

| Budget | | 2017/2018 | | | | 2018/2019 | | | | |
|--------------------------------|---|------------------|------------------|----------------------------|--------------------------|-------------------|-------------------|----------------------------|-------------------|---|
| | Activity | Additional Cost | Existing Cost | Board/Volunteer/Staff Time | Responsible | Additional Cost | Existing Cost | Board/Volunteer/Staff Time | Responsible | Notes |
| Association Name change | | | | | | | | | | |
| Legal | | | | | | | | | | |
| | Amendment of Articles. Name change | \$200.00 | | 1h 0m | Director/Admin Assistant | | | | | See costs https://www.ic.gc.ca/eic/site/cd-dgc.nsf/eng/cs04957.html See requirements: https://www.ic.gc.ca/eic/site/cd-dgc.nsf/eng/cs05166.html |
| | Amendment of Articles. Legal fees | | | | Association's Lawyer | | | | | |
| Online presence | Registration of potential domain names | \$90.00 | | 2h 0m | Treasurer | | | | | This was incurred in the 2015/2016 fiscal year. |
| | Transfer of avlic.ca domain to AVLIC's new registrar | | \$15.00 | 2h 0m | Admin Assistant | | | | | Transfer fee of \$15 is actually the domain registration fee for that year https://help.hover.com/hc/en-us/articles/217281757-Domain-Transfers-FAQ |
| | website domain name registration renewal - avlic.ca | | | | Admin Assistant | \$15.00 | | 0h 30m | Admin Assistant | Association needs to keep avlic.ca name to allow for redirects of website and mail. This becomes an additional cost in future years. |
| | Renewal of SSL certificate for AVLIC.ca domain | | \$150.00 | | Contracted Web developer | \$150.00 | | | | Association needs to keep avlic.ca name to allow for redirects of website and mail. This becomes an additional cost in future years. |
| | website domain name registration renewal - new name | \$15.00 | | | Contracted Web developer | | \$15.00 | | | This is not an additional cost once new name is in place. |
| | Purchase/Renewal of SSL certificate for New domain name | \$150.00 | | | Contracted Web developer | | \$150.00 | | | This is not an additional cost once new name is in place. |
| | Redirect AVLIC.ca domain to new domain name | | | 1h 0m | Contracted Web developer | | | | | |
| | Redirect @avlic.ca emails to new domain | | | 2h 0m | Contracted Web developer | | | | | |
| Stationary & Supplies | letterhead (paper and envelopes) re-order | | \$800.00 | 0h 30m | Admin Assistant | | | | | ordered annually |
| | Thank you cards re-order | | \$175.00 | 0h 30m | Admin Assistant | | | | | ordered annually |
| | Award plaques | \$400.00 | | 2h 0m | Admin Assistant | | | | | recreate art for awards - likely look at new supplier |
| | Embossed seal | \$50.00 | | 2h 0m | Admin Assistant | | | | | Can be ordered from Staples |
| Administrative | Online documents (Position papers, linked PDFs, etc) | \$600.00 | | 40h 0m | Admin Assistant | | | | | This is a consideration for admin time for. depends how much paid time |
| | membership card reprints | | | | Admin Assistant | | \$2300.00 | 8h 0m | Admin Assistant | membership cards must be issued each year the next membership renewal period. |
| | CES documents reissue | | | | Admin Assistant | \$2000.00 | | 3h 0m | CES Administrator | IF we choose to reissue these |
| | CES progress recognition stickers repurchase | | | | Admin Assistant | \$250.00 | | 1h 0m | Admin Assistant | 2-3 year supply - recently purchased |
| | Notify bank of name change. | | | 2h 0m | Admin Assistant | | | | | |
| | order cheques with Association's new name | \$150.00 | | 0h 30m | Admin Assistant | | | | | This would be an additional cost if the Association has a large supply of cheques. |
| | Notify suppliers/contractors/customers | | | 20h 0m | Director/Admin Assistant | | | | | |
| | Notify other provincial/international interpreting organizations | | | 40h 0m | Director/Admin Assistant | | | | | |
| | change in insurance policy | | | 1h 0m | Admin Assistant | | | | | currently looking into this cost |
| | Change online accounts ie. Paypal, survey Monkey, MailChimp, Square | | | 40h 0m | Admin Assistant | | | | | Last time there was a PayPal change it required a lot of time. |
| | Change Accounts for suppliers i.e. Purolater. | | | 20h 0m | Admin Assistant | | | | | |
| | CES progress recognition stickers reissue | | | 24h 0m | CES Administrator | | | | | |
| | Edit existing AVLIC website to use Association's new name | \$1200.00 | | | Contracted Web developer | | | | | |
| Name change Total | | \$2855.00 | \$1140.00 | 203h 30m | | \$2,415.00 | \$2,465.00 | 12h 30m | | |