



## PRESIDENT'S LETTER ANNUAL MEETING 2014

The first year since the momentous merger of NOTIS and WITS is drawing to a close, as well as my second year as president. What a busy year it has been! Bringing two groups together takes a lot of reorganization and creativity, and we have moved along with care so that we successfully meet the needs of members of both groups. That work is mostly behind us now and it has been such a pleasure to have so many new and dedicated people on the NOTIS board. Their enthusiasm, dedication, and new ideas have been the source of many positive new changes.

Our first task of the year, following the creation of new committees and groups, was to rework the **NOTIS website directory** to better suit the needs of our members. A major change is that there is now a separate interface to search for interpreters, with search criteria that cater specifically to the needs of interpretation users. The new directory also facilitates more accurate and specific filtering, such as by particular types of certifications or by zip code. In 2015 we will be consulting a marketing professional about the best way to market our directory to businesses and institutions, and a directory-specific logo has already been designed for that purpose. Through the Northwest Linguist we have begun profiling individual translators and interpreters from our directory, and we will be printing a certain number of copies of each issue specifically for marketing purposes. We will make a concerted effort to make businesses and institutions more aware of the fact that local translators and interpreters are just a click away.



NOTIS became much more politically active this year. With the formation of an **Advocacy Committee** under the leadership of Milena Calderari-Waldron, NOTIS has taken a big step in the right direction towards acting as the voice of translators and interpreters in the community, providing responses on a number of items as detailed in the attached Advocacy Report. We will continue to expand our efforts to respond to issues that affect the translation and interpretation community and the population it serves.

During 2014 we held an all-day International Translation Day event with the theme of "Cutting Edge Tactics for Successful Language Professionals," as along with several other workshops for translators and interpreters and numerous MedSIG workshops. In 2015 we would like to greatly expand our **workshop offerings**. A program planning meeting for 2015 has already been held. MedSIG, under the leadership of Cindy Roat, already has tentative plans to offer 11 trainings, and Linda Golley and a group of new volunteers, including Dr. Juan Gutiérrez, will be instrumental in expanding these popular trainings. Several will be offered outside of King County. Other potential workshop offerings for 2015 include team interpreting, technology for translators and interpreters, Spanish-specific legal topics, literary translation, and many others. Our new happy hour event was very successful and introduced us to some incredible new volunteers! A date is already planned for another one in January, with additional get-togethers in different areas throughout the year.

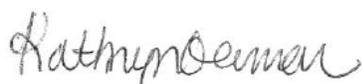
NOTIS had a strong presence at the ATA Conference in Chicago this year and it was exciting to see our NOTIS buttons pinned on name tags! For the first time, we set up a local roommate-finder program for the Conference, and a number of NOTIS members, including new faces, met for an informal lunch on Friday.

Saori Sampa has kept our Social Media very active with postings on Facebook of articles and events of interest to translators and interpreters. Check out our Facebook page, and don't forget to click on "Like"! Follow us on Twitter as well.

NOTIS is your organization. We want to hear from you and we encourage you to write to our office manager with your ideas so that they can be forwarded to the appropriate person on our board ([info@notisnet.org](mailto:info@notisnet.org)). Even better, get involved! There is always an opportunity for volunteering and it is a wonderful way to network and learn from others.

Thanks to all of you who dedicated your time and efforts to making this year a success! Thanks to our office administrator, our amazing board, and all the new volunteers who came forward during the year to contribute to our efforts.

Yours sincerely,



Kathryn German  
11/23/14

## NOTIS ANNUAL REPORT

### NOTIS 2013 ANNUAL FINANCIAL REPORT

<b>Beginning Balance: On Jan. 1, 2013</b>	<b>\$12,998.73</b>
<b>INFLOW</b>	
Membership Dues for 2013	\$10,981.28
International Translation Day Workshop	\$9,188.77
Income from different workshops	\$6,550.99
ATA refund	\$2,160.00
Interest	\$2.97
<b>NOTIS TOTAL INFLOW</b>	<b>\$28,884.01</b>
<b>EXPENSES/OUTFLOW</b>	
Administrative supplies & Miscellaneous Exp.	\$1,644.69
Stipends	\$6,600.00
Bank charges and internet ISP	\$90.00
Miscellaneous Workshops	\$1,938.13
Mail box rental	\$257.00
Honorarium	\$1,975.00
Creation and management of new NOTIS New Site	\$645.03
Summer Picnic - Rent & Refreshments	\$500.00
International Translation Day, Rent & Refreshments	\$5,195.18

Annual Meeting - Refreshments/Year end picnic	\$682.44
Sponsorships WASCLA	\$250.00
WA Registration	\$10.00
<b>TOTAL EXPENSES/OUTFLOW</b>	<b>\$19,787.47</b>

**INFLOW** **\$9,096.54**

**Balance on Dec 31, 2013**

Wells Fargo Checking	\$7,453.04
Wells Fargo Saving	\$10,504.74
PayPal	\$4,137.49
<b>TOTAL</b>	<b>\$22,095.27</b>

Prepared by: Toby Eastbrook  
Date: February 8, 2014

**Program Committee Report for 2014  
December 6, 2014**

NOTIS offered a variety of programs and social events in 2014. The number of workshops was increased compared to the previous year. However, the locations were still not yet extended. We hope to extend the locations next year.

At the previous year's annual meeting, we introduced that we were setting up our Program Committee in a different way in 2014 with several individual Chairs taking charge of offering trainings in special areas and continuing our social events. We set up four separate divisions/subcommittees within the Program Committee: Translation Workshops, Interpreting Workshops, Social Events, and International Translation Day Event. The chairs are Thei Zervaki, David Neathery, Alicia Lanzner, and Saori Sampa respectively.

