

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

**Thursday, December 12, 2013**

**Online Meeting**

**I. Call to Order**

The NOTIS Board of directors meeting was called to order at 7:06 PM.

**Present:**

President Kathryn German, Vice-president Toby Kawahigashi, Secretary Manbir Kaur, Director Saori Sampa, Cindy Roat, Office Manager Naomi Uchida

Not Present: Paul Natkin, Julie Wilchins, Thei Zervaki

**II. Acceptance of Agenda**

**Motion was presented and was seconded and approved unanimously.**

**III. Approval of Minutes of the October 18 2013 Board Meeting**

**Motion was presented and was seconded and approved unanimously by all the members present at the meeting.**

**IV. Review of action items:**

- Refer to action items form

**V. Business**

- Departing Board Members and Elections
  - Meeting with extended board will be on January 4<sup>th</sup> 2014 from 2-7 p.m.
  - Due to the merger, elections for new treasurer and vice president will take place at a later time.
- Renewal of Office Manager Contract and Amount
  - Contract ends February 15<sup>th</sup> 2014

**Motion was presented: "I move that we increase Naomi's salary, which will be decided at the January meeting."**

**Motion was seconded and approved unanimously.**

- Salary amount will be discussed at the meeting on January 4<sup>th</sup>.
- Initial Approval of MedSIG programs- presented by Cindy Roat
  - Goal: More training: eight workshops for healthcare interpreters over the course of 2014.
  - Cindy Roat and Linda Golley will be in charge of these trainings, will take full responsibility but NOTIS will be responsible for marketing within NOTIS and collecting fees online. Provide the trainer with a participant list so they can be provided to the attendees.
  - Trainings will be lecture and practice, taught by good trainers at a reasonable price.
  - After paying expenses, NOTIS and trainer will be dividing profits 50-50.

- Venues will be free, only fees will be for training material.
- Benefits for NOTIS: Will attract more people to join NOTIS.  
Get more people joining NOTIS in the healthcare field and have more of a voice in the organization.  
Trainings will be lecture and practice, taught by good trainers at a reasonable price.

*Proposed Workshops:*

Infection Control and Industrial Safety of Medical Interpreters  
Interpreting in Mental Health Settings  
Introduction to Fundamentals of Healthcare Interpreting  
Interpreting at Palliative Care  
Repeat Medical Terminology workshop  
Mentored Practice  
Interpreting for victims of torture and trauma  
Interpreting in OB/Gyn and Pre-natal Genetics

Suggestion made to try to get ATA as well as get DSHS continuing credits.

**Motion was presented: I move that we accept Cindy's proposal for the first two sessions and the remaining to be discussed on the meeting on January 4<sup>th</sup>.  
Motion was seconded and approved unanimously.**

Naomi suggested we might need to add 5% to the attendance fee to cover costs of the program used to accept payments. This will be discussed further on January 4<sup>th</sup>.

**VI: Housekeeping**

Next meeting will be in person on January 4<sup>th</sup>.

**VII: Adjournment**

Meeting was adjourned at 7:50 PM.

Respectfully submitted,  
Manbir Kaur – Secretary  
December 12, 2013