

**PRESIDENT’S LETTER**

**ANNUAL MEETING 2015**

Translators and interpreters create a bridge of understanding between cultures. As an organization, the Northwest Translators and Interpreters Society strives to create a supportive network for translators and interpreters through providing training opportunities, resources, and social events to broaden their minds and lift their spirits.

In 2015 the Northwest Translators and Interpreters Society gained new strength and momentum. The merger between WITS and NOTIS has knit together well, with the board working together seamlessly to meet the needs of our members. This dedicated board has met almost every month to continuously improve the organization. NOTIS broke membership records, growing from 210 members in 2012, to 244 members in 2014, to 366 members in this report. This includes significant growth in the number of student members, with 56 at present. Please give them a warm welcome when you meet them since they are the future of our organization, and bring fresh perspective and ideas.

During 2015, NOTIS’s all-volunteer-run programs included an array of educational offerings, social events, advocacy, and social media development. The board also made many administrative improvements that will improve efficiency and service quality.

Education

NOTIS programs are now run by three committees: the Court Interpreter Division, the Translators Division, and the Medical Division (Medical Special Interest Group, or MedSIG). We hope this will help ensure that the needs of all groups are met.

In 2015, we presented an all-day Court Interpreters Conference, a Translation Workshop on Poetry, and the day-long International Translation Day Conference. We were able to offer a lower registration fee for International Translation Day, which resulted in our highest-ever attendance of 130 attendees. The Medical Division, under the leadership of Cindy Roat, acquired new presenters such as Linda Golley and Dr. Juan Gutiérrez, as well as new volunteers. As a result, it was able to hold eight trainings in 2015. These were offered in new areas beyond King County, and attendance was impressive. Next year they hope to add some training for trainers workshops, in order to increase the capacity to reach even more dispersed interpreters.

In further effort to expand the geographic reach of our educational offerings, NOTIS began investigating the possibility of adding affordable webinars to its offerings next year. NOTIS Vice President Nancy Leveson and I attended a chapter leadership group at the ATA conference, where we gathered information from chapters currently offering webinars. We will continue to draw on their wisdom, and we hope to collaborate in the provision of webinars in the near future.

Some potential workshop offerings for 2016 include team interpreting, technology for translators and interpreters, legal topics in several languages, literary translation, and many others.

Social and Networking Events

NOTIS’s new Social Division is up and running. Several happy hours and picnics were held, providing a relaxing atmosphere to get to know others in our profession. These get-togethers have been the source of many new volunteers and future board members, which enables NOTIS to provide more services to its members. Be sure to come to the next one!

Social Media and Marketing

Committee Chair Saori Sampa has kept our Social Media very active, with frequent postings on Facebook of articles and events of interest to translators and interpreters. Be sure to check out our page, and “like” articles that appeal to you.

The Northwest Linguist was published twice in 2015 in digital format. In 2016, we plan to transition the Northwest Linguist into a blog with monthly postings. This schedule and format is better aligned with marketing and communications in the digital age: regular blog posts will increase traffic to the website and thus potentially to the online directory of translators and interpreters. We will continue to occasionally gather blog articles into a printed format for marketing purposes, as we now do with The Northwest Linguist.

In 2016, we hope to reactivate our LinkedIn page and leverage it to make our directory stand out to the business community. If this interests you, please contact the board about volunteering.

Marketing the online NOTIS Directory remains an important goal for the board. It is hoped that social media development and other outreach will increase directory awareness and use in 2016.

Advocacy

Milena Calderari-Waldron led our Advocacy Committee all year and was instrumental in keeping us informed of the issues currently faced by translators and interpreters in our organization and in recommending the most appropriate action by our board. She is stepping down at the end of this year. We are currently looking for volunteers to fill her role, as we strive to respond to issues that affect the translation and interpretation community and the population it serves.

Administrative Improvements

This year, the board updated almost all of the outdated NOTIS policies (all of which are posted to our website on a dedicated page for our policies). We set up a centralized online file server system so board members could easily access documents and photos, and so we have a permanent location for our valuable documentation. We are working at creating standard operating procedures for putting on events. To that end, board members have created sample budgets, and spreadsheets of prospective event sites.

Thanks to the efforts of Luisa Gracia and Lindsay Taylor, a page on our website is underway that will assist our members in navigating the ever-changing world of credentialing requirements and certification maintenance. This will provide members a single place to check on all of their certification needs.

