



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

April 29, 2023

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<https://tinyurl.com/ATIO2023AGM>

AGM Draft Minutes

Board Members Pency Tsai Marielle Godbout Arthur Wan Mark Jessop Caroline Napier Chantal Trudel	Staff: Marie Douville Josie Parisi Guests: Gerald Yang (Returning Officer) Nivetha (GetQuorum)
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Gerald Yang briefly opened the floor to nominations before the meeting was called to order.

1. **Call to Order:**

At 1:02 p.m., the ATIO President, Pency Tsai, called the assembly to order.

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

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

Pency Tsai announced that simultaneous interpretation in French and English was being provided pro-bono by volunteer interpreters Fabrice Cadieux, Wendy Greene, Mahigan Lepage and Garrett Montgomery.

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

GetQuorum and the Zoom Participants Panel confirmed the presence of 78 certified members and 32 proxies. The Chair, Pency Tsai, confirmed quorum.

3. **Adoption of the agenda**

Moved by Mark Jessop, seconded by Marielle Godbout: That the agenda be approved as amended. **CARRIED.** 94 Yes, 0 No, 0 Abstain.

4. **Presentation of the Draft Minutes of the 2022 Annual General Meeting**

Moved by Gerald Yang, seconded by Gabriella Vitos: That the Draft Minutes of the 2022 Annual General Meeting be approved as presented. **CARRIED.** 86 Yes, 0 No, 0 Abstain.

5. **President's Report**

Pency Tsai presented her review of the last year's activities and the challenges ahead for ATIO. The ATIO Board of Directors is working on automating the database to enforce the bylaws which state that candidates for certification must be certified within 5 years; she reminded everyone that certification is available by both certification exam and by on-dossier. The Bursary and Awards Committee resumed their work and awarded students in the spring. Mandatory prerequisite exams are now required for all new applications following a process used by our fellow associations. The Board formed the Discipline Committee and issued a call for more members to join that committee as a way to contribute to the association. The president spoke of the success of the ATIO Café and her hope that the café could one day be in-person. She discussed the addition of member benefits from both Hidden Valley Resort and Holiday Inn. She also discussed ATIO's work with other CTTIC Member Societies, and invitation for more members to get involved.

6. **Treasurer's Report**

Chantal Trudel, Director, Terminologists, presented the report of Treasurer, Pasquale Capo. The report included the financial status of the association, confidence in the association's financial situation, and the 2023 outlook. Report attached as Appendix 1.

7. **Auditor's Report**

On behalf of the Treasurer, Pasquale Capo, Chantal Trudel, Director, Terminologists, presented the audited financial statements and highlighted the continued positive trend begun in 2020. ATIO's current financial trends may result in the creation of a reserve fund. Report attached as Appendix 2.

Moved by Lise Schonberg, seconded by Nicholas Ferreira: That the auditor's report be received as presented. **CARRIED.** 86 Yes, 0 No, 0 Abstain.

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

On behalf of the Treasurer, Pasquale Capo, Chantal Trudel, Director, Terminologists, presented the proposed auditor for 2023, Numeris CPA. The new auditor will do a full audit for 2023.

Moved by Chantal Trudel, seconded by Mona Hanna: That *Numeris CPA* be appointed as auditors for 2023. **CARRIED.** 83 Yes, 0 No, 0 Abstain.

a. **Approval of the 2023 Budget**

Moved by Chantal Trudel, seconded by Michelle Delorme: That the 2023 Budget and forecast be approved as presented. **CARRIED.** 84 Yes, 0 No, 0 Abstain.

b. **Chantal Trudel** then provided a report noting the 2023 exam schedule and updates to the various exams, and the ATIO office's return to normal operations.

c. **Start charging students dues in the amount of \$75 per year.**

Moved by Chantal Trudel, seconded by Caroline Napier: That students will begin paying dues in the amount of \$75 starting in 2023. **CARRIED.** 67 Yes, 9 opposed, 2 abstain.

9. **Secretary's Report**

The Secretary, Arthur Wan, presented the 2023 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 11 board meetings since the last AGM, two were special meetings with specific purposes. The board approved the addition of prerequisite exams with the assistance of the Association of Translators and Interpreters of Alberta. The board approved the creation of a committee to relaunch the Preparatory Course for the certification exam, and recruited members for the Discipline Committee. The board approved a plan to enforce the ATIO bylaws pertaining to candidates having to become certified within 5 years according to Part V. The board passed resolutions to cease allowing affiliate applications from candidates or associates from other provincial societies to be admitted to ATIO, and to clarify that candidates for certification are not permitted to use a translator's statement. One board member was deemed to have resigned. Report attached as Appendix 3.

10. **Standing Committees' Reports**

a) Recognition and Certification Committee

Caroline Napier presented the committee's report in French.

The Recognition and Certification Committee moved into high gear this year. The four members met throughout the year to review progress made and discuss pending files. In 2022, the committee began, continued, or concluded 18 files. Seven were rejected, nine were certified, and one is pending. One was certified by CTTIC Exam before the file went to the committee. Committee members independently review each file before consulting with committee members. Caroline noted that it can take up to eight hours or more to review a single file. She noted a worrying trend that many candidates working into English have not mastered the basic skills of translation or are unable to follow the instructions for submitting their application. Five appeals were rejected for a weak command of English. The prerequisite exams are now part of the process (they were part of procedures 10 years ago). Further details are included in the report attached as Appendix 4.

b) Discipline Committee

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

11. Report of the Returning Officer, Part I

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 President**

One candidate nominated, Pency Tsai.

The Returning Officer, Gerald Yang, declared Pency Tsai elected by acclamation.

