

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

Friday, June 28, 2013

In-Person Meeting Home of Toby Kawahigashi

I. Call to Order

The NOTIS Board of directors meeting was called to order at 7:07 PM. This was the fifth meeting of the year 2013.

Present:

President Kathryn German, Vice-president Toby Kawahigashi, Director Paul Natkin, Office Manager Naomi Ushida, Acting Board Member Saori Sampa, Prospective Board Member Julie Wilchins, Volunteer Christiani Giancrisofaro

Not Present: Directors Fahmi Slail and Cindy Roat, Secretary Manbir Kaur

II. Acceptance of Agenda

Motion was presented by Kathryn German:

“May we consider the agenda to be accepted?”

The motion was seconded and approved unanimously.

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

Motion was presented by Julie Wilchins:

“I move to accept the minutes.”

Motion was seconded and approved unanimously.

IV. Review of action items:

Refer to action items form

V. President Remarks:

Introduction to the potential board member.

Prospective Board Member, Judy Wilchins: was prior NOTIS board member, and is a translator

Motion was presented by Toby Kawahigashi:

“I move that we grant the acting board member position to Julie Wilchins.”

Motion was seconded and approved unanimously.

Meeting regarding International Translation Day: With WITS, we set up subcommittees.

The Speaker/Program Subcommittee is still looking for/contacting potential speakers from local and out-of-state areas. Museum of Flight has been reserved for Oct 5th (Sat). We need to be working harder to get sponsors this year.

Introduction to the 2 new members-at-large who will be volunteers.

Christiani Giancrisofaro, who is from São Paulo, Brazil and taking a translation certificate program, She is going to help with the Outreach Committee. Lindsay Taylor, who is also studying a translation certificate program, is interested in working with the Newsletter team to help to organize calendar, etc.

There is a person who has temporally resigned from the editing /printing position. We are trying to find

someone for the position.

Regarding internal forms, these forms are internal use only. This issue was raised by the program committee. The president briefly explained how to use the forms.

The Outreach Committee is developing a new brochure. We need our new brochures and promotional items for ATA conferences – pens, pins, etc. If anyone goes to the ATA conferences, please consider helping at the table between workshops. We need to pay extra care to take pictures of people at any event.

VI. Reports

1. Treasurer's/ Budget Committee's Report (Toby Kawahigashi)

The current budget is as such as of 06/25/2013 was reviewed

There was a rebate from ATA (see the report).

Grace period – two reminders might be the best way to remind people to renew their membership.

2. Webmistress' Report (Katrin Rippel)

615 visits. Two job posting. Web was down for a day. Suggests that Board Members post their bios.

Motion was presented by Julie Wilchins:

“I move to start having biographies of Board Members of NOTIS on the website.”

Motion was seconded and approved unanimously.

Website is looking for pictures of Seattle, conferences, events, etc to add to website.

3. Outreach Report (Katrin Rippel)

Blogs in the web: ATA lists blogs of members related to translation/interpretation. Need more information. We are not promoting these blogs in the list. Need to add disclaimer. Need to ask members when they renew membership if they have a blog that they would like to the list. Julie Wilchins will investigate more – Add to the action items.

Need to purchase some pictures for brochure, but they do not need any approval from the board since they are inexpensive.

4. Newsletter Report (Kathryn German)

July 7 is the due. We need to hear from new people. Would it possible to suggest possible topics? It would be easier for people to write an article.

4. Membership Report (Naomi Uchida)

Total members 213 as of June 28, 2013

5. Office Manager's Report (Naomi Uchida)

In May, there aren't many activities. No issues, no problems.

6. Program and MedSig Reports:

MedSig Events (Cindy Roat): No report. Events are very good places to recruit people.

Picnic Update (Cindy Roat): Kathryn will remind Cindy about reminder about picnic.

NOTIS/WITS Trados Workshop update (Kathryn German) : Made profit.

International Translation Day (Kathryn German): The Speaker Sub Committee summarized what is happening regarding possible speakers. Still exploring who is the potential speaker(s) – several locals vs big-name out-of-state speaker, also the committee reported regarding a potential local speaker, Dynamic Language. They are very interested in this opportunity. The committee has been contacting Ine Van Dam. Ine is local – UN interpreter. A board member has a potential speaker from the event in Toronto - ATA approved that almost any event can be credited to both translators and interpreters.

Christmas Party (Paul Natkin): Ongoing.

VII. Business:

Annual Meeting and ASL policies (Kathryn German): Need to think about the site. A board member received a request at the last event to have ASL interpreter(s) for the events. It would be good to have an ASL interpreter to present us to give us some ideas at International Translation Day or Annual Meeting. It is nice to have one at our Annual Meeting because of charge at International Translator Day. It is better to learn each other – ASL and spoken language interpreters.

Regarding the venue – South Seattle is cheaper. Kathryn will research about options.

Logo (Toby Kawahigashi): Link to logo on the web or download. We should discuss with Katrin regarding technical issues. We need to create a policy document of usage of logo. Misusage and monitor system – need to check the ATA policy. All board members should check logo usage policies of other organizations.

Articles of Incorporation, WITS Meeting re Proposals on unification as Legal Special Interest Group (Kathryn German): We need to think who would like to attend these meetings regarding WITS/NOTIS merger. Another meeting – as soon as things are more manageable like after International Translation Day, etc.

VIII. Housekeeping

July – no meeting

August 2 –Home of Kathryn German, 6:30 pm Gathering, 7:30 pm Meeting or online at 7:00 pm

August 24 - Picnic

September 12 – Online, 7:00 pm

October 5 – International Translation Day

October ? – monthly meeting

November 23 – Annual Meeting

IX: Adjournment

Meeting was adjourned at 8:40 PM.

Respectfully submitted,
Saori Sampa
August 8, 2013