

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

April 26, 2025

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AGM Draft Minutes

Board Members Pency Tsai Marielle Godbout Pasquale Capo Adam Kabir Dickinson Rebecca Guimarães Caroline Napier Renee Xu Paulina Baez	Staff: Marie Douville Blake Hamilton Roxanne Barre Guests: Bing Qi (Returning Officer) Josh (GetQuorum)
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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, Adam Kabir Dickinson, would act as secretary of the meeting.

Pency Tsai announced that Josh, from GetQuorum, would be the scrutineer and that Bing Qi 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 68 voting members and 32 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**

Motion to amend the agenda by Pasquale Capo to combine items 8 through 11 as the treasurer's report, seconded by Hassan Mubarak. CARRIED. 91 Yes, 0 No, 0 Abstain.

Moved by Lise Schonberg, seconded by Paulina Baez: That the agenda be adopted as amended. **CARRIED.** 94 Yes, 0 No, 0 Abstain.

4. **Presentation of the Draft Minutes of the 2024 Annual General Meeting**

Moved by Adam Dickinson, seconded by Donna A. Williams: That the Draft Minutes of the 2024 Annual General Meeting be approved as presented. **CARRIED.** 93 Yes, 0 No, 0 Abstain.

5. **Presentation of the Draft Minutes of the June 2024 Special General Meeting**

Moved by Paulina Baez, seconded by Zalfa Rihani: That the Draft Minutes of the June 2024 Special General Meeting be approved as presented. **CARRIED.** 87 Yes, 0 No, 4 Abstain.

6. **Presentation of the Draft Minutes of the November 2024 Special General Meeting**

Moved by Hassan Mubarak, seconded by Michelle Delorme: That the Draft Minutes of the November 2024 Special General Meeting be approved as presented. **CARRIED.** 89 Yes, 0 No, 5 Abstain.

7. **President's Report**

Pency Tsai presented her review of the state of the association. She noted that ATIO spent much of 2024 updating its Bylaws in order to add clarity and to come into compliance with the Ontario Non-Profit Corporations Act (ONCA). New staff members were hired in 2024, Roxanne Barre as Exam Coordinator and Blake Hamilton as Membership Coordinator. Pency further noted that a prototype e-stamp system has been developed and is undergoing beta testing. The e-stamp will be demonstrated later on in the AGM. The 2024 Annual General Meeting of the Canadian Translators, Terminologists, and Interpreters Council (CTTIC) was held in Ottawa, hosted by ATIO.

ATIO is still in need of volunteers to serve on the board and committees, as well as to organize professional development activities; Pency thanks ATIO members for their presence at the AGM and their commitment to the association.

8. **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 outlook for 2025. Pasquale notes that while ATIO achieved a healthy surplus in 2024, the numbers for 2025 are closer to breaking even, owing to lower membership figures and a higher salary outlay. This situation will necessitate prudent financial management by ATIO's Board of Directors. Questions are raised about certain outlays and the association's investment revenue, including the possibility of investing funds into a higher-yielding fund. **Report attached as Appendix 1.***

Moved by Pasquale Capo, seconded by Luc Bouchard: That the auditor's report for 2024 be received as presented. **CARRIED.** 93 Yes, 0 No, 0 Abstain.

Moved by Pasquale Capo, seconded by Hassan Mubarak: That Numeris CPA be re-appointed as auditors for 2025. **CARRIED.** 85 Yes, 0 No, 1 Abstain.

*Pasquale Capo presented the proposed 2025 operating budget, first reviewing the 2024 budget against the actual figures. There are questions regarding event revenue and expenses, as well as the e-stamp. It is clarified that the e-stamp costs \$18 per member, per year, and that ATIO plans to absorb the cost for the upcoming year. **The budget is attached as Appendix 2.***

Moved by Pasquale Capo, seconded by Caroline Napier: That the 2025 Budget and forecast be approved as presented. **CARRIED.** 91 Yes, 0 No, 1 Abstain.

9. Secretary's Report

*The Secretary, Adam K Dickinson, presented the 2025 Secretary's Report. He noted that the Board had met eleven times in the past year and provided an overview of the key Board decisions during that time, including the decision to move forward with a proposal for developing the e-stamp. Adam also mentioned the two Special General Meetings held during 2024 to bring ATIO into compliance with ONCA, as well as the attendance of ATIO board members at national events including the CTTIC AGM and WorldSpeak Conference. **The Secretary's report is 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 worked effectively this year. Its members met throughout the year to review progress made and discuss pending files. In 2024, the committee began, continued, or concluded seven files. Two were rejected and five were certified. 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. Thanks to this initiative, the Committee noticed an increase in the quality of the applications reviewed throughout 2024, along with a higher success rate in achieving certification. The efforts of staff members Marie Douville and Blake Hamilton are acknowledged with thanks. Caroline also gratefully acknowledges the work of the Committee's Chair, Hélène Gelinis-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 two members who are working hard on ongoing cases. The Board is calling for members to indicate their interest in sitting on this committee and encouraged the membership to contact ATIO to get involved.