NOTIS is your organization. We want to hear from you, and we encourage you to write to any of us on the board with your ideas. (<http://www.notisnet.org/board-of-directors/>) Thanks to each and every one of you who responded to our survey, which is receiving a robust response. If you have not yet responded, you may do so until December 15 at: <https://www.surveymonkey.com/r/NTP5H2H>. We will carefully consider every opinion in those surveys in our 2016 plans.

We also encourage you to become more involved with NOTIS. There is always an opportunity to volunteer, and it is a wonderful way to network and learn from others. If you live in an outlying area, and think this might not apply to you, please contact us. We would love to set up social events and workshops in areas outside of King County, and you may be able to help make that happen.

Thanks to all of you who dedicated your time and efforts to making this year a success! Thanks to our office administrator, our amazing board, and all the new volunteers who came forward during the year to contribute to our efforts. If the news is full of sadness, working with NOTIS has the opposite effect. . . seeing how much time and effort others are ready to give to help others in their community can only give one hope and happiness!

Yours sincerely,



President

The Northwest Translators and Interpreters Society

**NOTIS ANNUAL REPORT**

|  |  |
| --- | --- |
| **NOTIS 2014 ANNUAL FINANCIAL REPORT** | |
| **Beginning Balance on Jan. 1, 2014** | **$22,095.27** |
| **Ending Balance on December 31, 2014** | **$36,629.73** |
|  | |
| **INFLOW** | |
| Membership | $10,385.45 |
| International Translation Day | $3,830.00 |
| Income from workshops | $11,153.77 |
| Sponsorship for ITD | $1,000.00 |
| ATA Refund | $2,178.50 |
| WITS Account Transfer | $10,997.73 |
| Bank Interest | $11.51 |
| **TOTAL INFLOW** | **$39,556.96** |
|  | |
| **OUTFLOW** | |
| Administrative Supplies & Miscellaneous Expenses | $1,152.99 |
| Office Manager Stipends | $7,075.00 |
| UPS Renewal Fee | $237.00 |
| GOTOCITRIX & Uberconference | $414.81 |
| Internet/Website Maintenance | $3,050.00 |
| PayPal Charges | $864.16 |
| Workshops Expenses | $983.54 |
| Workshop Speaker Fees | $5,020.57 |
| Honorarium Translators & Interpreters Day | $600.00 |
| International Translators & Interpreters Day facility fees and refreshments (does not include $380 additional facility fee) | $4,518.65 |
| Annual Meeting/Holiday Party Expenses | $793.55 |
| Refunds paid | $312.23 |
| **Total Outflow** | **$25,022.50** |
| Prepared by Fumi Janssen | |

**Program Committee Report for 2015**

**December 6, 2015**

NOTIS offered numerous workshops and events in 2015. The number of workshops and events increased compared to the previous year. Some of the remarkable changes we made this year were our social events, and a specific day-long workshop for court interpreters. In the previous year, we had a division called Interpreting Workshops. This year, we merged this division into the Court Interpreter (WITS) Division.

In 2015, all committees worked very hard to organize each workshop and event.

|  |  |  |
| --- | --- | --- |
| Division | Date | Details |
| Social Event | Jan 8, Mar 14,  Jun 27, Aug 22,  Sept 21, Dec 6 | 2 happy hour gatherings, 1 lunch gathering, 1 picnic with hike, 1 barbecue picnic, and 1 holiday party in a variety of areas and places throughout the year. |
| Court Interpreter (WITS) | Mar 1 | A day-long workshop, *Team Interpreting for Spoken*  *Languages and Fundamentals of Professional Ethics*, was held at North Seattle College. The speakers were Katrin Johnson, Emma Garkavi, Linda Noble and Milena Calderari-Waldron. |
| Translation Workshop | Apr 28 | *In Other Words: Translation of Poetry, an Art or a*  *Technique?* was held at Good Shepherd Center in Seattle. The speaker was Raúl Sánchez. This day-long, hands-on workshop covered different aspects of poetry translation. |
| International Translation Day | Oct 4 | This year’s event, *Technology and Techniques: Finding Success Now and in the Future*, was held at Mercer Island Community & Event Center. The speakers were Olivier Fontana, Stacey Brown and Martin Cross. There were a lot of volunteers involved to make this event successful. |

While we increased the number of workshops and events this year, we would like to further increase the number of workshops and events and improve their quality even more to better cater to our members. For 2016, we need to plan ahead, create new strategies, and make a bigger effort as a team. We have more than 50 student members within NOTIS, and we would like to come up with an event or workshop for students, novices or beginner-level members in the translation and interpreting field.

