Minutes of the
13th ANNUAL GENERAL MEETING
Saturday 9 September, 2007
Sydney, NSW
At 5.30pm

1) Opening and welcome: ASLIA National President, Karen Bontempo welcomed all present at the 13th AGM, officially declaring the meeting open at 5.40pm. Karen introduced each member of the National Executive & Committee present – Jemina Napier – Vice President; Amanda Dolejsi – Treasurer; Meredith Bartlett – Secretary; Marcel Leneham – Minutes Secretary; Karin Fayd’herbe – Committee; Kylie Scott – Committee.

2) Roll call: See attached list of Members and Observers in attendance.

3) Interpreters: Andy Carmichael and Robert Nock (NSW)

4) Apologies tendered: Chris Dunn (Vic), Susie Armillei (Tas), Rebecca Schulz (NSW), Bev Sloan (WA), Judy and Peter Bonser (Qld).

5) Adoption of the Minutes of the 12th Annual General Meeting (Saturday 19 August 2006):
   a) Amendments to previous minutes: Nil
   b) Motion to accept previous minutes, Moved: Marianne Bridge; Seconded: Ben Souter. Carried.

6) Business arising from minutes: Nil

7) Reports:
   a) President’s Report (on behalf of National Committee) – Karen Bontempo spoke to the report and highlighted some of the achievements of the past twelve months. Karen called for questions:
      (i) Question was asked re the role of ASLIA to investigate the reasons for the closing of SA and Qld associations, and
possible support mechanisms. Karen replied outlining some of the supports that ASLIA did offer to each group, as well as some suggestions which were offered for suspending rather than full closure of the respective branches.

(ii) Question was asked about the funds from those states that have closed: Karen replied that the funds from ACT (complete closure) have been sent to ASLIA National and will be used to support members, specifically in regard to a planned joint taskforce project with AAD in early 2008. SA and Qld both still have their accounts open and hope to re-establish at some point, SA specifically hope to re-form in early 2008 according to the information given to us.

(iii) Question was asked re ability to vote at this AGM if from Qld. Apparently members did not receive emails from ASLIA Qld which had been requested by ASLIA National, and so did not realise they would be unable to vote at the AGM.

President’s report accepted on a motion by Nicky Hellberg-Smith (WA)
Seconded by Susan Emerson (Vic)
Carried.

b) State Associations’ reports (3 minute oral presentations from each state).

NSW – Written report tabled and read by Sheena Walters.
TAS - Electronic report received after the AGM. No member present from Tas.
VIC – Written report tabled and read by Chris Hansford
WA – Written report tabled and read by Christy Filipich
Karen thanked those states who were able to present a report and encouraged branches to take up some of the ideas highlighted by different states.


9) Elections:
Karen vacated the chair as outgoing President, and handed over to Mandy Dolejsi to conduct the elections:

Declaration of proxies:
Proxies held – one by Jemina Napier for Viona Woodroffe

Vacant positions on ASLIA National committee at this AGM:
President, Vice President, Treasurer, Secretary, committee member

Nominations received:
President – Jemina Napier. Only nomination received. Duly elected.
Vice President – Marcel Leneham. Only nomination received. Duly elected. Treasurer – Meredith Bartlett & Viona Woodroffe. As Viona is a
resident of NSW and both the President and Vice President are residents of NSW and are appointed to their positions by default as no other nominations were received; Viona's nomination for Treasurer cannot be considered as it conflicts with the constitution re: limit of office holders from each state/territory. Meredith Bartlett’s nomination is therefore the only constitutionally permissible nomination received – carried.

Secretary – Karin Fayd’herbe. Only nomination received. Duly elected.
Committee member – Kylie Scott. Only nomination received. Duly elected.

Each of the above will serve a 2 year term, with the exception of the Vice President’s position which is a one year term this period.

NB: Due to the positions of committee member and Minutes Secretary being vacated by 2 current national committee members opting for different roles within the committee at this AGM, the committee member and Minutes Secretary positions can be filled by appointing financial ASLIA members on a casual basis to serve the one year remainder of the term for each of these two positions. The newly formed committee will consider candidates for these roles and can appoint at their discretion.

