

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

April 27, 2024

To listen to the recording, copy and paste the
following hyperlink into your web browser:
<https://tinyurl.com/ATIO-AGM-2024>

AGM Draft Minutes

Board Members Pency Tsai Marielle Godbout Pasquale Capo Arthur Wan Mark Jessop Bing Qi Caroline Napier Adam Kabir Dickinson	Staff: Marie Douville Josie Parisi Roxanne Barre Guests: Michel Trahan (Returning Officer) Nivetha (GetQuorum)
--	--

1. Call to Order:

At 1:00 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 Michel Trahan 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 and Peter McNichol.

2. Verification of the quorum:

GetQuorum confirmed the presence of 84 voting members and 33 proxies. The Chair, Pency Tsai, confirmed quorum, which is 25 voting members under Article 11.08 of the ATIO Bylaws.

3. **Adoption of the agenda**

Moved by Caroline Napier, seconded by Marielle Godbout: That the agenda be approved as amended (with items 7–9 combined into the Treasurer’s Report).

CARRIED. 91 Yes, 1 No, 2 Abstain.

4. **Presentation of the Draft Minutes of the 2023 Annual General Meeting**

Moved by Pency Tsai, seconded by Marielle Godbout: That the Draft Minutes of the 2023 Annual General Meeting be approved as presented. **CARRIED.** 82 Yes, 2 No, 5 Abstain.

5. **Presentation of the Draft Minutes of the June 2023 Special General Meeting**

Moved by Pency Tsai, seconded by Caroline Napier: That the Draft Minutes of the June 2023 Special General Meeting be approved as presented. **CARRIED.** 66 Yes, 1 No, 9 Abstain.

6. **President’s Report**

Pency Tsai presented her review of the state of the association. The prerequisite exams were held twice in the past year and entrance exams four times. The discipline committee is close to having the required number of members, more are needed. Following the hiring of new staff members, the Secretariat is now fully staffed. While ATIO has been working on implementing a digital stamp, this has been put on hold due to technical issues. The shrinking membership numbers have also been noted; this is due to an aging membership and updates to admission procedures.

7. **Treasurer’s Report, Auditor’s Report and Budget**

Pasquale Capo presented the Treasurer’s Report and the Auditor’s Report. The report included the financial status of the association, confidence in the association’s financial situation, and the 2024 outlook. Members asked questions to clarify some of the details and some of the expenses incurred during the past year. The travel expenses for 2023–2024 relate primarily to attending the 2023 CTTIC AGM in Vancouver. **Report attached as Appendix 1.**

Moved by Pasquale Capo, seconded by Marielle Godbout: That the auditor’s report be received as presented. **CARRIED.** 88 Yes, 1 No, 3 Abstain.

Moved by Pasquale Capo, seconded by Caroline Napier: That *Numeris CPA* be re-appointed as auditors for 2024. **CARRIED.** 73 Yes, 1 No, 7 Abstain.

Pasquale Capo presented the proposed 2024 operating budget, first reviewing the 2023 budget against the actual figures. Responding to a question about the salary figures, he notes that there have been changes due to the hiring of new staff and the outsourcing of the bookkeeping role to a third-party provider. **The budget is attached as Appendix 2.**

Moved by Pasquale Capo, seconded by Arthur Wan: That the 2024 Budget and forecast be approved as presented. **CARRIED.** 86 Yes, 0 No, 2 Abstain.

8. Secretary's Report

The Secretary, Arthur Wan, presented the 2024 Secretary's Report. He noted that the Board had met nine times in the past year and provided an overview of the key Board decisions during that time. These included approving the proposal that candidates for certification in community interpreting and medical interpreting who cannot write a certification exam must apply for certification on-dossier by December 31, 2029, in order to become certified. Another decision was to enable the destruction of member files once nine years have passed after they leave the association (a three-year grace period to re-join plus six additional years). **The Secretary's report is attached as Appendix 3.**

9. Standing Committees' Reports

a) Recognition and Certification Committee

Caroline Napier presented the committee's report in French.

The Recognition and Certification Committee worked effectively this year. Its members met throughout the year to review progress made and discuss pending files. In 2023, the committee began, continued, or concluded nine files. One was rejected, three were certified, and five are pending. Committee members independently review each file before consulting with committee members. Caroline noted that it can take several hours to review a single file. In 2023, candidates wishing to pursue on-dossier certification had to first complete the prerequisite language proficiency and Code of Ethics exams. It is hoped that these exams will help to ensure that candidates have a higher possibility of success; the efforts of staff members Marie Douville and Josie Parisi in organizing these exams are acknowledged with thanks. Caroline also gratefully acknowledges the work of the Committee's Chair, Hélène Gelinas-Surprenant and committee member Sonia Leblanc. **Further details are included in the report attached as Appendix 4.**

b) Discipline Committee

Pency Tsai reported that the Discipline Committee currently has three members who are working hard on ongoing cases. The Board is calling for members to indicate their interest in sitting on this committee.

10. Report of the Returning Officer, Part I

The Returning Officer, Michel Trahan, 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

One candidate nominated, Marielle Godbout.

The Returning Officer, Michel Trahan, declared Marielle Godbout elected by acclamation.

○ Election for position of Secretary

One candidate nominated, Adam Kabir Dickinson.

The Returning Officer, Michel Trahan, declared Adam Kabir Dickinson elected by acclamation.