Respectfully submitted,

Saori Sampa

**Program – International Translation Day Report for 2015**

**December 6, 2015**

**1. Members**

Chair: Saori Sampa

Budget/Administration: Fumi Janssen, Naomi Uchida

Continuing Education Credits: María Luisa Gracia Camón

Venue/Catering: Kathryn German, Linda Noble, Irine Kariuki

Speaker/Program: Nancy Leveson, Elise Kruidenier, María Luisa Gracia Camón

Sponsorship/Advertising: Lindsay Bentsen

Volunteers: Diana Meredith, Emma Garkavi, Huyen Martin, Maria Lucas, Maria Wissler, Agnieszka Kroczek, Lupita Carrillo, Akemi Masumoto, Arwen Dewey, the Court Interpreter Committee

**2. Details**

Title: *International Translation Day 2015: Technologies and Techniques: Finding Success Now and in the Future*

Date/Time: Sunday October 4, 2015 / 8:30 am – 4:15 pm

Venue: Mercer Island Community & Event Center

Sponsors: MindLink Resources LLC, Microsoft Translator Team, Bellevue College Translation & Interpretation Certificate Program

Speakers (workshop hours): Olivier Fontana (1.5 hours), Stacey Brown (1.5 hours), Martin Cross (2 hours)

Meals Catered: 130

Continuing Education Credits:

5 credits – ATA, DSHS, WA AOC

2 credits – OR AOC, CA AOC (CIMCE #: L3719)

0.5 credits – RID

**3. Financial Summary**

**Expenses**

|  |  |
| --- | --- |
| **Description** | **Amount** |
| Venue | $1,604.00 |
| Catering | $2,291.24 |
| Payment for speakers\* | $835.00 |
| Handouts for workshops, Admin equipment (name tags, envelopes, etc.), water | $102.52 |
| CA CEUs registration | $50.00 |
| Printing programs (including shipping charges) | $108.99 |
| Certificate printing fees | $21.89 |
| Tablecloths | $82.90 |
| Tea and coffee | $160.65 |
| Cleaning service | $250.00 |
| **TOTAL** | $5,507.19 |

**Revenue**

|  |  |
| --- | --- |
| **Description** | **Amount** |
| Registration | $6,345.00 |
| Sponsorship\* | $1,050.00 |
| **TOTAL** | $7,395.00 |

\*Microsoft donated $250 (the payment for their speaker). The actual expense for the speakers was $585, and the actual revenue from our sponsors in the financial report was $800.

**4. Overall Summary**

The kickoff meeting of the ITD team was held between 1:00 pm and 4:15 pm on April 12 at Mercer Island Library, and we discussed our roles/duties, time schedule and administrative process.

Three speakers were identified. Their bios and the summaries of their workshops were collected. By the end of July, all other detailed information about the speakers and their workshops was gathered. In the meantime, we started preparing CEU applications and sending them out to credit-giving organizations. This year, we obtained a lot more credits compared to last year. Three sponsors confirmed their support by the middle of September. Because of their support, we could lower the registration fees this year. The flyer was sent out to the members in August and September, and we started advertising the event on our website and SNSs. The venue and catering were fully confirmed by the end of September.

This year, we had a lot of volunteers to make this event successful. NOTIS appreciates these dedicated volunteers. During the event, there were more people who helped the team make the event go smoother.

