

ATIA Annual General Meeting
Minutes of Meeting on November 2, 2024 at 1:00 pm

Attendees in person

Certified members: Ahmad Reza Katouzian, Alina Falk, Anne Tremblay, Gilles Mossiere, Jean-François Schell, Lily Lee, Mayada Tawachi, Monica De Maria, Morella Maestres-Villalobos, Muhammad Mahmood, Perla Ben-Zvi, Roula Salam, Russell Gillis, Samah Elzahaby, Shervin Ashraf

Associate members: Aida Sarbassova, Diana Khadem, Jian Liu, Jocelyne Tchetche Tendop, Kara Stelfox, Luminata Guirita, Maria Farias, Michel Selim, Olha Kosheleva, Paula Briones-Tapia, Valentia Fajardo, Wenbei Zhu, Xiaoqing Li

Allison Downer (Admin)

Candidates: Can Alpkaya

Attendees through Zoom

Certified: Bao (Rocky) Yan Feng, Abdulbary Hreiz, Allettie Bastiaansen, Elaine Yoshida, Gulnara Machitova, Hiroko Mackie, Katherine Alexander, Laurice Mussallam, Maja Jovic, Rui Xue, Valerii Polkovsky, Ksenia Maryniak

Associate: Guiliana Niedhardt, Joanna Luna, Tatiana Cojocar

Kea Adachi (Development Coordinator)

Meeting chair: Russell Gillis

Agenda item	Discussion (point form)	Motion Moved by: Seconded by: Carried?	Discussion from the Floor (What shall be done)	Action / Notes (Who does what)
I. Call to order and Quorum	Quorum is verified with 28 members in person and online and meeting is called to order at 1:15 pm.			
II. Approval of agenda	Approval of the agenda for the meeting. No objections or abstentions from the meeting. All in favour and passed. Peter Szikinger mentioned that he already gave a proxy so would not participate in voting.	Samah Elzahaby moves. Jean-François Schell seconds		

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III. Adoption of AGM 2023 minutes	Approval of the minutes from 2023. No objections or abstentions.	Roula Salam moves. Samah Elzahaby seconds.		
IV. Council reports				
a. President's Report	Roula Salam presents a report on behalf of Tania Therien, since Tania is not able to attend. Tania Therien had to stand down as President because of family matters. She worked very hard to approve the Interpretation On Dossier process, and also worked with the Exam Committee to refine the processes. Also there have been increases to the exam fees, which is \$20.00. This is mainly because of the economy and the fact that CTTIC has raised their fees. Tania was also involved in making sure that members were welcomed to the Association and to the committees. She was also involved in FIT North America. ATIA has been a member of FIT since 2022. She has been the Secretary for FIT North America. She has been working with several bodies to help establish training for interpreters across North America. Tania also was involved in the Title Protection Committee, and meeting with ministers and government officers to move forward the title protection for our profession. We also have been involved in giving indigenous language translators a voice through our Association, and sharing their history and progress with other bodies. We actually had a	Any questions about the report? No questions. Motion for approval of President's report: Perla Ben-Zvi moves. Monica De Maria seconds. Objections or abstentions – none. All vote in favour.		

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	valuable collaboration with the Mexican Translators' Association as a result of this. By being a member of FIT, we get discounts on webinars and professional development opportunities. In September 2025 there will be a Congress in Geneva. If anyone would like to share their research or paper, this would be the time to submit it.			
b. Delivery of Certification Certificate	Certificate of Certified Translator given to Ahmad Reza Katouzian for English to Farsi.			
c. Vice-President (Calgary) report	Samah Elzahaby presents her report. I have been involved in many committees, particularly the Title Protection Committee and the Interpreters Committee. This year we were invited to speak with the Justice P. Henry. Shortly after this the President and I were invited to speak with the Honourable Minister of Immigration and Multiculturalism to discuss the issue of title protection. In the subsequent months I was privileged to teach and train physicians on community and medical interpreting through Alberta International Medical Graduate Association (AIMGA). This led to the Association inviting ATIA to give a presentation on the steps to becoming ATIA interpreters. I also worked with several community service organizations to help them with getting translation and interpretation services through ATIA's members. This was done through the Bursary and Community Services Committee.	Motion for approval of VP South Alberta report: Shervin Ashraf moves. Mayada Tawachi seconds. No objections or abstentions. All vote in favour.		

