

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

**Thursday, August 8, 2013**

**Online Meeting**

**I. Call to Order**

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

**Present:**

President Kathryn German, Vice-president Toby Kawahigashi, Director Paul Natkin, Cindy Roat, Office Manager Naomi Uchida, Acting Board Member Saori Sampa, Prospective Board Member Julie Wilchins

**Not Present:** Directors Fahmi Slail and Secretary Manbir Kaur

**II. Acceptance of Agenda**

**The agenda approved unanimously.**

**III. Approval of Minutes of the June 28, 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:**

The president attended the WITS Annual Meeting 2013 – WITS talked about the merger related matters.

NOTIS is moving along very smoothly towards International Translation Day – brought us in contact with new people. The venue and the guest speaker have been reserved. We need more details regarding advertising the event and sponsors of the event.

KOUW response letter is not ready to sign off at this time, not full agreement of board, more concerned with merger and focusing on that and hoping to ability to build long-term relationships for advocacy. Translators have multiple certifications like Translation & Interpretation Program at Bellevue College, certification from tertiary schools, etc. Will work on letter for next meeting.

**VI. Business**

Merger Update (Julie Wilchins):

Julie Wilchins explained positive aspects related to merger of NOTIS and WITS and how the documents (Merger Agreement, Articles of Merger of WITS with and into NOTIS, NOTIS Resolutions of the Board of Directors, etc) were developed. The next step is creating voting brochures and organizing stand-alone meeting to discuss further details.

**Motion was presented by Julie Wilchins:**

“I move that the NOTIS Board approve the Resolution to approve the merger with WITS.”

**Motion was seconded and approved unanimously.**

Julie Wilchins and Kathryn German are going to create voting letter/brochure by the end of August. Naomi Uchida and Saori Sampa will handle printing out the letter/brochure and send out to the members of NOTIS immediately.

Fahmi Slail – Status on Board (Kathryn German):

The board members would like to ask Fahmi Slail to resign from his current position. He will be sent an official letter to him with the signatures of the President and the Vice President.

**Motion was presented by Julie Wilchins:**

“I move to ask Kathryn German and Toby Kawahigashi to write and send a letter to Fahmi Sail.”

**Motion was seconded and approved unanimously.**

Use of the Logo – Sample from NCTA (Kathryn German):

Will add more specific details related to proportion ratio and colors. Kathryn German and Toby Kawahigashi will continue to develop detailed policy on the use of the NOTIS logo.

Policy Document (Kathryn German):

Added a new policy, which was amended by Kathryn German.

**Motion was presented by Julie Wilchins:**

“I move to accept the new policy to be added.”

**Motion was seconded and approved unanimously.**

Kathryn German and Toby Kawahigashi will post the policy on the website.

**VII. Reports:**

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

The current budget report was presented by Toby Kawahigashi.

There are no issues; however, a large amount of money has been moved since we have paid for the venue for International Translation Day – approximately \$1,500. WITS has not yet paid for the TRADOS workshop fees to NOTIS.

2. Webmistress’ Report (Katrin Rippel)

Added new pictures of other states and the venue of International Translation Day into the website.

3. Outreach Report (Katrin Rippel, Julie Wilchins)

Katrin has updated sponsorship program and letter for potential sponsors for International Translation Day.

4. Newsletter Report (Kathryn German)

Short of articles. Need articles for the 25<sup>th</sup> anniversary issue.

5. Membership Report (Naomi Uchida)  
Total members 222 as of August 8, 2013

6. Office Manager's Report (Naomi Uchida)  
2 phone calls only. Sent out bulk emails regarding picnic, note taking strategies workshop and renew membership notice. There are 22 people in the waiting list – has not yet paid for membership fee.

7. Program and MedSig Reports:  
MedSig Events (Cindy Roat): Portland. September – not yet any specifics decided.

Picnic Update (Cindy Roat): Has already picked up some items from other member's place; however, might need to purchase some items for picnic, but will check with other members who might have some items for picnic.

International Translation Day (Kathryn German): The speaker was found and reserved as well as the venue. If there is any question about the speaker, ask the Speaker/Program Subcommittee. Working on creating a new brochure for ATA events, and NOTIS's pins are coming soon.

Annual Meeting (Kathryn German): November 23<sup>rd</sup>. The venue has not yet been decided – potential is Highlander College. The guest speaker from ASL community will give us a presentation to learn about the field for us.

Christmas Party (Paul Natkin, Kathryn German): Ongoing. Would like to give an award to a member who contributed his knowledge and time to organize events and who is retiring.

### **VIII. Housekeeping**

August 24 - Picnic  
September 12 – Online, 7:00 pm, a couple of officers – voting, late – Coffee Day  
October 5 – International Translation Day  
October 24 – Online, 7:00 pm  
November 23 – Annual Meeting  
December 7 – Christmas Party

### **IX: Adjournment**

Meeting was adjourned at 8:30 PM.

Respectfully submitted,  
Saori Sampa  
August 8, 2013  
Amended October 18, 2013