The evaluation questionnaire was sent to the attendees after the event. More than 20% of the attendees gave us their feedback. The summary of the results is below:

|  |  |  |
| --- | --- | --- |
| **Category** | **Pros** | **Cons** |
| Venue | Excellent | Too cold |
| Catering | None | None |
| Speaker 1: Olivier Fontana | **[Expertise]**  93.3% - Excellent or Good  **[Content]**  89.7% - Just right  Good to know the current MT progress. Informative. Enjoyable. | Not helpful. 10% of attendees thought the content was too basic. |
| Speaker 2: Stacey Brown | **[Expertise]**  80.0% - Excellent or Good  **[Content]**  60.7% - Just right  Helpful. Practical advice. Warm and friendly. | Not relevant for many of us – we don’t need life coach – but might be helpful for novices.  Wasn’t enough time for this workshop. |
| Speaker 3: Martin Cross | [Expertise]  96.7% - Excellent or Good  [Content]  100.00% - Just right  Extremely educational and very engaging. Helpful workshop. | None |
| Overall | Very well organized, location and speakers are excellent, very informative and educational. | None |

Respectfully Submitted,

Saori Sampa

**Translation Programs Report for 2015**

The Translation Poetry workshop was held on April 28th at the Good Shepherd Center.

We had eight registrants, so it was a cozy, small workshop. Most of the participants were NOTIS members. The workshop was well received and participants seemed to be passionate about poetry and poetry translation. The feedback was positive both about the topic and about the venue. Everybody liked the session and talked to the speaker, bought poetry books, etc.

Finances:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | | Total expenses | $ 271.40 | | Total revenues | $ 200.00 | | Subsidized | $ 71.40 | |  |

**Medical Special Interest Group Annual Report, FY 2015**

**Summary**

By the close of 2015, the MedSIG will have held eight workshops for healthcare interpreters in the Puget Sound region. These workshops varied in length between 2 hours and 7.5 hours, and generated a projected income of over $3000 for NOTIS this year. For each workshop, handouts and a certificate of attendance were provided to participants, both in hard copy and electronically. Continuing education (CE) credits for each workshop were obtained from WA DSHS and ATA. PowerPoint presentations from some of the workshops have been posted to the NOTIS website. Follow-up evaluation surveys showed that participant were extremely happy with these offerings.

**Workshops**

| **Workshop** | **Participants Reg/Attend** | **Net Income for NOTIS** |
| --- | --- | --- |
| **From Medical to Mental Health: Adjusting Interpreting Techniques to Mental Health Settings**  Date: February 14, 2015  Location: Seattle Children’s Hospital  Trainer: Cynthia E. Roat, MPH  Length of training: 6.5 class hours  Maximum class size: 40 | 43/42 | $227.04 |
| **Cultural Effectiveness and Conflict Resolution for Healthcare Interpreters**  Date: April 4, 2015  Location: Seattle Children’s Hospital  Length of training: 4 class hours  Trainer: Juan Gutiérrez Sanin, MD, MPH  Maximum class size: 50 | 37/38 | $267.28 |
| **Bridging to Simultaneous: An Introduction to Simultaneous Interpreting for Healthcare Interpreters**  Date: May 30, 2015  Location: Seattle Children’s Hospital  Trainer: Juan Gutiérrez Sanin, MD, MPH  Length of training: 6 class hours  Maximum class size: 50 | 31/20 | $188.34 |
| **Fundamentals of Healthcare Interpreting**  Date: July 25, 2015  Location: Tacoma General Hospital / Multicare  Trainer: Cynthia E. Roat, MPH  Length of training: 7 class hours  Maximum class size: 100 | 98/95 | $748.08 |
| **Medical Terminology for Healthcare Interpreters and Translators**  Date: August 1, 2015  Location: Valley Medical Center  Trainer: Linda Golley, MAOM  Length of training: 7.5 class hours  Maximum class size: 200 | 115/108 | $846.99 |
| **Infection Control and Industrial Safety for Healthcare Interpreters**  Date: September 19, 2015  Location: Valley Medical Center  Trainer: Linda Golley, MAOM  Length of training: 2 class hours  Maximum class size: 200 | 62/57 | $336.11 |
| **Consecutive Skill Building for Healthcare Interpreters**  Date: October 31, 2015  Location: Tacoma Medical Center  Trainer: Cynthia E. Roat, MPH  Length of training: 3 class hours  Maximum class size: 40 | 40/39 | TBD |
| **The Science of Infection: PENDING**  Date: December 5, 2015  Location: Valley Medical Center  Trainer: Linda Golley, MAOM  Length of training: 4 class hours  Maximum class size: 200 | TBD | TBD |
| **Total** $2,613.84+ income from November and December classes | | |

**New this year**

New volunteers

This year, MedSIG added four new volunteers who have been helping to check participants in and out of the workshops. This has been a great help, especially with large workshops for which more than 100 participants must be signed in and out in short order.