11. Report of the Returning Officer, Part I

The Returning Officer, Bing Qi, 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, Adam Dickinson.
The Returning Officer, Bing Qi, declared Adam Dickinson elected by acclamation.
- **Election for position of Treasurer**
One candidate nominated, Renee Xu.
The Returning Officer, Bing Qi, declared Renee Xu elected by acclamation.
- **Election for position of Director, Conference Interpreting**
One candidate nominated, Paulina Baez.
The Returning Officer, Bing Qi, declared Paulina Baez elected by acclamation.
- **Election for position of Director, Community Interpreters**
Two candidates were nominated, Josie Parisi and Qamar Yasmeen Tyeebi.
The Returning Officer, Bing Qi, stated that he would announce the vote totals in Part II of the Report of the Returning Officer (agenda item 12).
- **Election for position of Director, Terminologists**
One candidate nominated, Malin Cordisco
The Returning Officer, Bing Qi, declared Malin Cordisco elected by acclamation.

Because the President cannot hold two positions on the board, Pency Tsai declared the Secretary position vacant and prompted the Returning Officer to reopen the election and call for nominations.

- **Election for position of Secretary (one-year term)**
Pency Tsai nominated Josie Parisi from the floor; the nomination was seconded by Caroline Napier and accepted by Josie Parisi.
The Returning Officer, Bing Qi, declared Josie Parisi elected by acclamation.

12. Amendments to the By-laws:

- a. Pency declared that there were no amendments to the bylaws to present at the 2025 annual general meeting.

While the votes were being tabulated, Adam K. Dickinson delivered a presentation on the forthcoming ATIO e-stamp.

13. Report of the Returning Officer (Bing Qi), Part II:

- a. Announcement of the voting results.
In the election for Director, Community Interpreters, Josie Parisi received 50 votes and Qamar Yasmeen Tyeebi received 33 votes, with 5 abstaining votes.
- b. Announcement of the new and re-elected members of the 2025-2026 Board of Directors:
 - i. President: Adam Kabir Dickinson
 - ii. Treasurer: Renee Xu
 - iii. Secretary: Josie Parisi

- iv. Director, Conference Interpreters: Paulina Baez
- v. Director, Community Interpreters: Josie Parisi
- vi. Director, Terminologists: Malin Cordisco

14. Presentation of the 2025-2026 Board of Directors

The 2025-2026 Board of Directors is as follows:

- President (2025-2027): Adam Kabir Dickinson
- Vice-President (2024-2026): Marielle Godbout
- Treasurer (2025-2027): Renée Xu
- Secretary (2025-2026): Josie Parisi
- Director, Translators (2024-2026): Rebecca Guimarães
- Director, Conference Interpreters (2025-2027): Paulina Baez
- Director, Court Interpreters (2024-2026): Renée Xu
- Director, Community Interpreters (2025-2027): Josie Parisi
- Director, Medical Interpreters (2025-2026): Pasquale Capo
- Director, Terminologists (2025-2027): Malin Cordisco
- Director, Foreign Languages (2024-2026): Paulina Baez

15. Other business properly brought before the meeting and announcements

- a. The work of the volunteer interpreters, Fabrice Cadieux, Wendy Greene and Peter McNichol, is gratefully acknowledged. The volunteers who support ATIO throughout the year are also applauded, including those who invigilate exams and those who assist with the functions of the Secretariat.
- b. Thanks go out to the departing members of the Board, Pency Tsai and Caroline Napier for their years of service to the ATIO Board, as well as Pasquale Capo for his many years as the Treasurer. Thanks are also offered to Bing Qi for his invaluable assistance as Returning Officer.
- c. 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.
- d. Important dates: The 2026 ATIO AGM will be on April 25, 2026, venue to be announced. 2026 renewal will begin on Wednesday, October 15, 2025, and the deadline to pay dues will be December 31, 2025.
- e. Welcome to new candidates and members. Finally, thanks are given to ATIO Secretariat Staff: Marie Douville, Operations & Business Development Coordinator; Blake Hamilton, Membership Services Coordinator; and Roxanne Barre, Exam Coordinator.
- f. New and ongoing board members are reminded that there will be a short meeting of the new board of directors at 4:30 p.m., following the AGM – board members should check their email for meeting details.
- g. Thank you all for your support and have a great Saturday afternoon.

16. The meeting is adjourned at 3:30 p.m.