C. Tran.

14. Standing Committees' Reports

a) Recognition and Certification Committee

Caroline Napier presented the report of the committee.

The Recognition and Certification Committee moved into high gear this year. The five members met six times to review progress made and discuss pending files. We processed 20 files throughout the year. Three files are still pending, but they were received more recently. Of the 20 files reviewed in 2022, seven were rejected, ten were granted certification, and three are pending a final decision by the committee.

b) Discipline Committee

Pency Tsai reported that the board is calling for members to indicate their interest in sitting on this committee and it will be part of her focus for the second half of her term.

c) Governance Steering Committee

Marielle Godbout reported that the committee met on several occasions to develop a governance manual.

15. Other business properly brought before the meeting and announcements.

- a. Pency Tsai thanked members of the ATIO Board of Directors.
- b. Announcements
 - Announced that a draw will be held for those who attended live, for a three-year license for WordFast and for 2023 ATIO Dues.
 - Next ATIO Annual General Meeting will be held in Toronto on April 29, 2023.
 - Planning is underway to celebrate ATIO's Centennial.
 - Membership renewal will begin on Wednesday, October 12, 2022, following Thanksgiving. The deadline to pay 2023 annual dues is December 31, 2022.
 - Pency Tsai reminded the board members that a short meeting of the new board of directors would be held at 4 pm.
- c. Pency Tsai expressed special thanks to the volunteers who worked with ATIO staff.

16. Adjournment of the meeting

Motion to adjourn: Caroline Napier, Second: Bing Qi. The meeting adjourned at 3:15 p.m.

Appendix A. Q&A from the 2022 AGM (as reported in the newsletter [ATIO Update June 22, 2022](#))