New trainer

This year a new trainer joined our team: Dr. Juan Gutiérrez Sanin. He offered two short workshops. The first on Culture Brokering and Conflict Resolution was as well received as our NOTIS workshops usually are. The second workshop, an introduction to Simultaneous Interpreting, fared even better.

New locations

This year, MedSIG expanded our trainings to Valley Medical Center in Renton and to Tacoma General Hospital in Tacoma. Both these locations generated a huge new audience for our workshops and will be used in the future as well.

Profit sharing to include Office Manager

This year the NOTIS board decided to enter into a new profit-sharing agreement with the NOTIS Office Manager in recognition of the amount of work involved in supporting these frequent workshops. As a result, the level of income generated for NOTIS has dropped. However the number of workshops increased, and our Office Manager has not quit the collaboration.

Incorporation of Language Coaches

At one workshop this year, MedSIG experimented with incorporating Language Coaches into a skills-building workshop, bringing language-specific materials and expert feedback for practice to interpreters with a minimum of two speakers per language group. While at the moment, we are still waiting for the results of the participant survey, the workshop seemed to be extremely well received, with 39 participants working with ten Language Coaches (eight paid and two volunteers) in seven languages.

This sort of hands-on practice with immediate feedback is hard to find and extremely useful for interpreters. However, customizing the workshop to this degree required an enormous amount of work on the part of the MedSIG chair/instructor. Conversely, the need to pay for translation of practice materials and Language Coaches resulted in a very low net pay for the instructor. As a result, it’s not clear that this workshop design is sustainable, unless the NOTIS board is willing to renegotiate the profit-sharing formula for this type of workshop.

**Plans for 2016**

The MedSIG is in the process of planning additional workshops for 2015, employing the same model and adding additional trainers. A survey was sent out to interpreter all over the state, asking for input on topics and locations for trainings, and 90 responses have been received so far. Our hopes are to offer eight workshops again in 2016, with at least two in Eastern Washington.

Respectfully submitted by Cindy Roat

MedSIG Chair

11/01/15

**Court Interpreter/WITS Division**

**Annual Report 2015**

The Court Interpreter Division had the following members at the start of 2015:

Maria Luisa Gracia Camón

Linda Noble

David Neathery

Nancy Leveson

Emma Garkavi

Irine Ommen

Huyen Martin

Diana Noman

At the beginning of 2015, The Court Interpreter Division was chaired by a group of three: Linda Noble, David Neathery, and Maria Luisa Gracia Camón. At the close of 2015, it is co-chaired by Linda Noble and Luisa Gracia.

**Workshop of March 2015**

The event “Team Interpreting/Ethics Workshop” on March 1 was a success, and it had a great reception from the interpreter community. The number of projected attendees was exceeded. Handouts and conference support materials were sent by e-mail after the conference at the request of both speakers and attendees. The feedback during the workshop was very positive and the comments on the survey were good too. The net profit obtained from that event was $2,271.05.

After the event, CID concluded that future flyers should contain more information about the type of proof of payment that should be produced at the registration on the day of the actual workshop. In the future, CID will make clear the AOC policy about arriving late/leaving early and how it can have an impact on obtaining the diploma/certification.

A policy or protocol was prepared in order to know how to proceed in future events and avoid these type of problems (arriving late/leaving early, proof of registration…)

**ITD October 2015**

CID helped the ITD group in order to coordinate efforts. The ITD event was also a great success. Please refer also to the ITD report.

In October 2015, Emma Garkavi stepped down from CID. She will still provide information and ideas for training.

**Going forward 2016**

**March 2016 Workshop**: Thomas West

This will be CID’s flagship event in 2016.

CID contacted Thomas West at the end of September/beginning of October. Mr. West confirmed his availability for language specific training in three languages, SP, FR and RU. The date and venue for this event have already been selected (Dates: March 19 and 20, 2016, Venue: North Seattle College). CID has received part of the presentation material from Thomas West (Spanish and French).

Since the cost of this event is somewhat elevated, a survey/inquiry will be sent to members and interpreters to assess interest. Based on the result of the survey, CID will report to the Board and will seek approval of the estimate for the event. The total estimated cost for the event is **$5540.**

We would like to send the announcement of this event as soon as possible so attendees can save the date.