2014:

Date	Division	Details
July 16	Translation	Food & Translation: Food Translation and Multilingual Content Management Workshop was held at Georgetown Community College. The participants learned how the translation and localization processes work at Allrecipes.com - the exciting world of food writing, food translation and multilingual content management.
June 26	Interpreting	Professional Voice Care for Interpreters – Maintain a Healthy Voice. Martin Nevdahl, a certified and licensed Speech/Language Pathologist who specializes in voice disorders and care of the professional voice, shared his professional tips and advice at University of Washington.
August 14	Social	Happy Hour and Social Summer Time was held at Hale's Ales Brewery & Pub between 4:00 pm and 8:00 pm. This was the first happy hour gathering for NOTIS.
September 20	ITD	Supercharge Your Business: Cutting-Edge Tactics for Successful Language Professionals. Our annual premier event was held at The Museum of Flight. There were 4 speakers and 1 guest speaker. Credits

		were approved by ATA, DSHS and Oregon AOC for 6 credits as well as RIS for 0.6 credits. This year's ITD was the first for NOTIS to welcome ASL interpreters.
December 6	Social	Annual meeting and traditional potluck holiday party

We would like to increase the number of workshops for the Translation Workshops, Interpreting Workshops\*, and Social Events divisions next year. The first planning meeting was held on November 16 to discuss possibilities and possible dates. We are, especially, hoping to increase the significant number of our social gatherings in multiple locations throughout the year.

\*The Interpreting Workshops will be working with the Court Interpreter (WITS) Division to organize workshops/events.

Respectfully Submitted  
Saori Sampa

**Program – International Translation Day Report for 2014  
December 6, 2014**

**1. Members**

Chair: Saori Sampa  
 Budget/Administration: Fumi Janssen, Naomi Uchida  
 Continuing Education Credits: Milena Calderari-Waldron  
 Venue/Catering: Louise Morehead  
 Speaker/Program: Saori Sampa  
 Sponsorship/Advertising: Lindsay Taylor, Thei Servaki  
 Volunteers: Christy Stanton, David Neathery, Diana Meredith, Lupita Carrillo, Maria Dopps, Sheila Harrington

**2. Details**

Title: International Translation Day 2014 Supercharge Your Business: Cutting-Edge Tactics for Successful Language Professionals  
 Date/Time: Saturday September 20, 2014 / 8:30 am – 5:00 pm  
 Venue: The Museum of Flight  
 Sponsors: Academy of Languages, Mindlink Resources LLC  
 Speakers (workshop hours): Dylan Rhoads (1 hour), Wilson Attebery (1.5 hours), Stacey Brown (1.5 hours), Helen Eby (2 hours), Lily Walkover (10 min)  
 Meals Catered: 70  
 Continuing Education Credits: ATA, DSHS and Oregon Court (6 credits), RID (0.6 credits)

**3. Financial Summary**

**Expenses**

Description	Paid
Catering/Venue*	\$3,875.48
Payment for speakers	\$600.00
Handouts for workshops	\$201.70
Printing programs (including shipping charges)	\$78.90
Oregon court credits application fee	\$25.00
Postage (CEUs application)	\$2.38

Postage (Sponsorship/Advertisement)	\$110.46
Certificates printing paper and ink	\$20.66
Gift certificates and flowers	\$125.65
Transaction fee for PayPal (registration fees) and Guestlist app	\$190.25
Transaction fee for PayPal (sponsors)	\$29.60
<b>TOTAL</b>	<b>\$5,260.08</b>

\*Only \$525 (deposit) was paid for the venue. Additional charges are expected.

#### Receipts

Description	Received
Registration (subtracted \$90 refund)	\$3,805.00
Sponsorship	\$1,000.00
<b>TOTAL</b>	<b>\$4,805.00</b>

#### 4. Overall Summary

The kickoff meeting of the ITD team was held on April 11 (Friday) in Seattle, and we discussed our roles/duties, time schedule and administrative process. We started recruiting volunteers at Bellevue College Translation & Interpretation Certificate Program and contacting NOTIS's members.

Four speakers were identified by the second week in June. Their bios and summaries of workshops were collected. In July, all other detailed information about the speakers and their workshops were gathered. In the meantime, CEUs applications were started being prepared and sent out to credit-giving organizations. Also, the team started contacting potential sponsors through email and snail mail. One sponsor was confirmed in August, and the other sponsor was confirmed in September. The flyer was sent out to the members in August, and we started advertising the event on our website and SNSs. The venue and catering were fully confirmed by the beginning of September.

Regarding CEUs, the Washington Court denied our initial application for credits. NOTIS prepared an appeal of the denial of credit by WA AOC and sent our formal letter via email to WA AOC. We have not heard yet anything officially. NOTIS and its Advocacy Committee continue working on this matter.

The actual event was held as scheduled. Overall, the event was successful. One of the remarkable facts was that this ITD was the first ITD for NOTIS to welcome multiple ASL interpreters.

The evaluation questionnaire was sent to the attendees after the event. More than half of the attendees answered and sent their answers back to NOTIS.

Category	Pros	Cons
Venue	Free parking, easy access, spacious, nice view	Difficult to see the screen from the back
Catering	Excellent	-
Speaker 1: Dylan Rhoads	79.31%: faithful, fun	20.69%: not too relevant
Speaker 2: Wilson Attebery	85.72%: great knowledge, helpful info and tips, reason to attend the ITD event	14.28%: PP was too small
Speaker 3: Stacey Brown	96.00%: useful tips, engaging	4.00%: - (no specific comment)

Speaker 4: Helen Eby	66.66%: valuable/hard-won info	33.34%: hard to understand her (speaker spoke too fast for both native and non-native speakers)
Overall	Multiple speakers, friendly greetings, well organized, networking opportunity, good guest speaker	WA AOC credits were not approved, some of workshops were not helpful to improve professional skills

Respectfully Submitted  
Saori Sampa

### Translation Program Report for 2014

There was only one Translation Workshop held on July 16<sup>th</sup> at the Georgetown Community College from 6pm to 8pm. The topic was Translation and Food with speakers from Allrecipes.com.