**ASLIA National Executive & committee for 2007/2008:**
President – Jemina Napier (NSW)
Vice-President – Marcel Leneham (NSW)
Treasurer – Meredith Bartlett (VIC)
Secretary – Karin Fayd’herbe (QLD)
Minute Secretary – to be appointed to fill casual vacancy
Committee member – Kylie Scott (NT)
Committee member- to be appointed to fill casual vacancy

{Public Officer in NSW – Marcel Leneham (NSW). This position can be amended at any time providing the PO is always filled by a resident of NSW}

Vote to endorse the new committee: Moved Tanya Miller (NT), Seconded Sandra Leane (Vic) All in favour, Carried.

**National Representative Council**
Up to two representatives per state permitted. Some states have elected to only have one representative. Having completed a 2 year term, the representatives stepping down at this meeting are Danielle Vicary Smith (QLD) and Robyn Tsapazi (WA), whose support and contribution to the work of the national committee and state branches is acknowledged with gratitude. State branches must endorse all representative nominations in principle, and representatives can only be elected in states where a functioning branch exists. Robyn Tsapazi of WA has elected to stand
again and has the support of the WA branch. Therefore the national representative council consists of:-

WA – Robyn Tsapazi  
Tas – Debbie Draeger  
Vic – Eliza Allen & Chris Hansford  
NSW – Susannah Macready & Judy Jacobs

The afore-mentioned people meet all the constitutional requirements of the Council.

Jemina Napier assumed the chair as incoming President and thanked Mandy Dolejsi for all her work on the national committee for many years. Jemina Napier thanked all the representatives who have served their states well for the past twelve months.

10) **General business:**
   a) Ratification of ASLIA Code of Ethics
      Jemina noted that a suggestion had been received re including mention of Indigenous Australians in this document. Jemina stated that ASLIA aimed to develop a comprehensive set of guidelines for working with Indigenous people, rather than just one line in the Code of Ethics.
      Moved Marianne Bridge (Vic)  Seconded Nicky Hellberg-Smith (WA)
   b) Ratification of policies and documents – Conflict of interest, mental health, legal interpreting, donations, ANC guidelines, Interpreter of the Year award guidelines and remuneration policy
      Moved Nicole Clark (NSW) Seconded Rhonda Bride (NSW)
   c) Motion 1 to amend constitution: Moved Julie Judd (VIC) Seconded Janine Kirkup (WA)
   d) Motion 2 to amend constitution: Jemina called for comments and the responses were in favour of the motion, and in gratitude for the work of the committee.
      Moved Ben Souter (VIC) Seconded Sandra Leane (VIC) Carried.

There were no other items of general business as no items were received in writing in advance of the AGM, (as requested in the notice distributed by ASLIA National on 25 July 2007 to state branches for distribution to members), and as required by the ASLIA National constitution.

11) **Vote of thanks:** The President thanked the committee in advance for all the work they will be doing in the next 12 months, as well as their incredible efforts over the past 12 months, and thanked all members for their support, and for their attendance at the AGM.
Jemina announced that she will be approaching Karen Bontempo and Viona Woodroffe to join the committee to fill the casual vacancies of Minutes Secretary and committee member respectively. Jemina thanked Karen Bontempo for her amazing work of the last 12 months (and indeed over her 2 year term) as she has set the benchmark high for the job of President.

12) Close of meeting: 6.45pm

ASLIA National AGM 8 September 2007 ATTENDANCE LIST

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It is with some sadness that I proffer my final report as President of ASLIA National. During my 2 year tenure, the team of people I have had the privilege to work with have effected significant organisational change and had a resulting powerful impact on a local, national and international scale in raising the profile and reputation of the association. The approach of the current committee of ASLIA National has been to apply business rationale, logic, and creativity in developing strategies to manage change, strengthen our assets and resources, and document our procedures during this term of Presidency. Change has permeated the very fabric of this association. It has been a significant time of transition and activity for the association, not to mention the profession, culminating in the conference this weekend, hence the conference theme.