- **Election for position of Treasurer**

One candidate nominated, Pasquale Capo.

The Returning Officer, Gerald Yang, declared Pasquale Capo elected by acclamation.

- **Election for position of Director, Conference Interpreters**

One candidate nominated, Caroline Napier.

The Returning Officer, Gerald Yang, declared Caroline Napier elected by acclamation.

- **Election for position of Director, Community Interpreters**

One candidate nominated, Major Nagra.

The Returning Officer, Gerald Yang, declared Major Nagra elected by acclamation.

- **Election for position of Director, Terminologists**

One candidate nominated, Chantal Trudel.

The Returning Officer, Gerald Yang, declared Chantal Trudel elected by acclamation.

- **Election for position of Director, Foreign Languages**

Adam Kabir Dickinson was nominated from the floor by Pency Tsai, seconded by Chantal Trudel.

The Returning Officer, Gerald Yang, declared Adam Kabir Dickinson elected by acclamation.

12. Amendments to the By-laws:

Amendment 1

PROPOSED Insert (new):

PROPOSED

Insert

TABLE OF CONTENTS

Reason:

With the ATIO Bylaws being so extensive, a Table of Contents would simplify navigation.

Moved by Mark Jessop, seconded by Gerald Yang: That the proposed amendment to the By-laws be approved. **CARRIED.** 88 Yes, 0 No, 0 Abstain.

Amendment 2

PART I NAME AND OFFICIAL LANGUAGES

CURRENT

- 1.01 The name of the Association in English is the Association of Translators and Interpreters of Ontario (ATIO), and the name in French is *Association des traducteurs et interprètes de l'Ontario (ATIO)*.
- 1.02 The official languages of the Association are the official languages of Canada: English and French.

PROPOSED

Insert

- 1.03 For the purposes of these by-laws, words in one gender shall include all genders, and words in the singular include the plural and vice versa.

REASON:

Some of the terminology used in both the English and French bylaws implies gender. This addition addresses the concepts of inclusivity and clarity.

Moved by Mark Jessop, seconded by Mona Hanna: That the proposed amendment to the By-laws be approved. **CARRIED.** 84 Yes, 4 No, 0 Abstain.

Caroline Napier moved that, as there are several proposed amendments that require longer discussion, voting be tabled for the remaining amendments until a special meeting is held specifically for this purpose on Saturday, June 17.

- Motion to hold a Special General Meeting on Saturday, June 17, 2023, at a time to be determined by the board.

Moved by Caroline Napier, seconded by Mark Jessop. CARRIED. 80 Yes, 2 No, 2 Abstain.

13. Report of the Returning Officer (Gerald Yang), Part II:

- a. Announcement of the voting results:
 - i. President: Pency Tsai
 - ii. Treasurer: Pasquale Capo
 - iii. Director, Conference Interpreters: Caroline Napier
 - iv. Director, Community Interpreters: Major Nagra
 - v. Director, Terminologists: Chantal Trudel
 - vi. Director, Foreign Languages: Adam Kabir Dickinson

14. Presentation of the 2023-2024 Board of Directors

The 2023-2024 Board of Directors is as follows:

- President (2023-2025): Pency Tsai, C. Comm. Int.
- Vice-President (2022-2024): Marielle Godbout, C. Tran.
- Treasurer (2023-2025): Pasquale Capo, C. Tran.
- Secretary (2022-2024): Xiaolei (Arthur) Wan, C. Tran.
- Director, Translators (2022-2024): Mark Jessop, C. Tran.



- Director, Conference Interpreters (2023-2025): Caroline Napier, C. Conf. Int.
- Director, Court Interpreters (2022-2024): Bing Qi, C. Crt. Int., C. Tran.
- Director, Community Interpreters (2023-2025): Major Nagra, C. Tran.
- Director, Medical Interpreters (2022-2024): Bing Qi, C. Crt. Int., C. Tran.
- Director, Terminologists (2023-2025): Chantal Trudel, C. Tran.
- Director, Foreign Languages (2022-2024): Adam Kabir Dickinson, C. Tran.

15. Other business properly brought before the meeting and announcements

- a. Other business – if any was proposed at item (3) above.
- b. Those who attended the AGM live today will be entered in a draw to win either their 2024 ATIO dues (two members) OR a three-day, two-night stay at Hidden Valley Resort in Muskoka.
- c. The ATIO Annual General Meeting for 2024 will take place in Toronto on Saturday, April 27, 2024, online, or hybrid as circumstances permit.
- d. Renewal for 2024 will begin on Wednesday, October 11, 2023, following Thanksgiving. The deadline to pay 2024 annual dues is December 31, 2023.
- e. Congratulations go out to Ms. Emilie Lombard, graduate of the University of Ottawa Translation Program. The ATIO Bursary and Awards Committee has awarded her the ATIO Award of Excellence for Spring 2023.
- f. Thanks go out to our volunteer interpreters: Fabrice Cadieux, Wendy Greene, Mahigan Lepage, Garrett Montgomery. (Mahigan and Garrett are Conference Interpreting Students from Glendon College). Thanks also to the volunteers who assist with exams, for the assistance of ATIA in launching the online entrance exam and online prerequisite exams. Welcome to new candidates and members, and the ATIO Staff, Josie Parisi, Membership Services Coordinator and Marie Douville, Operations & Business Development Coordinator and Exam Coordinator.
- g. New and ongoing board members are reminded that there will be a short meeting of the new board of directors at or around 4:00 p.m., following the AGM – board members should check their email for meeting details.
- h. Thank you all for your support and have a great Saturday afternoon.

16. Motion to adjourn. Proposed by Caroline Napier. Seconded by Gerald Yang. The meeting adjourned at 3:17 p.m.