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	ATIA's members were invited to contribute to 2 prominent surveys on interpretation services in Alberta and Canada. One was conducted by MNP, and the other by McGill University. I also participated in discussions for updating hours for interpreters for the on dossier process. I look forward to further collaboration in the process for community and medical interpreters. I also presented to Edmonton Catholic Services, which had 100 attendees and also participated in a Q&A session with many questions about the code of ethics, education levels and certification exams. In the coming year I look forward to working on certification processes for medical and community interpreters, advocating for title protection and regulatory measures, increasing membership and upholding professional standards.			
d. Vice-President (Edmonton) report	Bao (Rocky) Yan Feng presents his report. I have enjoyed the collaboration with our support staff and Board members. This year I focused on getting more exposure for ATIA to the community. I delivered introductory sessions for EISA (Edmonton Immigrant Services Association). They have agreed to promote ATIA's brand among its clients and volunteers. [audio cut out] Kea reads the remainder of Rocky's report. Rocky also ensure to promote ATIA to all of his clients, encouraging them to join once they become Permanent Residents of Canada. Rocky also had the pleasure of participating in the celebration of the International Translation Day	Motion for approval of VP North Alberta report: Roula Salam moves. Monica de Maria seconds. No objections or abstentions. All vote in favour.		

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	presented by the Modern Languages and Cultural Studies Department of the University of Alberta. He encourages the next VP North to continue this relationship to promote ATIA with the University.			
e. Treasurer's report	Russell Gillis presents the Treasurer's report. We have seen challenges on both expenses and revenue over the past year. The challenges with revenue are that members do not pay their dues on time, and that of course impacts our financial statements for that year. Also, we have been barely breaking even or even losing money on the exams and webinars. We did have a couple of large expenditures this year: our METTL fees had to be paid twice because of an older invoice and paying the current invoice. This is the technology for our online exams. We also had to move our e-mail and file sharing services from Zoho Mail to Microsoft. We paid a consulting company for doing that. Also, at the last AGM it was decided to increase the wages of our staff, which I completely support. The exams needed to be increased. As a Council, we decided to raise the price of the Associate exams from \$165.00 to \$265.00. We also decided to raise the price of the prerequisite exams from \$50.00 to \$75.00. In addition to this, we need a vote of the membership to approve the increase of the membership dues by \$20.00 per category. Russell to Jean-Francois Schell. I don't think we will see things go back to positive this year, since	Motion for approval of Motion for approval Treasurer's Report: Roula Salam moves. Sandra Gaviria seconds. No objections or abstentions. All vote in favour.	Question from the floor: Are there any large expenditures anticipated for this coming year? Answer: No, we do not anticipate any substantial expenditures for this coming year. Perla Ben-Zvi: I want to mention that we did put aside about \$25,000 in a GIC for title protection. This is for title protection in case ATIA needs to take cases to court. I think we also need to provide more training opportunities for our members. I also think that the budget for advertising and promotion is very low. I think we need to let people know that we exist. I think we should see more money there. Shervin: I have concerns about us charging extra for the exams and then the Associate members have to also pay for their dues. This might become financially prohibitive for them. Lily Lee: 3 questions. First, are we able to access these statements, since this is the first time I am seeing them? Second, are these statements audited? Third, is there something we	

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	the changes don't take effect until the spring and the end of this year (like exam fees and membership fees). But I think by next year we should be in a positive position. There won't be any impact to the services of the members, I have kept the budget the same for expenses, except for the travel budget, which we may have to consider fundraising for. Allison to Lily Lee: I wait until the end of October before I do this. These are available online, and they are audited. Regarding the renewal of membership, when we sent out the e-mails many of them went to spam, so there were many members who did not see the renewal reminder. We do try to send several reminders to the members, and we finally have to threaten to remove them from the website. Allison to Mayada: We have already made changes so that candidates can take the exam in both directions at the same time, which wasn't done before. CTTIC is also making changes to streamline their exam process. This last session we had more candidates than we have had in a while, since we are still recovering from COVID.		can do like an incentive or penalty to get more members to pay on time? Lily Lee: what time period do we wait for them to pay before this happens? Lily Lee: I propose that we put forward a motion to make sure that people will pay on time, since we seem to be facing this every year. Monica de Maria: Do we have numbers on who attends the webinars, like Associate Members, Certified Members, external people? Allison: We do actually get those numbers (ATIO vs. ATIA registrants, Associate members). Usually it is mostly Associate members. Jean-Francois Schell – With these changes, will we see things go back to normal in this year? Is there any impact to service coverage for members? Mayada Tawachi: Can we increase the frequency of the exams? Roula Salam: request to the membership, for members to step up and assist with doing training webinars for the members. Also should be looking at fundraising for a travel budget to assist members who want to attend conferences. Objections from several members to the increase to the exam fees.	