The “people” dimension
This President’s report of the activities of ASLIA National over the past 12 months is delivered on behalf of the team of dedicated members of the ASLIA National executive and committee who commit their time, energy and expertise in a purely voluntary capacity, in the interests of furthering and developing the sign language interpreting profession. The collective wisdom, experience and networks of each of the team members have been absolutely critical to the success of ASLIA National. Individuals do not represent states, but are elected on their own merit; however state of residence for each committee member is noted out of interest. The team is comprised as follows:

- President – Karen Bontempo (WA)
- Vice President – Jemina Napier (NSW)
- Treasurer – Amanda Dolejsi (ACT)
- Secretary – Meredith Bartle (Vic)
- Minutes Secretary & Public Officer – Marcel Leneham (NSW)
- Committee member – Karin Fayd’herbe (Qld)
- Committee member to 25 February 2007 – Heather Loades (SA)
- Committee member from 10 April 2007 – Kylie Scott (NT)

Not officially members of the committee and not privy to committee deliberations unrelated to their specific portfolios are:

- Co-opted member from November 2006 for WASLI “Give Up a Day’s Pay Project - GUADP” project – Ben Souter (Vic)
- Paid contractual appointment for specific purpose: “Deaf Relay Interpreter Certification” Project Officer – Della Goswell (NSW)

The assistance and support of the National Representative Council members this past year has also been greatly appreciated and must be acknowledged with sincere gratitude. The Council members in the past 12 months have included:

- NSW – Judy Jacobs and Susannah Macready
- Vic – Eliza Allen and Christopher Hansford
- SA – De Brown, Leanne Beer (resigned during the year – SA branch now inactive)
Tas – Debbie Draeger (Priscilla Young resigned during the year)
Qld – Danielle Vicary-Smith
WA – Robyn Tsapazi

Individual profiles on each of the fore-mentioned ASLIA National committee members and the Council members can be found at the ASLIA National website.

I cannot thank the committee of ASLIA National enough for their support and their hard work over the past 12 months, and extending further, during the last 2 years of my Presidency. They have demonstrated commitment, flexibility, responsiveness to change, positive action and high performance, despite their many obligations, including family responsibilities, paid work, study commitments and “life” in general. Much of our work product as an association has been developed as a team in the truest sense of the word. Individuals take on specific responsibility for certain areas or interests and may provide the impetus for an initiative, or may be the key author of a document or resource; but ultimately all members of the national committee contribute to all decisions, all documentation, and approve all output. National committee members contribute hours and hours of voluntary work each week to ensure ASLIA National operates as effectively as possible with the resources available. For a very small group of people, their output is truly prodigious, and their support remarkable.

The pressure on the current committee during this period of rapid change, and the length of service of some members on the committee to date, has precipitated a need for succession planning to meet the future needs of ASLIA National. Expressions of interest have been sought from the membership, and we anticipate some changes within the current committee in terms of accepting different roles and responsibilities. Some current committee members will be opting for different positions, and we anticipate new members coming on the national committee will re-energise ASLIA National, and allow for a period of consolidation and maintenance, as well as further growth. I am confident a rejuvenated and strong committee will continue to drive the association forward and maintain standards in the coming year.

I would like to also acknowledge the support of the wider membership and the branches of ASLIA. Our national association cannot be strong without having strong state level communities of practitioners whose motivation and efforts bolster and reinforce the work of the association at the local level, and by default at the national level; and members who support their association by joining and contributing in various ways, and function as ambassadors for our chosen profession. I have been fortunate to meet many of our members in person during my tenure, and it has been inspiring to note the commitment and professionalism of so many in our industry.

**Goals and objectives**
The overarching goals and objectives for ASLIA National remain unchanged, and are as follows:-

**GOAL 1. – UNITY AND CLARITY**
Objectives
1.1 To create a strong and unified organisation
1.2 To hold regular strategic planning workshops
1.3 To improve the communication mechanisms between state branches and national executive

**GOAL 2. – KNOWLEDGE AND EXPERTISE**
Objectives
2.1 To strive for interpreting excellence
2.2. To support research
2.3 To foster the sharing of knowledge and theoretical debate in the field

**GOAL 3. – PROFESSIONALISM AND BEST PRACTICE**
Objectives
3.1 To enhance the image and reputation of ASLIA
3.2 To increase financial independence and viability