Two country food editors from Allrecipes International presented their experiences and expertise on creating and managing multilingual content online (mostly recipes), translating recipes and dealing with the world of both food and language on a global level.

Elena McDonald who supports Allrecipes' Russian, Polish, and Italian sites.

Brazilian Rita Turner who supports four international sites - Brazil, Argentina, Mexico and Quebec. The third speaker, Communications Manager Judith Dern, gave an overview of the company.

#### Results:

There were 24 registrations, most of them NOTIS members. The workshop/presentation was well received and participants asked questions. Many said that they liked the topic and they want more of "this" in the future. The feedback was also positive for the venue and for the day/time of the week saying that the workshops do not have to be always on Saturdays. Everybody liked the session and a few said that they would like more practical exercises.

The final numbers are as follows. The revenue of \$211.36 was split between the three speakers who received a check of \$70 each.

Gross Income	\$ 490.00
Expenses	\$ 254.14
PayPal&Guestlistapp transaction fee (5%)	\$ 24.50
Revenue	\$ 211.36

Based on the feedback forms, other areas of interest for translation workshops are: business, audiovisual, job hunting, and even fitness translation!

### Medical Special Interest Group Annual Report, FY 2014

#### Summary

During 2014, the MedSIG held six 7-hour workshops for healthcare interpreters in the Puget Sound region, generating about \$4,167 for NOTIS. For each workshop, handouts and a certificate of attendance were provided to participants, both in hard copy and electronically. Continuing education (CE) credits for the workshops were obtained from DSHS, and CE credits from the ATA have been requested. PowerPoint presentations from some of the workshops have been posted to the NOTIS website. Follow-up evaluation surveys showed that participants were extremely happy with these offerings.

### **New model for working with trainers**

These workshops were offered under a new profit-sharing model that has been successful in attracting highly qualified trainers and, at the same time, keeping registration fees within the reach of medical interpreters. In this model, the trainers identified critical training topics, arranged dates and venues, designed and taught the classes, applied for CE credits and submitted a brief final report. NOTIS provided on-line registration and its non-profit umbrella. The trainers and NOTIS both worked to advertise the classes as widely as possible. Costs were kept to a minimum by using free training venues and not offering refreshments. NOTIS and the trainer of the particular workshop then split the gross income, with NOTIS absorbing the cost of handouts.

At the end of the first year with this model, all parties are satisfied. The workshops have generated income and new membership among healthcare interpreters for NOTIS, and the trainers feel their time is being respected. Most importantly, important training opportunities are being provided for healthcare interpreters in the Puget Sound region.

### **Workshops**

<b>Workshop</b>	<b>Participants Reg/Attend</b>	<b>Income generated</b>
<b>Infection Control and Industrial Hygiene for Healthcare Interpreters</b> Date: February 15, 2014 Location: Seattle Children's Hospital Trainer: Linda Golley, MOOM Maximum class size: 200	60	\$418.50
<b>From Medical to Mental Health: Adjusting Interpreting Techniques to Mental Health Settings</b> Date: March 15, 2014 Location: Seattle Children's Hospital Trainer: Cynthia E. Roat, MPH Maximum class size: 50	52/49	\$698.08
<b>Fundamentals of Healthcare Interpreting</b> Date: April 19, 2014 Location: Seattle Children's Hospital Trainer: Cynthia E. Roat, MPH and Linda Golley, MOOM Maximum class size: 50	35/30	\$582.08
<b>Interpreting in Palliative Care</b> Date: May 17 <sup>th</sup> , 2014 Location: Seattle Cancer Care Alliance Trainer: Cynthia E. Roat, MPH Maximum class size: 40	41/43	\$628.80

<b>Workshop</b>	<b>Participants Reg/Attend</b>	<b>Income generated</b>
<b>Medical Terminology for Healthcare Interpreters and Translators</b> Date: June 28, 2014 Location: Seattle Children's Hospital Trainer: Linda Golley, MOOM Maximum class size: 200	68/62	\$1019.44
<b>Interpreting in the OB Continuum: the Facts and the Practice</b> Date: November 11, 2014 Location: Seattle Children's Hospital Trainer: Linda Golley, MOOM Maximum class size: 200	54/60	Apprx. \$820

### **Plans for 2015**

The MedSIG is in the process of planning additional workshops for 2015, employing the same model and adding an additional trainer: Dr. Juan Gutierrez. Our hopes are to offer 6-7 workshops in the Puget Sound region and an additional 2-3 in other parts of Washington State. To this end, additional volunteers are being trained to manage the administrative portion of these workshops, freeing up the NOTIS Office Manager from these tasks.

Respectfully submitted by Cindy Roat, MedSIG Chair, 11/23/14

### **Outreach Committee Report for 2014 (Q1)**

The Outreach Committee (Q1) consisted of NOTIS member Katrin Rippel. Had made plan for the year, yet due to moving out of state, I resigned from the Outreach Committee.

#### **NOTIS Outreach is diving into Social Media to increase visibility.**

We are on **Facebook** at <http://www.facebook.com/NOTISnet>

We are on **Twitter** at [www.twitter.com/notisnet](http://www.twitter.com/notisnet) . The tweets come automatically from the NOTIS Facebook page status updates.

And you can join our group on **LinkedIn** under the Groups tab ([www.linkedin.com](http://www.linkedin.com)).

