

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

Monday, June 18, 2011

Online

I. Call to Order

The NOTIS Board of directors meeting was called to order by President Faiza Sultan at 7:25 PM.

Present: President Faiza Sultan, Vice-president Kathryn German, Treasurer Paul Natkin, Director Louise Morehead, Director and Webmistress Katrin Rippel, and Office Manager Jonas Nicotra.

II. Acceptance of Agenda

The agenda was accepted unanimously.

III. Approval of Minutes

The minutes of the May, 2011 Meeting were not available for approval.

IV. President's Remarks

- a. President Faiza Sultan is running for the ATA Board of Directors and will be the acting Administrator of the ATA's new Arabic Division. Election for the ATA's Board of Directors is in October.
- b. Presentation of new candidates for the NOTIS Board: Renata Alkalin, Anne-Marie Sanchez, Fahmi Slail, Rania Oteify, Edgar Antonio Garcia in Oregon.
- c. NOTIS website- Website: tab under membership should have the same information as the membership flyer. Need clearer payment information for membership on site. Action item for Jonas Nicotra and Katrin Rippel
- d. NOTIS Programs/ Translator's day/ Picnic- To be held on August 5th, from 3-7 at Magnusen Park. Invitation for annual picnic needed. Action Item for Louise Morehead. Annual Picnic notices need to be sent out to membership. Action item for Jonas Nicotra.

V. Review of Action Items

Action items not provided and not reviewed.

V. Program Reports

- a. Outreach:
Katrin Rippel presented idea of a blog that would present resources and increase exposure to NOTIS. It was decided to explore this idea at a later date.
- b. Program Committee

a. MedSig. Louise Morehead wished to post materials from MedSig presenters but will need written permission.

b. Outreach. Louise Morehead and Sheila Harrington did an Outreach Presentation to 2 groups and classes at a middle school on June 1st using ATA materials.

c. International Translators 'Day. To be held September 29th. Meeting held with WITS on June 3rd. Will explore live Web feed possibility for remote viewers. Clarification of WITS participation needed. Action Item for Louise Morehead

Idea of Outreach for morning session eliminated. Suggestions of Transcription program and/or technology for the future as topics.

Meeting planned for June 30th for finalizing program. Action item Louise Morehead.

c. Treasurer's Report – Discussed amount of detail needed.

d. Membership Report – currently 179 members

e. Newsletter Report – Upcoming deadline July 15th.

VII. Housekeeping

WITS/NOTIS merge mentioned. Suggestion of merging as MedSig. WITS would need to secure approval from their membership at large.

President Faiza Sultan reminded board members of importance of commitment to attend meetings.

IX. Adjournment

Meeting was adjourned at 9:40 PM.

Respectfully submitted,
Kathryn German – Vice President
July 24, 2012