The overall outcome of the efforts of CID has been very positive. The events in which CID was involved provided good quality for the attendees. We have developed better ideas about how to prepare an event, and we will continue to strive to provide high-quality training.

Respectfully submitted by Luisa Gracia

**Outreach – Marketing Report for 2015**

**December 6, 2015**

**1. Activities**

We sent a letter about the Job Posting function on our website to potential users, including translation agencies and other businesses. Immediately after sending this letter, there were inquiries and actual job postings. We also included in the letter how to search the translators and interpreters directory, so that these potential business partners of our members can contact our members directly.

**2. Results**

Several language service agencies and individuals used the system after they received the letter. Also, there were several inquiries via email and Facebook regarding how it works.

**3. Next Steps**

Our webmistress Bee Lim and Saori Sampa are figuring out how we can organize to create the “job posting reminder” system. We need to discuss technical matters as well as the time we potentially spend to develop our system.

Job postings by agencies increased after the letter we sent. However, there are not many members visiting the site often. As a result, these agencies are not getting immediate positive outcomes from our members. A possible solution is to send an email reminder to our relevant members when a job is posted. A reminder can be something like below:

*Subject: [Job Post] Looking for a Chinese Translator / ABC Translations LLC, Seattle*

*Dear NOTIS Members,*

*Just to let you know that ABC Translations LLC has posted a job to the NOTIS website.*

*Posted by: ABC Translations*

*Posted on: 09-05-2015 – 01:45 PM*

*Job title: Chinese Translator for Financial/Investment Report (5,000 words)*

*Category: Translation*

*Direction: English to Chinese*

*Type: Freelance*

*For details, log into the website and visit this link:*

*http://www.notisnet.org/job\_chinese\_translation*

*Thank you,*

*NOTIS Board of Directors*

Respectfully submitted,

Saori Sampa

**Outreach – Social Media Report for 2015**

**December 6, 2015**

**1. Posting Frequency and Engagement**

Posting frequency (between Jan 1 and October 15): 0.8 posts per day on average

**2. Issues**

In July, more than half the postings disappeared from NOTIS’s Facebook page. Saori investigated the problem, but could not determine the cause. The problem has not recurred.

**3. Examples of Postings**

- Board meetings

- Social events (e.g. Happy Hour, Picnic, Lunch Gathering, etc.)

- Language-/culture-related articles

- Translation and interpretation related articles

- NOTIS’s website (e.g. Directory, etc.)

- Event announcements (e.g. ITD, workshops, etc.)

- Videos and website links related to languages

**4. Remarks**

- The number of FB friends clicking “Like” increased

- More shares

- More comments

- Inquiries

- Language-/culture-related articles are very popular

- Some postings reached more than 1,000 people

- Compared to last year, more “Likes” on each articles

- More access to NOTIS’s website through a click-through button

Respectfully submitted,

Saori Sampa

**NOTIS ADVOCACY COMMITTEE**

**ANNUAL REPORT - 2015**

**Mission**

To improve business conditions in the language interpretation and translation service industry by participating in the following activities pursuant to what is permissible under IRS 501(c)(6):

* Present and promote information, trade statistics, and group opinions to government agencies and private sector businesses.
* Promote the common business interests of NOTIS members.
* Influence legislation and regulations germane to the quality, provision, and procurement of language interpretation and translation services.

Because of volunteer availability, the Advocacy Committee has focused on Washington State and King County, Washington.

**Legislative Action**

During the 2015 Washington legislative session (Jan-Apr), no bills favorable to interpreters passed.

In January 2015, the Washington Office of the Education Ombudsman presented its [2015 Language Access Report](http://oeo.wa.gov/publications-reports/reports/) to the Legislature. This report was a direct consequence of the passage of 2013-14 HB 1709. The report contains a feasibility study for foreign language educational interpreter training and certification. NOTIS Advocacy Chair provided input during the drafting process.

**King County (WA) Language Access Programs**

The budgetary woes in King County continue. We fear that cuts in language access programs are more likely than not unless the county engages in comprehensive reform of its procurement of language access services.

