

## AGM COMMITTEE REPORT

### Associate Member Committee

Progress Report from October 2022 to October  
2023 Submitted to ATIA Council on October 16<sup>th</sup>,  
2023

Note that this report **should be completed and sent to the ATIA Admin** ([admin@atia.ab.ca](mailto:admin@atia.ab.ca)). It should be prepared by the Chair(s) and approved by the members of the Committee before being submitted to ATIA Council.

<b>Members</b> (First name and surname)	<b>Email address</b>	<b>Role</b> Chair Co-chair, member	<b>Status</b> Active - Inactive ( <b>To be completed by Chair</b> )
Roula Salam	<a href="mailto:president@atia.ab.ca">president@atia.ab.ca</a>	Member by default	active
Sarah Burchnall	<a href="mailto:s.burchnall@hotmail.com">s.burchnall@hotmail.com</a>	Chair	Active
Lizza Cruz	<a href="mailto:lizza@vrpfarms.ca">lizza@vrpfarms.ca</a>	Co-chair	Active
Michel Selim	<a href="mailto:Michel.Selim@gmail.com">Michel.Selim@gmail.com</a>	Member	Active
Mayada Tawachi	<a href="mailto:mtawachi@hotmail.com">mtawachi@hotmail.com</a>	Member	Active

### Number of meetings held during the period: 11

<b>Date</b>	<b>Purpose</b>	<b>Main outcomes achieved</b>
February 10, 2023	Introductions	Introductions Discuss Committee Purpose/objectives Committee Proposals Current Member concerns
March 2, 2023	Review of Board Meeting, Discuss Objectives and Initiatives	- Approval of Committee Objectives - Survey Collaboration with other committees - Follow-up meetings with other Committee Chairs to begin collaboration
April 6, 2023	Collaboration and Introductions with other Committees and ATIA members	- Discussed Interpreter Committee Collaboration meeting held of March 10 - Discussed Exam Committee Collaboration meeting held of March 28 - Discussed Collaboration meeting with Development Coordinator
April 13, 2023	Follow-up meeting for Collaboration and Committee objectives	- Discussed Committee proposals - Discussed Member welcome package - Brainstorm for Mentorship campaign - Discussed Member concerns and current obstacles - Discussed improvement of member engagement

May 11, 2023	Member engagement and Committee Proposals	<ul style="list-style-type: none"> <li>- Committee Introduction and description for newsletter</li> <li>- Talk about social media image and template. Our Committee Communication style</li> <li>- Questions for member surveys submitted to Interpreter committee</li> <li>- Discuss Orientation/Welcome Package for new members</li> </ul>
May 25, 2023	Member engagement and Committee Proposals	<ul style="list-style-type: none"> <li>- Discussed Welcome package for new members</li> <li>- Discussed orientation and events for our committee and members</li> <li>- Discussed methods of communication with our members</li> <li>- Discussed how to engage with members</li> <li>- Discussed how to improve mentorship and mentorship campaign</li> </ul>
June 1, 2023	Member engagement and Committee Proposals	<ul style="list-style-type: none"> <li>- Discussed Welcome package for new members</li> <li>- Discussed orientation and events for our committee and members</li> <li>- Discussed methods of communication with our members</li> <li>- Discussed how to engage with members</li> <li>- Discussed how to improve mentorship and mentorship campaign</li> </ul>
August 24, 2023	Networking Event Proposal	<ul style="list-style-type: none"> <li>- Proposal of a Social Networking event for members</li> <li>- Discussed a meeting with Development Coordinator</li> <li>- Discussed member concerns and obstacles</li> </ul>
September 7, 2023	Social Night Event Planning	<ul style="list-style-type: none"> <li>- Recap meeting with Development Coordinator</li> <li>- Discussed Event logistics and ideas</li> <li>- Facebook group for our Committee</li> </ul>
September 14, 2023	Social Night Event Planning	<ul style="list-style-type: none"> <li>- Final preparation for Social Night Event</li> </ul>
October 19, 2023	Post Event debrief and AGM Preparation	<ul style="list-style-type: none"> <li>- Discussed Social Night event successes and improvements</li> <li>- Discussed next steps for the committee</li> <li>- AGM report preparation</li> <li>- Preparation for an Edmonton Social Night</li> </ul>

### Objectives for the current mandate:

Make sure the objectives are **Relevant, Aligned with** ATIA's overall strategic goals and committee description, **Specific** to the Committee and **Attainable** within a clearly defined and realistic timeframe.

1. Objective: Establish our committee's involvement, participation and obligations within ATIA. Create an **outline of our committee** procedures, rules and regulations.
2. Objective: Associate **member onboarding** to ATIA – Our committee would like to improve the current Associate member onboarding to assist with a culture of community within our organization. We believe our Associate members should feel welcomed and supported from the moment they become members.
3. Objective: Create a **bridge of communication** for our Associate members and our organization administration. A safe place for Associate members to provide feedback, express concerns, propose ideas and look for possible resolution at the Committee level.
4. Objective: Address and express the current observations our committee feels are current obstacles to creating a **successful "roadmap"** for Associate members within ATIA.
5. Objective: Create a **community of support** by increasing member engagement and interaction by hosting networking events, offering communication platforms and improving peer-to-peer mentorship.

### Objectives completed to date:

1. Successful Social Night Event – Held on September 28 in Calgary. This networking event was an excellent opportunity to discuss current ATIA events and matters, build relationships and participate in fun activities.
2. Collaboration with other Committees – Meetings with other Committee chairs and members to open communication and gain insight. The Associate Member Committee met with the Interpreter Committee, Bursary and Community Service Committee, Development Coordinator, and Exam Committee.
3. Committee involvement – Established and discussed roles and responsibilities, idea proposals and vision for our committee.

### Obstacles or issues encountered, and what steps have been taken to resolve these:

1. Lack of member engagement and satisfaction – We are working on defining our proposals and initiatives to improve member engagement and satisfaction.
2. Current member concerns and obstacle regarding certification and membership – Our members have communicated their concerns regarding certification, membership benefits, lack of community and mentorship. – We have discussed these issues as a Committee in order to properly present

them to the board. We are working to propose initiatives that will improve member experience and create a smoother “roadmap” to certification. We are gathering information on current mentorship process, certification guidelines, and current tools available to members. We are looking to identify the missing links and areas of improvement. We are hosting in-person networking events to engage with members and provide accurate information on our organization.

**Comments and observations:**

- Our committee is committed to continuing our efforts. All four members have agreed to continue for the next year for continuity and stability. We hope to welcome new committee members!

**Next steps:**

1. Outreach work – find out what is holding our members back from becoming certified and participating in ATIA events. We will work with ATIA administrators and development coordinators to get Associate/Certified member statistics.
2. Method of Communication – Facebook, LinkedIn, Associate Member Committee emails (sent through Development). We want to create a style/format of communication for Associate members to identify our communications. Start Welcome/Orientation emails to new members.
3. Mentorship Campaign/Improvements – Share success stories and experiences. Promote the benefits for mentors and mentees.
4. Vision implementation – We would like to commence with our initiatives including recurring networking events (next one set to be in Edmonton), Committee social media platform communication and emails, welcome emails, continued collaboration with other committees, and continue to foster a culture of community.