#### **NOTIS Online Directory**

**Plan:** 2014 focus could be on the new and updated Online Directory of NOTIS and WITS members. It will be a strong and sophisticated search for local translators and interpreters, in fact (needs to be verified ;), the largest directory in the Pacific Northwest.

We could create an icon representing it (versus the simple box we have right now on the website), create postcards just pointing out that feature's benefits for NOTIS members and for Translation/Interpretation buyers, magnetic business cards to stick on fridges of organizations (DSHS, Courts, WTC Tacoma, etc.).

Distributing the postcards at events such as

☑ International events in Seattle / Portland, etc.

☑ chambers of commerce everywhere

☑ organizations (Swedish, Italian, German, Chinese, ... community centers)

Actively advertising the database

☑ on social media

☑ creating signature linking to the database on emails going out to members, in all communication between NOTIS and world

Other suggestions?

Possible Icon:



### **Do You Blog Program**

Due to extensive update of the NOTIS website, there was no further action taken on this idea.

### **Courtesy List**

I went through the Courtesy list (formerly called "Permanents"). Those people received a complimentary printed version of the newsletter via mail and email notification.

Sometimes, they received also emails from NOTIS about important/interesting news and NOTIS updates (that also got sent out to the membership). Most of those people got added to that list in around 2000. With that, most of the positions they hold are now more current.

Updating of that list could be sending out an email to them saying we clean out the database, please indicate your interest to receive any info ... however, which info?

### **What could/should this list be used for?**

**Suggestion: research the new contact people of the included organizations and contact them directly.**

### **Handover Outreach Info/Duties:**

#### **Uploaded to Dropbox**

Folder "Brochure and Printing"

Brochure publisher files

Folder "NOTIS Marketing"

Membership flyer.pdf

email list.pub

Sign.pub

Research Outreach2.xlsx

Folder "International Translation Day"

All material related to ITD (letters, database, pictures)

Facebook/Twitter handed over to Saori S.

Thank you everybody! It was an honor to serve on the Board and for the Outreach Committee, I really

liked it!

Respectfully submitted by  
Katrin Rippel  
NOTIS Member

**Outreach – Marketing Report for 2014 (Q2, Q3, Q4)  
December 6, 2014**

**1. About Us**

Saori Sampa – Because of her marketing experience, Saori agreed that she would screen marketing consultants to help the board of directors decide whether or not NOTIS should hire a marketing consultant or/and which to hire. If we decide to hire a marketing consultant, Saori will collaborate with the consultant to help work out our marketing strategy.

**2. Goals**

- To increase public awareness of NOTIS
- To direct more traffic to the online directory
- To attract more members

**3. Recent Activities**

**1) Finding professional marketers**

A member of the board of directors contacted the membership director of a trade association in another state for her recommendations of marketers who could be good for a professional membership association.

**2) Phone meeting with a professional marketing consultant**

Phone meeting with Elizabeth Engel at Spark Consulting on August 29 (Fri) between 11:00 am and 12:00 pm. On September 7 (Sun), Saori received a list of recommendations from Elizabeth Engel.

<b>Organization</b>	<b>Contact</b>
GMMB www.gmmb.com	Shannon Raybold Shannon.raybold@gmmb.com
Allison+Partners www.allisonpr.com	Laura Ware LWare@allisonpr.com / 206.352.6402 ext 17
Palazzo Creative www.palazzocreative.com	Richard Roberts richard@palazzocreative.com
Nyhus www.nyhus.com	Roger Nyhus info@nyhus.com

**3. Creating a marketing team (or committee) within NOTIS**

As Saori mentioned at the board meeting in July 2014, it is the best idea to wait for advice from a professional marketing consultant to recruit marketing team members. Potentials are someone who has marketing (e.g. direct marketing, etc.), e-commerce, advertisement, business development, website development, sales, customer service or other outreach-related backgrounds.

Respectfully Submitted

**Outreach – Social Media Report for 2014  
December 6, 2014**

**1. Posting Frequency and Engagement**

According to recent studies, people are starting to visit brands on social networks more often than on websites. To deserve the “Like” to promote NOTIS and our brand more to the public, we need to find out what content works for our audience and how often we should post on our Facebook page.

Posting frequency (from July 29 to Aug 22): 1.2 posts per day on average

Posting frequency (from Aug 23 to Sep 27): 0.9 posts per day on average

Posting frequency (from Sep 28 to Oct 28): 0.6 posts per day on average (\*Technical issues for 1 week)

Posting frequency (from Oct 29 to Nov 20): 0.8 posts per day on average

When looking at the data from August by Socialbakers\*, the top 50 well-known organizations/groups post 1.3 updates a day on average – they are the ones who have higher engagement rates with their fans. However, each group is different. We need to listen to our fans and gauge their reaction to adapt the right posting strategy.

\*Socialbakers (Facebook marketing developer) is a company offering monitoring and tracking tools for analysis of social networks that are used for comparing social media stats and metrics.

**2. Examples of Postings**

- Board meetings
- Workshop announcements and photos after workshops
- Event announcements (e.g. Happy Hour, ITD, ATA conference, etc.)
- Website (e.g. Roommate Finder, Directory, Registration for ITD, etc.)
- Other professional organizations’ event information
- Others (e.g. Books, fact sheets or news, sharing information with ATA and other language-related organizations around the world, but only in English, etc.)

**3. Remarkable Notes**

- Regular FB friends clicking “Like”
- New “Like” by language service agencies and other professional organizations
- Photos of events are very popular
- Start receiving inquiries through Facebook – looking for translators.

