

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

Friday, March 1, 2013

In-Person Meeting

I. Call to Order

The NOTIS Board of directors meeting was called to order at 7:03 PM. This was the third meeting of the year 2013.

Present:

President Kathryn German, Vice-president Toby Kawahigashi, Secretary Manbir Kaur, Directors Paul Natkin, Cindy Roat, Office Manager Naomi Ushida

Not Present: Directors Fahmi Slail and Edgard Ramirez

II. Acceptance of Agenda

Motion was presented by Cindy:

“I move we accept the agenda.”

The motion was seconded and approved unanimously.

III. Approval of Minutes of the February 01, 2013 Board Meeting

Motion was presented by Cindy:

“I move we accept both sets of minutes”

Motion was seconded and approved unanimously as amended by all the members present at the meeting.

IV. Review of action items:

Refer to action items form

V. President Remarks:

1. WITS Board Meeting Results:

WITS helping us with projects, worked with us for the Trados workshop. Reopening the conversation about joining the two organizations. Working on advocacy.

2. Membership Rates:

Questions about discounts for volunteers, perhaps people over 65 should get a discount?

3. Volunteers from Renata Akalin: (Moved under Business)

Option to appoint people on our board, see if we have sufficient experience on the board.

4. Activism policy:

We need to work on being more involved in community. We cannot vote by e-mail, if a letter meets everyone's approval then there can be a procedure to handle such situations.

5. ATA Exam:

Actively looking for Volunteers for the ATA certification exam.

6. Newspaper Ads for Translator and Interpreters:

Putting in an ad in the newspaper of our directory of interpreters and translators.

VI. Reports

1. Treasurer's/ Budget Committee's Report

The current budget is as such:

Checking \$15,394.33

Savings \$2502.15

PayPal \$414.08

Total \$18,310.56

Three checks have been written today which are not included in this budget. There is a small discrepancy of 51 cents. Could possibly have something to do with the PayPal fee changing.

Toby will be acting Treasurer until we can appoint someone permanently.

2. Webmistress' Report:

Training in progress for Web and membership directory for Kathryn, Toby and Naomi.

Toby suggested making a clear policy regarding the grace period for members who want to join in September for paying for the Calendar year.

3. Newsletter Report:

N/A

4. Membership Report:

There is progress being made on training in regards to how to manage the webpage, membership status and approval process.

Suggestion was made that on the NOTIS welcome letter, there should be specifics on how the membership year runs and when it ends.

5. Office Manager's Report Training Update/Contract

Motion was presented by Cindy:

"I would like to move that we move into executive session."

Motion was seconded and approved unanimously.

Motion was presented by Cindy:

"I would like to move that we move into regular meeting minutes."

Motion was seconded and approved unanimously.

The Laptop and software will be transferred to the office manager Naomi.

Banking status: Paul, Naomi, Toby and Kathryn went to the bank and four have different access to the account. Naomi and Kathryn have debt cards, Toby has access to checks and Paul has authorization online as do the other three.

7. Program and MedSig Reports:

Last event/upcoming events:

Agreement made that IMIA and NOTIS would work together in publicizing and have a process to get continuing education credits. Unfortunately there will be no continuing education credits in the state of Oregon for this particular training offered by NOTIS. Anyone who is Washington State certified will be able to get the continuing education credits.

Edgard needs a deposit on the location.

We would need about 40 people to register.

Motion was presented:

“I move that the board approve Edgard’s proposed medical interpreter training in April in Oregon.”

Motion was seconded and approved unanimously.

Program committee:

Calendar Year- at least one event per month. Training coming up in April, possibility to have a presentation joint with WASCLA, workshop for 25 people on how to find and evaluate the quality of websites with multilingual medical information. This is something that is offered to librarians.

Location: University of Washington’s Health Sciences building, hands-on training and people wouldn’t have to bring their own computer. This would be of no charge to NOTIS.

Jamie Lucero may tentatively offer a WordFast workshop.

The Trados workshop that has been approved will be in May.

There will be mini board meetings.

Volunteer for Picnic date and Site- Cindy

Christmas Party Reservation for December 7, 2013.

Suggestion of a Karaoke party.

VII. Business:

Board members and Volunteers- Board members need to be members for a time period to know more about the organization. Therefore they should be a part of the organization at large first and work in the program committees.

Kathryn will contact the volunteers about their involvement for the organization.

VIII. Housekeeping

Schedule and Location of 2013 Board Meetings:

April 5: Meeting at Cindy’s House

May meeting: May 15th Online

Kathryn will be out of town June 13-20th for which Toby will be the president.

IX: Adjournment

Meeting was adjourned at 8:33 PM.

Respectfully submitted,
Manbir Kaur – Secretary
March 01, 2013