

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

**Thursday, September 13, 2012**

**Via GoToMeeting**

**I. Call to Order**

The NOTIS Board of directors meeting was called to order at 7:08 PM.

**Present:** President Faiza Sultan, Vice-president Kathryn German, Treasurer Paul Natkin, Katrin Rippel, Louise Morehead, Secretary Toby Kawahigashi

**II. Acceptance of Agenda**

The agenda was accepted unanimously.

**III. Approval of Minutes**

The August minutes were accepted as amended.

**IV. President's Remarks**

a. NOTIS Nominating Committee for NOTIS board candidates in the coming election is at the stage of finalizing the candidates.

b. NOTIS/WITS Programs for International Translators' Day

We have a sponsor company for the day. We can prepare special seating for the special guests. We will also have special table for NOTIS, WITS, and sponsors.

**V. Review of Action items**

**VI. Reports**

NOTIS Annual Meeting: Afternoon meeting and election

Annual reports should be prepared beforehand and printed.

Location: to be arranged. NSCC would be a potential candidate but there is a concern about the environment (quietness).

The date is finalized on 17th.

A. Program Report: submitted by Louise

International Translators' Day program at Museum of Flight

Louise, Paul, and Jonas are to be present during the meeting.

B. Treasurer's Report: submitted by Paul

C. Outreach Report: submitted by Katrin

Katrin will be present as a representative of NOTIS at the Export Forum Event organized by the World

Trade Center Tacoma with help from other people including Mariam and Vanessa.

D. Website Report: submitted by Katrin

Action item: For Faiza, to create a nice flyer for any event.

**VII. Housekeeping**

The next meeting will be at 7 on Friday, October 12.

**VIII. Announcements for the Good of the Society**

Meetings were set for the year 2012:

February 17	March 19	April 23	May 26	June 18	July 27
August 5 (Picnic)	August 23	September 13	October 12 (7-9)		
November 17 (Annual meeting)	December ? (Holiday Party with WITS)				
December ? (Election)					

**IX. Adjournment**

Meeting was adjourned at 8:18 PM.

Respectfully submitted,  
Toby Kawahigashi – Secretary  
September 17, 2012