**4. Strategies**

- Increase posting frequency up to 1.3
- Keep commenting on others’ FBs (e.g. European translators groups, ATA, etc.) and clicking “Like”
- Make “NOTIS” more visible in the public through our social media tools
- Using #tag at each posting

Respectfully Submitted  
Saori Sampa

**Website Report for 2014  
www.notisnet.org**

**Website Traffic:** Average unique website visits are at between 700 and 1000 per month depending on events, renewals, etc.

**Graphic Announcements (left-hand side):** Graphic links created for announcement of NOTIS local events, direct link to events in the PNW (changes to the four seasons), the ATA conference, the ATA Compass

**Calendar:** The website calendar continues to be updated several times a month with event dates forwarded by the office manager and others, events found on the ATA website.

**Job Market:** There are 1 to 4 jobs posted per month. Job notifications were sent out to LinkedIn Group.

**Complete Website Update:**

Due to the merge of WITS/NOTIS, NOTIS completely restructured the Online Directory search functionality to accommodate translator and interpreter specific search criteria.

The NOTIS website moved to the WordPress platform. In addition, it became responsive to all various mobile devices, integrated a blog, password/Member ID retrieval function, and more.

**Miscellaneous:**

☐ FAQ section for members on use of website, updating contact or online directory information, etc.

☐ For adding blog posts, please write to [website@notisnet.org](mailto:website@notisnet.org). **Please subscribe to the NOTIS blog!**

☐ Resource page build up. If you find valuable resources, please send them to [website@notisnet.org](mailto:website@notisnet.org)

☐ Troubleshooting/Issues with website? Please contact me anytime for questions and help needed.

Respectfully submitted by  
Katrin Rippel

**Court Interpreter/WITS Division  
Annual Report**

The Court Interpreter Division was newly formed following the merger of WITS and NOTIS in January 2014. As such, there was no existing structure, so we initially formed an advisory board to the division, but found that while there were many inspiring ideas generated, there was no one able or willing to undertake the tasks necessary to see them realized. After additional fledgling attempts, we finally established a core group of individuals who will represent the Court Interpreter Division in 2015. This core group met for the first time on October 26, 2014.

The Court Interpreter Division will be chaired by a group of three: Linda Noble, David Neathery and Maria Luisa Gracia Camon. David is also the Interpreter Programs Chair in NOTIS, so this position is being joined with the CID. Huyen Martin and Irine Kariuki will be the Event Coordinators for NOTIS Interpreter programs, taking over from Alicia Lanzer. Irine is also going to direct social events. Special thanks to Alicia for many years of hard work and service to WITS and NOTIS.

Going forward, the CID envisions having a flagship event annually, to take the place of the former WITS annual meeting. Tentatively late February/March has been earmarked as the time of year when this event will be held. A number of topics have been presented for consideration, and on the whole, the CID recognizes the need to hold high-quality, relevant and affordable educational events on a regular basis. It also appreciates the value of regular social gatherings.

While the CID also envisions advocacy as part of its role, the Advocacy Committee for now remains its own entity and will continue to function as such until further notice. The sentiment among CID members is that for the time being, the focus of the committee should be on developing its own internal structure and creating a predictable schedule of workshops and events. Ultimately we envision a self-sustaining mechanism which can be easily carried on by new members to the board and the committee.

We have made tremendous progress this year, which has admittedly been a challenging one, and hope for greater strides in the future.

Linda Noble  
Chair  
November 21, 2014

## **NOTIS ADVOCACY COMMITTEE ANNUAL REPORT - 2014**

### **Mission**

To improve business conditions in the language interpretation and translation service industry by participating in the following activities pursuant to what is permissible under IRS 501(c)(6):

- Present and promote information, trade statistics, and group opinions to government agencies and private sector businesses.
- Promote the common business interests of NOTIS members.
- Influence legislation and regulations germane to the quality, provision, and procurement of language interpretation and translation services.

### **Legislative Action**

During the short 2014 Washington legislative session (Jan-Mar), several interpreter bills saw action for which NOTIS sent position letters and its members testified at public hearings.

**House Bill 1709** was signed into law by Gov. Inslee on March 31 and was fully funded in the 2015-15 supplemental budget on April 4. Pursuant to this bill, the Office of the Education Ombudsman (OEO) must conduct a feasibility study for the development of a state foreign language education interpreter-training program designed to create a pool of trained interpreters for public schools. OEO must submit the study to the legislative education committees by February 1, 2015. The Advocacy Committee chair has giving input and feedback to the person currently drafting part of this report.

Other bills related to the provision and procurement of interpreter services died in the Senate at the committee level.

**House Bill 1542**, introduced last year at the behest of the Board of Judicial Administration, would have expanded the very successful Administrative Office of the Courts (AOC) reimbursement program to cover all state courts. Under this program, county and municipal courts would have 50% of their interpreter expenses reimbursed by the state provided they comply with the AOC payment conditions. The bill also aligns RCWs to reflect federal law regarding Title VI of the Civil Rights Act of 1964.

**House Bill 2617**, almost identical to last year's HB 1753, was introduced this year at the behest of the labor union Interpreters United. This bill would have streamlined executive branch state agencies' procurement of interpreter services by requiring a Request For Proposal, a transparent and competitive bidding process similar to the successful 2012 DSHS/HCA one. In exchange, these appointments would be covered by a union contract. The bill also mandates the creation of a much needed Advisory Workgroup to advise the DSHS Spoken Language Interpreter Certification Program.

### **King County Language Access Programs**

In 2013, and prompted by a budget crisis within King County in the order of about \$30M shortfall, several cuts to language access programs were proposed for the 2014 budget. A King County council member reached out to some interpreters' organizations. NOTIS feedback was that instead of just slashing the budget for language access programs, it might be more productive to have a look into how the county was procuring interpretation and translation services in the hopes of finding some efficiencies. This resulted in the introduction of two provisos to the 2014 King County Budget tying those funds to the drafting of two reports.