**WA DSHS Interpreter/Translator Certification Program**

**Washington Administrative Code (WAC) Changes.** This is the first update in 15 years. The changes to the WAC 388-03 regulating the DSHS Interpreter/Translator Certification Program went into effect on April 6, 2015. In addition to passing the written and oral test, to be certified or authorized by DSHS, Medical and Social Services Interpreters must now complete 2 hours of new interpreter orientation and 2 hours of new interpreter ethics training. In addition to passing the test, translators must now complete 2 hours of new translator orientation and 2 hours of new translator ethics training. In order to maintain the DSHS credential, interpreters and translators must earn a minimum of 20 credits of DSHS approved continuing education every 4 years. At least 4 credits (1 credit per year) MUST be in ethics training.

**DSHS/LTC Advisory Committee.** The 2015-17 union contract created a committee to advise Department of Social and Health Services (DSHS) Language Testing and Certification (LTC) on best practices for the department in order to provide the best possible language services to DSHS’ Limited English Proficient (LEP) clients. Modeled after the successful AOC Court Interpreter Commission, the 13-member workgroup has established the following subcommittees: a) discipline and decertification, b) professional development, and c) Languages of Limited Demand and/or Diffusion.

**DSHS/LTC Professional Development Committee.** This committee, tasked with approving continuing education activities to maintain the credential, was created pursuant to Article 4 of the Interpreters United 2011-13 union contract. A NOTIS representative (currently Milena Calderari-Waldron) as well as an Interpreters United representative (currently Louise Morehead) both have a permanent seat on this committee. This committee has now been absorbed into the newly created DSHS/LTC Advisory Committee.

**HCA-PDTC.** Pursuant to Article 4 of the Interpreters United 2013-15 and 2015-17 union contract, a Professional Development and Training Committee was created in conjunction with the Health Care Authority to identify ways to create and maintain a stable pool of professional and qualified interpreters. The current topic being discussed is how to improve the skills of Languages of Limited Demand and/or Diffusion. NOTIS’ representative Susana Stettri-Sawrey and other NOTIS members representing Interpreters United, continue to work furthering common goals. This committee meets quarterly in Olympia.

**ASTM F2089-15 Standard Practice for Language Interpreting**

In June 2015, the ASTM F2089-15 Standard Practice for Language Interpreting was published. ATA has supported the creation of ASTM standards for the language services industry for more than a decade. Since 2012, NOTIS members Emma Garkavi, Helen Eby, and Milena Calderari-Waldron have been participating in the drafting of several ASTM standards. The ASTM Technical Committee F43 on Language Services and Products is composed of subcommittees that address specific segments within the general subject area covered by the technical committee.

F43.01 Language Interpreting  
F43.02 Foreign Language Instruction  
F43.03 Language Translation  
F43.04 Language Testing  
F43.05 Quality Assurance in Language Services  
F43.90 Executive  
F43.91 Terminology  
F43.95 ISO/TC 232 Learning Services Outside Formal Education  
F43.96 US TAG to ISO/TC 37 Terminology and other Language and Content Resources

The ASTM Standard can be purchased online for $43. Emma Garkavi and Milena Calderari-Waldron have been invited to make a panel presentation at this year’s ATA conference.

**ATA Interpreters Division**

The NOTIS Advocacy Chair is a member of the ATA ID Leadership Council. This team developed a survey of ATA ID members. The preliminary results were presented by the ATA’s President Caitlin Walsh last June at the Interpret America conference in Monterrey. The final report will be presented at the ATA ID annual meeting during the ATA annual conference in Miami.

The ATA ID team has worked very closely with the ATA Interpretation Policy Advisory Committee so that interpreters can more visibly list their credentials on the ATA online directory. ID has also joined efforts with the Medical Division to review the CLAS standards.

**ATA Government Division**

Members of the ATA ID, the ATA Interpretation Policy Advisory Committee, and the ASTM F43 Committee are very concerned by the lack of quality and standards in the procurement of translation and interpretation services in federal, state, county, and municipal government contracting. A petition has been presented to the ATA membership asking for their support to create a Government Division.

Respectfully submitted,

Milena Calderari-Waldron

Advocacy Committee Chair

**NOTIS OFFICE ANNUAL ACTIVITY REPORT 2015**

**Naomi Uchida**

**Office Services**

Incoming and outgoing emails that were processed

. Incoming e-mails: 6161

. Outgoing e-mails: 1644

(Does not include deleted spam).

Members’ contact information was updated as well as e-mails.

**Telephone calls**

Reviewed 72 calls (the other calls, people did not leave a message).

