

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

**Saturday, July 16, 2011  
Louise Morehead's Residence  
Seattle, Washington**

**I. Call to Order**

The NOTIS Board of directors meeting was called to order at 3:02 p.m.

**Present:** President Faiza Sultan, Director Louise Morehead, Director Katrin Rippel (Skype), NOTIS Office Manager Jonas Nicotra (Skype), Director Paul Natkin, Secretary Toby Kawahigashi

**II. Acceptance of Agenda**

The agenda was accepted with the additional items.

**III. Approval of Minutes**

The minutes of June 18, 2011 Meeting was approved unanimously as amended.

**IV. President's Remarks**

**a. Web site proposal:**

We have signed the contract to create a new NOTIS web site with Outsourced Information Systems. The total estimate for this project comes to \$4933.60.

**b.** The payment to North Seattle Community College was delayed, which caused an issue for NOTIS. The officers should notify the NOTIS office if they are absent for a period of time so that a backup can be arranged.

**c.** NOTIS Picnic at Anderson Park in Redmond on August 13 from 2 to 6:30. NOTIS Board meeting will be held before the picnic at 12:00.

**V. Reports**

**a. Treasurer's report:** Submitted by Ferdi in paper.

**b. Outreach report:** Submitted by Katrin Rippel.

**c. "The Northwest Linguist" Report:** Submitted by Kathryn German in paper.

**d. Membership Report:** Submitted by Jonas in paper.

**e. Office Report:** Submitted by Jonas in paper.

**f. Program Report:** Submitted by Louise in paper.

**Motion was presented:**

Paul moved to amend the original motion regarding the budget for the International Translators' Day on Oct 1, 2011 in the Seattle area with Judy Jenner. The amendment is to raise the budget to \$4500.

**The Motion was seconded and approved unanimously.**

The registration fee is \$40 for members and \$50 for non-members.

**Motion was presented:**

Toby moved that the estimated budget for the annual meeting and workshop on the same day to be \$2500.00.

**The Motion was seconded and approved unanimously.**

**VI. Housekeeping**

The next meeting will be on August 13 at the Picnic site at 12 noon.  
The picnic will be held at 3 on August 13 after the board meeting at 1:30.  
The September meeting will be on September 10 at Faiza's residence.

**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 5:57 PM.

Respectfully submitted,  
Toby Kawahigashi – Secretary  
August 12, 2011