- 1) 2014 Annual Budget Ordinance, Ordinance 17695, Section 18, Proviso P3 which spawned the **Limited English Proficiency Proviso Response Report**, June 30, 2014. This report deals with general issues of language access as well as interpretation and translation services. Action on this item has been deferred until further notice.
- 2) 2014 Annual Budget Ordinance, Ordinance 17695, Section 18, Proviso P5 which spawned the **Interpreter Services in King County Proviso Response Report**, June 30, 2014. This report deals with the procurement of interpreter services for the entire King County. The report was accepted, thus releasing the funds for 2014.

The budgetary woes in King County continue and we fear that cuts in language access programs are more likely than not unless the county engages in a comprehensive procurement reform for language access services.

#### **Improving the DSHS Interpreter/Translator Certification Program**

**WAC 388-03 Changes.** On January 14, DSHS/Language Testing and Certification filed an official request to amend the Washington Administrative Code (WAC 388-03) that regulates the DSHS Spoken Language Interpreter and Translator Certification Program. NOTIS sent a position letter with suggested changes. On November 25, a public hearing was held in Olympia. NOTIS sent its comments to the proposed changes and Susana Stettri-Sawrey testified representing NOTIS. We anticipate that the new rules will become effective sometime in the first semester of 2015.

**PDTC.** Pursuant to Article 4 of the Interpreters United 2013-15 union contract, a Professional Development and Training Committee was created to identify ways to create and maintain a stable pool of professional and qualified interpreters. NOTIS, as the sole professional organization for interpreters and translators in Washington State, has a permanent seat on this committee. NOTIS' representative Susana Stettri-Sawrey and other NOTIS members representing Interpreters United, continue to work furthering common goals. This committee has met twice and will continue to meet quarterly in Olympia.

**DSHS/LTC/PDC.** Pursuant to Article 4 of the Interpreters United 2011-13 union contract, a DSHS/LTC Professional Development Committee was created in 2012. A NOTIS representative as well as an Interpreters United representative both have a permanent seat on this committee. Currently, NOTIS Advocacy Committee Chair Milena Calderari-Waldron and Interpreters United Professional Development Committee Chair Louise Morehead sit on this committee. The committee is tasked with approving continuing education activities. It meets in Olympia approximately every other month. You can view its resulting work on the DSHS/LTC website under 'Resources for DSHS Interpreter Continuing Education'.

#### **US Department of Homeland Security**

Triggered by the tragic death of an immigrant in Forks, Washington State, the US DHS requested feedback on its proposed Language Access Plans for all its component agencies:

- DHS Office for Civil Rights and Civil Liberties
- DHS Office of Inspector General
- Federal Emergency Management Agency
- Federal Protective Services

- Office of the Citizenship and Immigration Services Ombudsman
- Transportation Security Administration
- U.S. Citizenship and Immigration Services
- U.S. Coast Guard
- U.S. Customs and Border Protection
- U.S. Immigration and Customs Enforcement
- U.S. Secret Service

A collaborative effort with the Oregon Society of Interpreters and Translators, the ATA Interpreters Division, the ATA Interpretation Policy Advisory Committee and the ATA Certification Committee resulted in the submission of an ATA Paper on Language Interpretation and Language Translation Services.

### **ASTM Standards for Translation and Interpretation**

The National Technology Transfer and Advancement Act 1996 (NTTAA) requires all Federal agencies and departments to:

- Use technical standards developed or adopted by voluntary consensus standards bodies if compliance would not be inconsistent with applicable law or otherwise impracticable; and
- Consult with voluntary, private sector, consensus standards bodies and shall, when such participation is in the public interest and is compatible with agency and departmental missions, authorities, priorities, and budget resources, participate in the development of technical standards.

The ASTM Technical Committee F43 on Language Services and Products was formed in 2010 because of an expansion in the language industry. Translation and interpretation had been previously housed within consumer products. The Committee has over 100 members and currently has jurisdiction of 4 standards that are published in Volume 15.11 of the Annual Book of ASTM Standards. Each Technical Committee is composed of subcommittees that address specific segments within the general subject area covered by the technical committee.

F43.01 Language Interpreting

F43.02 Foreign Language Instruction

F43.03 Language Translation

F43.04 Language Testing

F43.05 Quality Assurance in Language Services

F43.90 Executive

F43.91 Terminology

F43.95 ISO/TC 232 Learning Services Outside Formal Education

F43.96 US TAG to ISO/TC 37 Terminology and other Language and Content Resources

ATA has supported the creation of ASTM standards for the language services industry for more than a decade. Since 2012, NOTIS members Emma Garkavi, Helen Eby, and Milena Calderari-Waldron have been participating in the drafting of ASTM standards. ASTM F2575-14 Standard Guide for Quality Assurance in Translation has been published this past September. ASTM F2089-15 Standard Practice for Language Interpreting will be published this coming January.

### **How Do We Do It?**

This committee meets on an as-needed basis either in person or by conference call. Its membership fluctuates depending on the topics. The committee is made aware of relevant issues by the NOTIS membership or by being contacted by other organizations. Most issues are under severe time constraints and need immediate action: some can be dealt with swiftly by the chair while others require

in-depth discussions and the drafting of position letters. Position letters reflecting NOTIS's official stance on a particular issue are submitted to the board of directors for approval and published on the website under Advocacy Efforts. Please don't hesitate to contact the chair if you feel some issue affecting interpreters or translators needs immediate action.