Strategies to meet the fore-mentioned objectives are available upon request.
Summary of major accomplishments and initiatives in the preceding year

Publications and public relations – Our ASLIA National newsletter continues to be produced every two months and includes state branch reports as well as updates on information from the national executive and other news of relevance to the national membership. A detailed WASLI country report developed by ASLIA National for Australia was presented at the WASLI conference in Spain in July 2007. A radio interview was undertaken with ABC Canberra in December 2006. We had a panel representative at the AAD Conference in November 2006 address issues of best practice in sign language interpreting. We committed to sponsoring Critical Link 5 in Sydney, NSW from 11-15 April 2007. More than 600 spoken and sign language interpreters from all over the world attended the event and we used the opportunity to promote our association by providing satchel inserts of our branded lip balm and a brochure about ASLIA National.

WASLI – We officially joined WASLI earlier this year when the membership rates were confirmed, based on membership numbers and the GDP of each nation in the world. As a founding member, and now a financial member, we continue to have a voice on the world stage in sign language interpreting matters. ASLIA National has continued to represent the Australasia/Oceania Region of WASLI and has provided effective liaison and information exchange in the area to date. Over USD$1000 was donated for WASLI regional purposes by ASLIA National, raised in part via a Macquarie University/ASLIA pre-conference workshop at Critical Link 5 by higher degree research students in Linguistics. Contributions from some state branches, and a donation also from SLIANZ, raised the total to USD$1500, to support a delegate from a developing country to attend the WASLI Conference in Spain in July 2007. Unfortunately due to visa difficulties beyond our control, we were unable to assist an international delegate. Instead, ASLIA has been able to use those same funds (minus the SLIANZ donation which was returned to them) to support two Fijian interpreters and three Nigerian interpreters to attend the Interpreter Trainers’ Workshop and the ASLIA National Conference in Sydney. We are delighted with this outcome. An online conference for the Australasia/Oceania region is currently being considered by ASLIA National and SLIANZ, with conference hosting quotes already sought by ASLIA National, and detailed negotiations and discussions regarding the concept to proceed in the near future. After 2 years of acting as regional representative for WASLI, ASLIA National handed this responsibility over to SLIANZ at the recent WASLI conference and we wish them well with this role, and acknowledge their support and assistance in the region during our tenure. The contribution of Jemina Napier as WASLI Regional Representative over the past 2 years is acknowledged with gratitude.

Policies – New policies and guidelines were developed for interpreting in mental health settings; a donations policy; a remuneration position paper; guidelines for the Auslan Interpreter of the Year awards; and a transfer of knowledge document to assist state branches in hosting the ASLIA National Conference. A major review of the Code of Ethics was undertaken, based on the AVLIC values and rights based Code. A comprehensive set of documents regarding procedures for bidding for ASLIA National conferences was written and circulated. A reporting proforma for National Council Representatives in lodging state reports was drafted and is now in regular use. A position paper on interpreting for family members was also developed and discussed with AAD and NABS. The efforts of Jemina Napier, Kylie Scott, Karin Fayd’herbe and Meredith Bartlett are noted in regard to authorship, as is the support of ASLIA (WA) in regard to some documentation.

NAATI – Relationship consolidation with NAATI, with the development of a joint PD log book approach (with AUSIT also) to universal reporting for revalidation requirements; a guarantee to include ASLIA National membership information in mail outs to newly accredited Auslan/English practitioners; and endorsement of our previous Code of Ethics and it’s applicability in NAATI examination contexts was all negotiated this past year.

Website – Migration of our new site to an even more effective ISP hosting site occurred this year, which allows additional functionality and interactivity for members, and greater freedom and flexibility for our administrator. The contribution of our national committee member Karin Fayd’herbe in regard to administering the website has been simply outstanding.

To achieve a national standard of best practice in sign language interpreting through professional solidarity, relationships with stakeholders and a commitment to excellence.
**Interpreter Trainers’ Workshop** – ASLIA National coordinated the 3rd ASLIA National Interpreter Trainers Workshop in Sydney, which was attended by approximately 30 sign language interpreter educators from across the nation and overseas. Efforts earlier in the year to establish an Interpreter Trainers’ Network (ITN), after developing documents regarding the role of an inaugural steering committee in establishing an ITN, disappointingly resulted in little response. We are hopeful of addressing the ITN concept again with interpreter educators, in the not too distant future, firmly believing this is an important venture to pursue.