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f. Auditors' report	Perla Ben-Zvi: The books were very well presented. Everything was done correctly. I found sometimes PayPal had some minor issues. I found one minor discrepancy but that was it. Everything was fine with the records.	Motion to approve the auditor's report: Move: Mayada Tawachi Second: Lily Lee No objections or abstentions. All in favour.		
g. Secretary's report	Presented along with the Treasurer's report.			
h. Administrative assistant's report	ATIA continues to be a leader among associations and within the industry by initiating and embracing change. Daily tasks include taking 5 to 15 calls per day from people interested in becoming a translator or interpreter. Also get a lot of requests for translation and interpretation services. Always have many e-mails that require constant attention and sometimes discussion with the council. On average I work 100 hours per month. On average I receive 20 to 50 e-mails per day. Graph showing hours. Past exams: Fall 2023 Code of Ethics: 33 registered, 22 passed. Editing: 22 registered, 11 passed. Reading Comprehension Translators: 12 registered, 9 passed Reading Comprehension Interpreters: 4 registered, 1 passed Associate Translation Exam: 22 registered, 10 passed. Spring 2024	Motion to approve the auditor's report: Move: Mayada Tawachi Second: Jean-Francois Schell No objections or abstentions. All in favour.	Shervin: some feedback for Allison on the Interpreters badges and potential other supplier for the badges. Sandra: question about the timing of the audit. Answered by Russell. Sandra volunteered to do the auditing for the financial records next year.	

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	Code of Ethics: 35 registered, 22 passed. Editing: 17 registered, 9 passed. Reading Comprehension Translators: 11 registered, 9 passed Reading Comprehension Interpreters: 11 registered, 6 passed Fall 2023 Certification Exams – results took a very long time to arrive. 2 registered and 2 passed. Fall 2024 We have 41 registered for Code of Ethics. Fall 2024 – November 23 is the date for Certification Exams. Significant increase to CTTIC exam cost. We have 8 registered for the CTTIC exam. Dates for 2025 will be announced shortly. We had 3 webinars this past year: International Translation Day, Orange Shirt Day and How to Find Clients. List of exam preparation webinars. Membership numbers: Total of 285 members. Last year it was 269. 143 Certified members and 142 Associate members. We will have 4 members join under the reciprocity agreement. Membership cards have been mailed out. Website: integrity is satisfactory. Digitize has introduced a tool called Basecamp to deal with issues. There are issues with the payment backend of the website. This has caused us issues. We contracted BrunNet for moving our e-mail and file sharing to Microsoft 365. They were very efficient and easy to deal with.			

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	Interpreter badges are very expensive to make and time consuming. Proposing a template for the members to approve for the badges. Thank you to Mayada Tawachi and Jean-Francois Schell for their continued support on the on dossier applications. Always open for suggestions on the website.			
i. Development Coordinator's report	I usually work between 50 to 70 hours per month. I take over for Allison when she goes on holidays. International Translation Day. We helped with the symposium by the University of Alberta. I put together the poster for the event and helped with the concept. I believe Ksenia was able to attend. I was able to get letters of recognition and proclamation from the cities of Calgary and Edmonton for Translators' Day. Have had a couple of meetings with an expert on Word Press, to see if he can help us with fixing our website. I continue to support the Board, the Committees. Hoping we can do more events among the members. I always love to do spotlights on members of the Association, so if there is anything you are passionate about, please share it with me. Social media: Our followers have gone up since last year (745 followers on Facebook and 250 followers on Instagram). Most of our followers are from Edmonton and Calgary, but we also have some from other parts of the world. Because of the restrictions on sharing news stories, I am not able to post as much content as I was before, so	Motion to approve the auditor's report: Move: Roula Salam Second: Mayada Tawachi No objections or abstentions. All in favour.	Allison: We did change our Mailchimp over to a paid account, since Kea and I had to keep borrowing from each other's accounts because we were running out of space. So now we have a paid account, but of course that has increased our technology costs. Question from the floor: Can you tell us about the ATIA Facebook page? Russell: Do we get a lot more traffic from LinkedIn compared to other sites?	

