

**MINUTES OF THE MEETING OF
THE BOARD OF DIRECTORS OF THE NORTHWEST SOCIETY OF TRANSLATORS AND
INTERPRETERS**

**Saturday, June 18, 2011
Kathryn German's Residence
Seattle, Washington**

I. Call to Order

The NOTIS Board of directors meeting was called to order at 3:24 p.m.

Present: President Faiza Sultan, Vice-president Kathryn German, Director Louise Morehead, Director Katrin Rippel (Skype), NOTIS Office Manager Jonas Nicotra (Skype), Director Paul Natkin, Treasurer Ferdi Nadir, Secretary Toby Kawahigashi

II. Acceptance of Agenda

The agenda was accepted with the additional items.

III. Approval of Minutes

The minutes of May 7, 2011 Meeting was approved unanimously as amended.

IV. President's Remarks

a. Web site proposal:

We have received a new NOTIS web site proposal from Outsourced Information Systems. The total estimate for this project comes to \$4933.60.

Motion was presented:

Kathryn moved that the initial web site proposal be accepted provided that thorough training is provided to new administrators and the deadline of two months is met.

The Motion was seconded and approved unanimously.

b. The possible alternative modalities of the board meetings

V. Reports

a. Outreach report: Submitted by Katrin Rippel.

b. Program Report: Submitted by Louise in paper.

Motion was presented:

Paul moved that we approve the estimated budgeted cost of \$3,000.00 for the event with Judy Jenner on the International Translators' Day on Oct 1, 2011.

The Motion was seconded and approved unanimously.

Motion was presented:

Louise moved that we try to organize a NOTIS summer picnic.

The Motion was seconded and approved unanimously.

c. MedSIG Report: Submitted by Louise in paper.

Motion was presented:

Louise moved that we accept to put on the program “Barriers to care” by Linda Golley, UW Medical Center Interpreter Coordinator, on July 23 for the total estimated cost of \$510.00.

The Motion was seconded and approved unanimously.

d. Treasurer's report: Submitted by Ferdi in paper.

e. “The Northwest Linguist” Report: Submitted by Kathryn German in paper.

f. Webmistress's Report: Submitted by Caitilin Walsh in paper.

VI. Housekeeping

The next meeting will be on July 16 at Louise's residence at 2 pm.

The picnic will be held at 3 on August 13 after the board meeting at 1:30.

VII. Announcements for the Good of the Society

Meetings were set for the year 2011:

January 22	February 19	March 5	May 7	June 18	July 16
August 13 (Picnic & Board meeting)			September 10	October 8	
November 19 (Annual meeting)			December 10 (Holiday Party with WITS)		
December ?? (Election)					

VIII. Adjournment

Meeting was adjourned at 7:00 PM.

Respectfully submitted,
Toby Kawahigashi – Secretary
July 4, 2011