**Winterschool / ASLIA National Conference** – A comprehensive and detailed final report from Perth Winterschool in 2006 was drafted and distributed by the National President/WS Chairperson, with funding and grant acquittals all completed appropriately. Training resources from Perth (DVD series and papers from presenters) were made available online for members. A change of name to reflect the increasing size and stature of the event was agreed upon by ASLIA National, resulting in the new nomenclature of “ASLIA National Conference” rather than Winterschool in 2007. Intention for SA Branch of ASLIA to host the ASLIA National Conference (ANC) in 2007 unfortunately did not come to fruition due to closure of branch in February 2007. ASLIA National accepted responsibility for hosting ANC 2007 instead, in Sydney on 8 & 9 September 2007, with approximately 100 people expected to be in attendance, and with only 5 months lead time in organising a conference event from scratch. The assistance of ASLIA (NSW) and Macquarie University in supporting ANC 2007 is acknowledged with sincere gratitude, as is the generosity of all conference sponsors. The work of all members of the national committee in pulling together large scale event management via distance communication within a limited time frame must be noted, however Marcel Leneham must be singled out as Chairperson of this year’s event – he has dedicated much energy to the success of ANC 2007.

**Deaf Relay Interpreter Certification Project (DRICP)** – We are approaching the end stages of more than a year long project conducted in partnership with NABS to certify Deaf Relay Interpreters, with the roll out of testing in various states in mid to late 2007. This has been an exciting project to manage, and we look forward to further supporting Deaf Relay Interpreters and hopefully working with NABS and NAATI in the future, in evaluating the final product with a view to developing a national accreditation process on par with paraprofessional practitioner accreditation by examination processes. We are extremely grateful to NABS for their funding and support of the project, and for their patience over the extended project period. We must acknowledge the exceptional work of Della Goswell as Project Officer on the DRICP. In addition, it must be noted that individual national committee members have spent considerable time on the DRICP on a purely voluntary basis, allowing the project funds for ASLIA National project coordination, management fees, consultancy/advice, test review and development and so on, all to be directed to the ASLIA National rather than paid to the individuals concerned who have donated their time and expertise to the project – I am extremely grateful for the personal and professional contributions of Jemina Napier and Meredith Bartlett in this regard.

**Administrative matters**
- The ASLIA National email address of info@aslia.com.au has been functioning since June 2006, offering an accurate figure regarding incoming and outgoing electronic correspondence since that time - responses to requests for information from members, non-members, and international parties; exchanges with branches; liaison with members and so on. This email address is rarely used for national committee liaison – personal email addresses of the national committee members are used; so the figure of incoming and outgoing correspondence is not a reflection at all of the many additional exchanges that occur between ASLIA National committee members. Incoming mail = 2042 items; outgoing mail = 2179 items at the time of writing this report. Spam items have been filtered out and are not included in these figures. Over the period since June 2006 there has been, on average, 145 outgoing emails per month (or 36 outgoing emails per week) from the official email address – quite a significant figure. Considerable effort is made to ensure responses to email inquiries and correspondence is timely and efficient.
• Support has been offered to state branches, including dealing with recruitment and retention issues; branch closures; awards guidelines and advice; and general information.
• Regular teleconferences and email exchanges have been conducted between national executive and committee members. Face to face meetings were held when possible and appropriate, of sub-groups and the larger national committee.
• Provision of national and international advice has been provided on Auslan interpreting matters; and systemic/individual advocacy has been delivered as requested or required.
• Representation of ASLIA National at various meetings and forums.
• Specific purpose discussions on different matters, and regular liaison with AAD, AFDS, Deafness Forum, NAATI, NABS, AUSIT, WAITI, SLIANZ and WASLI

Research activities
• Partnership in Macquarie University/ASLIA/AUSIT/AFDS research project, surveying the breadth of the T & I profession
• Provision of support and information to research students, and circulation of information about various research projects and activities where applicable
• Update of research catalogues for member access on website only