Respectfully submitted,  
Milena Calderari-Waldron  
Advocacy Committee Chair

**NOTIS OFFICE ANNUAL ACTIVITY REPORT 2014**  
**Naomi Uchida**

**Office Services**

Incoming and outgoing emails that were processed

. Incoming e-mails: 5153

. Outgoing e-mails: 1804

(It does not include deleted spam).

Members' contact information was updated as well as e-mails.

**Telephone calls**

Reviewed 53 calls (the other calls, people did not leave a message).

Most calls were answered and forwarded to the right people and/or called back.

**Mail**

Member's applications, renewals, directory-listing updates, and other miscellaneous mail were processed.

All mail was forwarded to the right people and checks were deposited.

Documents received were processed and filled

**Meetings**

☐ 11/ 23, 2013 NOTIS/WITS annual meeting

☐ 12/7, 2013 NOTIS/WITS Holiday Party at UW Waterfront Activity Center

☐ 1/4, 2014 Board Meeting at Kathryn German's house

☐ 2/7 Board Meeting at Milena Calderari-Waldon's house

☐ 3/12 Board Meeting at Louise Morehead's house

☐ 4/11 International Translation Day kick off meeting

☐ 4/25 Board Meeting at Milena's house

☐ 6/11 Online board meeting

☐ 7/25 Board meeting at Kathryn German's house

☐ 8/25 Online board meeting

☐ 10/8 Board meeting at Kathryn German's house

**Event**

☐ 2/15 MedSig "Infection control for Healthcare interpreters"

☐ 3/15 MedSig "Mental Health Interpreting" workshop

☐ 4/19 MedSig "Fundamentals of Medical Interpreting" workshop

☐ 5/17 MedSig "Interpreting in Palliative Care" workshop

☐ 6/26 Professional Voice Care for Interpreters

☐ 6/28 MedSig "Medical Terminology for Interpreters & Translators" workshop

- ☐ 7/16 Food Translation workshop
- ☐ 9/20 International Translation Day,

### **Broadcasted E-mails**

- ☐ Continuing education event for Spanish interpreters (235)
- ☐ Fall Issue of The Northwest Linguist 2013 now posted to NOTIS website! (235)
- ☐ Reminder: Annual NOTIS Meeting 2013- Saturday, November 23, 11:45am to 4:30pm REGISTRATION REQUIRED! (235)
- ☐ NOTIS/WITS Holiday Party 2013 invitation (237)
- ☐ Reminder: NOTIS/WITS Holiday Party 2013 invitation(237)
- ☐ Reminder: NOTIS/WITS Holiday Party 2013 THIS SATURDAY!
- ☐ iPad lost at Holiday Party at UW waterfront activity center
- ☐ Congratulations NOTIS members: The NOTIS/WITS Merger Was a Success!
- ☐ NOTIS Members - Remember to Renew before December 31st!
- ☐ NOTIS Members - Remember to Renew before December 31st! (Please disregard this message if you have already renewed your membership)
- ☐ Note-Taking Strategies for Consecutive Interpreting: January 25th
- ☐ ATA Certification Exam in WA- May 3 2014 at Bellevue College
- ☐ Reminder to NOTIS Members:Membership renewal (Please disregard this message if you have already renewed your membership)
- ☐ The Language Exchange offers Exciting New Interpreting Workshops!
- ☐ NOTIS and Seattle Children's Hospital present: Infection Control for Healthcare Interpreters
- ☐ The Northwest Linguist
- ☐ Washington State House Committee on Education bill HB1815
- ☐ February Ethics Webinar Sponsored by the Oregon Judicial Department
- ☐ NOTIS and Seattle Children's Hospital present: Infection Control for Healthcare Interpreters
- ☐ Reminder to NOTIS Members:Membership renewal (Please disregard this message if you have already renewed your membership)
- ☐ Taxes for Interpreters Workshop
- ☐ Earlybird registration ends tomorrow: NOTIS and Seattle Children's Hospital present: Infection Control for Healthcare Interpreters
- ☐ Preparation for the 2014 Certified/Registered Court Interpreter Written Exam
- ☐ NOTIS and Seattle Children's Hospital present: From Medical to Mental Health: Adapting
- ☐ Online survey for the attendees of "Infection Control and Industrial Safety for Medical Interpreters"
- ☐ Earlybird registration ends tomorrow! NOTIS and Seattle Children's Hospital present: From Medical to Mental Health: Adapting Interpreting Techniques to Mental Health Settings
- ☐ ATA Certification Exam in WA- May 3 2014 at Bellevue College
- ☐ Court Interpreter Ethics and Protocol
- ☐ Upcoming Wordfast Studio Workshop at Bellevue College
- ☐ Fundamentals of Healthcare Interpreting workshop: April 19th 2014
- ☐ Online survey invitation and handouts for Mental Health Interpreting Workshop
- ☐ Interpreter Quality Assurance Coordinator Job Opportunity - Washington State Department of Social and Health Services
- ☐ Upcoming Wordfast Studio Workshop at Bellevue College-Saturday, April 12th
- ☐ Job Announcement-Spanish
- ☐ Early Bird Registration ends tomorrow! Fundamentals of Healthcare Interpreting workshop: April 19th 2014
- ☐ WA Interpreters: Earn Continuing Education Online!
- ☐ NOTIS is forming a Spanish Interest Group!
- ☐ Reminder: The Fundamentals of Healthcare Interpreting workshop is on April 19th