Most calls were answered and forwarded to the right people and/or called back.

**Mail**

Member’s applications, renewals, directory-listing updates, and other miscellaneous mail were processed.

All mail was forwarded to the right people and checks were deposited.

Documents received were processed and filled

**Meetings**

 11/16/2014 Program meeting for 2015 at Nancy Leveson’s house

 12/6/2014 Annual Meeting and Holiday Party at UW Waterfront Activity Center

 1/15/2015 Board meeting at Kathryn German’s house

 2/22 Online board meeting

 2/24 Online meeting about Court Interpreting workshop on 3/1

 3/26 Board meeting from 6-9pm

 4/22 Board meeting at Bellevue Library

 6/4 Online board meeting

 7/28 Board meeting at Kathryn German’s house

 9/16 Board meeting at Kathryn German’s house

 9/22 MedSIG 2016 planning meeting, online

 10/22 Board meeting, online

**Events**

 11/22/2014 MedSIG workshop: Interpreting in the OB continuum

 1/8/2015 NOTIS social event at the Kingfish Cafe

 2/14 MedSIG Mental Health Interpreting workshop

 3/1 TEAM INTERPRETING FOR SPOKEN LANGUAGES AND FUNDAMENTALS OF PROFESSIONAL ETHICS

 3/14 NOTIS social event: at Southcenter Mall 2F main food court

 4/4 MedSIG workshop: Culture and conflict resolution

 4/28 Translation of Poetry workshop

 5/30 MedSIG workshop: Simultaneous Interpretation for Medical Interpreters workshop

 6/27 NOTIS social event: Hike & Picnic for NOTIS interpreters and Translators at Meadowdale beach park

 7/25 MedSIG workshop: Medical Terminology for Medical Interpreters and Translators

 8/1 Medical Terminology workshop

 8/22 NOTIS social event: NOTIS BBQ Pork Party Picnic at Seahurst park

 9/19 MedSIG workshop: Infection control workshop

 9/21 NOTIS social event: Happy Hour at The Spice Room

 10/4 International Translation Day event

 10/31 MedSIG workshop: consecutive skills building for interpreters

**Broadcasted E-mails**

Sent save the date, reminder, and informational emails for all NOTIS events and other area events of interest to translators and interpreters; as well as emails with Northwest Linguist, membership renewal reminders, presentation materials, and post-event surveys.

**Other**

Election/candidate announcement mailed to active members via USPS (November 2014)

MedSIG workshop for 2/14 registration opened

Court Interpreter workshop for 3/1 registration opened

MedSIG workshop for 4/4 registration opened

MedSIG workshop for 4/4 registration opened

Poetry Translation workshop for 4/28 registration opened

**Membership as of 12/31/2014**

Individual 257

Corporate 13

Institutional 3

Student 31

Total 301

**Membership as of 10/31/2015**

Individual 300

Corporate 8

Institutional 2

Student 56

Total 366

**The Northwest Linguist Newsletter Report 2015**

At the end of 2013 the NOTIS Board voted to have The Northwest Linguist become a biannual publication. This year, two issues will be published, one in May and one in late November. I handled the editing and layout for the publication, which was produced in Microsoft Publisher. I received assistance from a wonderful group of editors: Lindsay Taylor, Brooke Cochran, Shelley Fairweather-Vega, and others. Lindsay Taylor took on the research for The Northwest Linguist calendar. A special thanks to all of you. We would not have issues without you.

NOTIS produces an electronic version of the newsletter, with email notification of individual members providing them both a PDF copy and a link to the posted newsletter. With the Spring issue, we printed several for marketing purposes, and distributed them to Bellevue College, various institutions, hospitals, the courts, and the ATA Conference.

At the NOTIS Board planning meeting on November 12, it was decided that in 2016, The Northwest Linguist would become a monthly blog, with each division and committee responsible for providing articles of interest for our community. The hope is that this will drive more traffic to our website, and to our online directory.

For marketing purposes, we will continue to occasionally gather blog articles into a newsletter format for distribution to potential translation and interpretation clients, prospective members, and others in the translation and interpretation realm.

If you love to write for blogs, know a lot about blogs, or just get excited thinking about them, please contact me at [translationskg@comcast.net](mailto:translationskg@comcast.net) to join our committee.

Respectfully submitted,

Kathryn German