- **Election for position of Director, Translators**
No candidates were nominated in advance of the meeting.
Pency Tsai nominated Saeid Hasani from the floor; the nomination was seconded by Mark Jessop and accepted by Saeid Hasani.
The Returning Officer, Michel Trahan, declared Saeid Hasani elected by acclamation.
- **Election for position of Director, Court Interpreters**
No candidates were nominated in advance of the meeting.
Pency Tsai nominated Renée Xu from the floor; the nomination was seconded by Bing Qi and accepted by Renée Xu.
The Returning Officer, Michel Trahan, declared Major Nagra elected by acclamation.
- **Election for position of Director, Medical Interpreters**
One candidate nominated, Saeid Hasani.
The Returning Officer, Michel Trahan, declared Saeid Hasani elected by acclamation.
- **Election for position of Director, Foreign Languages**
Two candidates were nominated, Paulina Baez and Adam Kabir Dickinson.
Adam Kabir Dickinson withdrew his candidacy.
The Returning Officer, Michel Trahan, declared Paulina Baez elected by acclamation.
- **Election for position of Director, Community Interpreters (one-year term)**
One candidate nominated, Josie Parisi.
The Returning Officer, Michel Trahan, declared Josie Parisi elected by acclamation.
- **Election for position of Director, Terminologists**
Two candidates were nominated, Josie Parisi and Arthur Wan.
The Returning Officer, Michel Trahan, stated that he would announce the vote totals in Part II of the Report of the Returning Officer (agenda item 12).

11. Amendments to the By-laws:

Caroline Napier moved that, as there are several proposed amendments that require longer discussion, voting be tabled for the amendments until a special meeting is held specifically for this purpose on Saturday, June 15 at 10:00 a.m.

- Motion to hold a Special General Meeting at 10:00 a.m. on Saturday, June 15, 2024, in which proxy voting will not be allowed.

Moved by Caroline Napier, seconded by Denis Couillard. CARRIED. 82 Yes, 10 No, 2 Abstain.

12. Report of the Returning Officer (Michel Trahan), Part II:

- a. Announcement of the voting results.
In the election for Director, Terminologists, Josie Parisi received 58 votes and Arthur Wan received 32 votes, with 1 abstaining vote.
- b. Announcement of the new and re-elected members of the 2024-2025 Board of Directors:
 - i. Vice-President: Marielle Godbout

- ii. Secretary: Adam Kabir Dickinson
- iii. Director, Translators: Saeid Hasani
- iv. Director, Medical Interpreters: Saeid Hasani
- v. Director, Foreign Languages: Paulina Baez
- vi. Director, Community Interpreters: Josie Parisi
- vii. Director, Terminologists: Josie Parisi

13. Presentation of the 2024-2025 Board of Directors

The 2024-2025 Board of Directors is as follows:

- President (2023-2025): Pency Tsai
- Vice-President (2024-2026): Marielle Godbout
- Treasurer (2023-2025): Pasquale Capo
- Secretary (2024-2026): Adam Kabir Dickinson
- Director, Translators (2024-2026): Saeid Hasani
- Director, Conference Interpreters (2023-2025): Caroline Napier
- Director, Court Interpreters (2024-2026): Renée Xu
- Director, Community Interpreters (2024-2025): Josie Parisi
- Director, Medical Interpreters (2024-2026): Saeid Hasani
- Director, Terminologists (2024-2025): Josie Parisi
- Director, Foreign Languages (2024-2026): Paulina Baez

14. Other business properly brought before the meeting and announcements

- a. Thanks go out to the departing members of the Board, Mark Jessop and Bing Qi, for their years of service to the ATIO Board. Thanks are also offered to Michel Trahan for his invaluable assistance as Returning Officer.
- b. Candidates for certification are reminded of the five-year rule, whereby Candidates will be automatically removed from the database if they do not become certified within five years of becoming a candidate. In the case of Certified Members who are also Candidates in another profession and/or language combination, they will also lose their candidature after the five-year period.
- c. Important dates: The 2025 ATIO AGM will be on April 26, 2025, venue to be announced. 2025 renewal will begin on Wednesday, October 16, 2024, and the deadline to pay dues will be December 31, 2024.
- d. Thanks go out to our volunteer interpreters: Fabrice Cadieux, Wendy Greene and Peter McNichol. 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. Finally, thanks are given to ATIO Secretariat Staff: Marie Douville, Operations & Business Development Coordinator; Josie Parisi, Membership Services Coordinator; and Roxanne Barre, Exam Coordinator. Josie, who is stepping down from her role at the Secretariat, is thanked for her dedication to the organization and welcomed to her new role on the Board of Directors. Finally, the incoming Membership Services Coordinator, Blake Hamilton, is welcomed to the team.
- e. New and ongoing board members are reminded that there will be a short meeting of the new



board of directors at 3:30 p.m., following the AGM – board members should check their email for meeting details.

f. Thank you all for your support and have a great Saturday afternoon.

15. The meeting is adjourned at 3:19 p.m.

1 Nicholas Street • Suite 1202 • Ottawa Ontario K1N 7B7
1 rue Nicholas • Bureau 1202 • Ottawa (Ontario) K1N 7B7

☎ 613 241-2846 • ☎ 1-800 234-5030 • 🌐 www.atio.on.ca • ✉ info@atio.on.ca

Member of the Canadian Translators, Terminologists, and Interpreters Council (CTTIC)
Membre du Conseil des traducteurs, terminologues et interprètes du Canada (CTTIC)