- ☒ 4/19 Fundamentals of Health Care Interpreting workshop online survey invitation and attachments
- ☒ Interpreting in Palliative Care workshop on May 17th 2014
- ☒ The Northwest Linguist Spring 2014 Issue
- ☒ Time change notice: NOTIS Presents Professional Voice Care for Interpreters Maintaining a Healthy Voice
- ☒ Agnese Haury Court Interpreter Training
- ☒ Online survey invitation for “Interpreting in Palliative Care”
- ☒ NOTIS Presents Professional Voice Care for Interpreters Maintaining a Healthy Voice
- ☒ Two CE credits are now APPROVED: NOTIS Presents Professional Voice Care for Interpreters
- ☒ Early bird registration ends this weekend: Medical Terminology for Medical Interpreters and Translators
- ☒ Registration closes on June 17th: NOTIS Presents Professional Voice Care for Interpreters
- ☒ WITS/NOTIS expired membership reminder & WITS online directory removal
- ☒ Food Translation and Multilingual Content Management Workshop
- ☒ NOTIS presents: Food Translation and Multilingual Content Management Workshop-with link to the online registration page-to ATA members
- ☒ Online survey invitation for “Interpreting in Palliative Care”
- ☒ NOTIS presents: Food Translation and Multilingual Content Management Workshop-registration
- ☒ National institute for Coordinated Healthcare presents: Advanced Healthcare Interpreter Training Event
- ☒ Action required – Please update your online directory listing asap
- ☒ Two September Workshops! Save the Date
- ☒ The Bellevue college Translation & Interpretation Certificate Program presents: Sight Translation Workshop
- ☒ Happy Hour and some social summer time: 8/14/2014 4-8pm
- ☒ Reminder: Happy Hour and some social summer time: 8/14/2014 4-8pm
- ☒ 10 Reasons to Attend the ATA Annual Conference
- ☒ INTERNATIONAL TRANSLATION DAY 2014
- ☒ Highline Certificate Program
- ☒ Earlybird Registration Ends THIS SUNDAY! International Translation Day 2014
- ☒ Earlybird registration ENDS TODAY! International Translation Day 2014
- ☒ International Translation Day's registration is still open for Early Bird rates thru Friday!
- ☒ Online survey for International Translation Day 2014
- ☒ Ethics Online Webinar Oct 18th, 25th
- ☒ Online survey for International Translation Day 2014 closing soon!
- ☒ Join us at the ATA conference in Chicago
- ☒ NOTIS Healthcare Interpreter training, 2015 online survey
- ☒ WASCLA Summit - 7.5 CEUs approved for WA Court Interpreters
- ☒ Save the Date: Saturday, December 6, 2014 for NOTIS Annual Meeting & Traditional Holiday Party
- ☒ Act fast! WASCLA Summit IX starts tomorrow at 9:00 a.m.! Register today to attend!

### **Membership Report**

Individual 197

Corporate 14

Institutional 2

Student 24

Total 237

Figures as of 11/30/2013

### **Membership Report**

Individual 228  
Corporate 14  
Institutional 2  
Student 24  
Total 268  
Figures as of 12/31/2013

**Membership Report**

Individual 249  
Corporate 14  
Institutional 2  
Student 24  
Total 289  
Figures as of 1/31/2014

**Membership Report**

Individual 186  
Corporate 10  
Institutional 1  
Student 11  
Total 208  
Figures as of 2/28/2014

**Membership Report**

Individual 200  
Corporate 10  
Institutional 1  
Student 14  
Total 225  
Figures as of 3/31/2014

**Membership Report**

Individual 213  
Corporate 10  
Institutional 1  
Student 17  
Total 241  
Figures as of 4/30/2014

**Membership Report**

Individual 220  
Corporate 10  
Institutional 1  
Student 22  
Total 253  
Figures as of 5/31/2014

**Membership Report**

Individual 226  
Corporate 10

Institutional 1  
Student 24  
Total 261  
Figures as of 6/30/2014

**Membership Report**

Individual 231  
Corporate 10  
Institutional 1  
Student 25  
Total 267  
Figures as of 7/31/2014

**Membership Report**

Individual 233  
Corporate 10  
Institutional 1  
Student 26  
Total 270  
Figures as of 8/31/2014

**Membership Report**

Individual 240  
Corporate 10  
Institutional 1  
Student 26  
Total 277  
Figures as of 9/30/2014

**Membership Report**

Individual 244  
Corporate 10  
Institutional 3  
Student 28  
Total 285  
Figures as of 10/31/2014

## **The Northwest Linguist Newsletter Report 2014**

At the end of 2013 the NOTIS Board voted to have The Northwest Linguist become a biannual publication. This year, two issues were published, one in April and one in November. I handled the editing and layout for the publication, which was produced in Microsoft Publisher. I received assistance from a wonderful group of editors: Lindsay Taylor, Sheila Harrington, Brooke Cochran, Shelley Fairweather-Vega, Nancy Leveson, Katrin Rippel, and others. . Lindsay Taylor took on the research for The Northwest Linguist calendar. A special thanks to all of you. We would not have issues without you.

This year, we started our series of “mini-profiles” which consist of a photo and 2 paragraphs about a NOTIS member. In the first issue we profiled the current Board Members and in the second, we profiled other members who had not to date ever appeared in the “Meet Our Members” column. These included new Board candidates and members chosen at random. We hope to continue this in the next issue in the hopes that it will allow members to showcase their certifications, specialties, and experience to the community. We are using it also to promote the new NOTIS online directory.

We continue to need more submissions for The Northwest Linguist and I encourage all of you to write or find writers of quality articles for our publication.

NOTIS produces an electronic version of the newsletter, with notification of individual members each quarter when the issue had been posted to the website and providing them both a PDF copy and a link to the posted newsletter. We send a copy of each issue to the ATA and it is usually posted to their Facebook page. Starting with the current Fall issue, we will be printing a quantity of each issue to use for marketing purposes, and distribution to various institutions, hospitals, and courts.

Your thoughts and recommendations are always welcome!

Respectfully submitted,

**Kathryn German**  
**The Northwest Linguist**  
11/20/14