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	that does affect our audience. Traffic has gone up on Facebook and has gone down on Instagram. Twitter now charges if you want to access any of their analytics. So I can't get much information on Twitter. We do have more followers than last year. We have increased quite a bit on LinkedIn, so that has been encouraging. It is a better platform for connecting with people. MailChimp – we did have an issue when we changed over our e-mail platform, and messages through MailChimp were going to people's spam folders. But I think that issue has been resolved. There are 2 lists that we keep: the general list, which includes all exam candidates, and then the specific list for the members. Kea: I will show you the Facebook page. There are over 50 members now. I will send an e-mail to everyone so they can access the Facebook page. Kea: Yes, we do get a lot more traffic through LinkedIn.			
V. Motion for membership fee increases	Motion forwarded to increase membership fees by \$20.00 per category: \$140.00 for students, \$200.00 for Associate members and \$300.00 for Certified members.	Motion to approve the membership fee increases: Move: Shervin Ashraf Second: Roula Salam 24 votes in favour including the proxies.	Lily Lee: mentioned that people who had proxies need to be included in the votes. A vote is taken again including the proxies.	

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		1 abstention from Lily Lee. All in favour.		
VI. Motion for acceptance of the audited financial statements		Motion to approve the audited financial statements Move: Shervin Ashraf Second: Rocky Objections or abstentions: none. Unanimous vote.		
VII. Motion for acceptance of the budget for the upcoming year		Motion to approve the budget: Move: Jean-Francois Schell Second: Mayada Tawachi Abstention from Kathryn Watson. Unanimous vote.		
VIII. Committee's reports	Do not need to be voted on. Would any chairs of the committees like to present their reports for the meeting? Kea offers to present a report for the Title Protection Committee.			
a. Bursary and Community Services Committee Report				

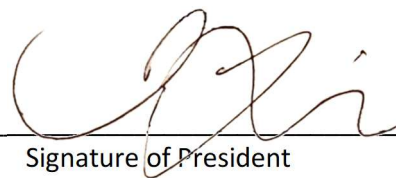
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b. Exam Committee Report				
c. Indigenous Languages Committee Report				
d. Events and Professional Development Committee Report				
e. Interpreters Committee Report				
f. Associate members Committee report				
g. Discipline Committee report				
h. Title Protection and Public Relations report	Kea presents the report. Would like to thank the members of the committee: Tania, Roula, Mayada, Samah and Michel. We've had 11 meetings and 3 meetings with the government contacts. We work very well together as a committee. One of our objectives for next year. My dad spearheaded the title protection for his organization, so we are hoping in February we can have him present to us.			
IX. Short break				

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X. Elections	President: This will be for a one-year term, since the President will serve the balance of the term from the previous President. The following year will be for 2 years. We have 2 nominations for the position of President: Samah Elzahaby and Perla Ben-Zvi Call for additional nominees 3 times. Votes taken in person and by Zoom (including proxies): Perla Ben-Zvi: 16 votes Samah Elzahaby: 13 votes 1 abstention VP North: One nominee: Mayada Tawachi Call for additional nominees 3 times. VP South: Samah Elzahaby continues as VP South for another year. Secretary: Call for additional nominees 3 times. Members-at-large Michel Selim and Diana Khadem are nominated Auditors for the upcoming year:		The nominees for President introduce themselves to the AGM: Perla Ben-Zvi followed by Samah Elzahaby Roula: does anyone have any questions? They can voice them now. Perla Ben-Zvi is voted in as President by a majority of votes. Question from Ksenia if the position that Mayada currently has on the Exam Committee will affect this position. The answer from Roula and Allison is no. Mayada is nominated by acclamation. Russell Gillis is nominated by acclamation.	

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	Sandra Gaviria Alina Falk (contacted afterwards and agreed to take on the position) Motion for adding an additional membership category (third category, like an apprenticeship category). Recommended that a committee be formed to study this topic. Then a meeting can be called to vote on the topic in the future.		Sandra Gaviria is nominated and Alina Falk was contacted afterwards and she agreed to take on the position of Auditor. Lily Lee recommends that the issue be studied first, instead of voting on it. This would be premature. Sandra Gaviria agrees that the feasibility needs to be studied first before voting on it. Kathryn Watson mentions that a special General Meeting needs to be held in order to do this. This matter is tabled.	
XI. Closing	Motion to adjourn meeting	Motion to adjourn by Perla Ben-Zvi All in favour	Meeting is adjourned at 5:01 p.m.	



Signature of Secretary



Signature of President

Time: 1:16:33