Finances and funding
• Financial assistance provided to two bursary applicants in the past year – one to attend the Conference of Interpreter Trainers in the USA; and one to attend the AUSIT conference in Victoria
• Detailed budgets drafted for various projects and operational expenses
• An investment strategy has been implemented, with $20,000 invested in a high interest term deposit account, and an operational account being run separately
• Financial management reviewed, and a shift to electronic banking and change of signatories
• Management of significant financial accounts and complex transactions as well as grant and funding acquittals as required – the attention to detail and contribution of Mandy Dolejsi is recognised in this regard. ASLIA National has never been in such a healthy financial position, and this has presented an additional workload and considerable responsibility to the role of the Treasurer
• The financial support of NABS in regard to the DRIC Project is gratefully acknowledged – we could not have undertaken the initiative without their support and we recognise their assistance with thanks
• Sponsors of ANC 2007 are noted with gratitude for their outstanding support

Future plans
Areas needing development or enhancement in the coming year, emphasised here as well as in the stipulated business directions set down in our strategic plan, include, but are not limited to the following initiatives and evolving concepts:-
• It is considered for the association to effectively plan for the future that in the next financial year the national committee must be brought together for a face to face business planning and development weekend. Previously we have attempted to conduct planning meetings by attaching sessions to events such as the national conference when we are all together for another reason however it is now time to come together for this specific purpose alone, for an extended period, in order to strategically plan the future of the association. Re-visiting, re-developing and refining our corporate strategy is absolutely essential to maintain the ASLIA brand, to ensure it remains contemporary and relevant to the membership, for clarity of direction, and to address any risks to the brand. Investment in this process in the coming year is definitely required.
• Joint taskforce with AAD to address issues facing the interpreting profession and the supply and demand challenges/training issues for the profession. A stakeholders’ forum is tentatively planned for February 2008.
• Also with AAD – roll out of a training/development initiative to promote the revised Code of Ethics of ASLIA, and other initiatives/collaborative activities that may be promoted to the Deaf community alongside AAD, in early 2008

To achieve a national standard of best practice in sign language interpreting through professional solidarity, relationships with stakeholders and a commitment to excellence.
Development of a reciprocal agreement with AUSIT in regard to shared professional development participation and contribution, is scheduled for discussion and policy confirmation by the end of 2007.

Ongoing liaison with DEST regarding the interpreting competencies project and the development of national training packages and standards is anticipated.

We will again advocate for the development of an Interpreter Trainers Network (ITN) and a position paper on best practice in interpreter education, under the auspices of ASLIA National. Greater input into interpreter education in Australia is sought, as ASLIA is a key stakeholder in this process. The ITN initiative of last year was not sufficiently well supported last year to move forward at all, however is considered to have great merit and importance and will be high on the agenda again in the coming year.

Support will be offered to the ANC 2008 team to assist them in coordinating a quality event.

Attention to national working conditions, compulsory professional development programs and mentoring options, with a view to improving consistency, quality and conditions for members will be a priority. Some matters were opened for discussion at a national level at the ASLIA National Conference this year to obtain the views of the wider membership.

We will actively pursue possible partnerships and funding bodies in establishing a national Secretariat (paid) position to work on behalf of ASLIA, as our profile continues to increase and the workload and future potential for the association multiplies. This may involve lobbying politicians for funding and for recognition, and will serve as follow up to our recent letter to Senators in regard to this matter.

In conclusion

In closing, the expertise of every member of the ASLIA National executive, the committee, co-opted members, council members and the Project Officer is acknowledged with sincere appreciation and gratitude. Without such a knowledgeable, highly motivated, hard working and talented team, our many accomplishments and the significant progress on behalf of the membership and the profession this past year would not have been possible. I am indebted to the team, and I feel extremely fortunate to work with them. As I am stepping down from the Presidency this year, I wish the new incumbent well in the position, and look forward to a continued positive relationship with the association where possible and appropriate. For more detailed information on any of the fore-mentioned aspects of this President’s report, please contact ASLIA National on info@aslia.com.au.

Karen Bontempo
PRESIDENT
8 September 2007