

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

**Saturday, March 5, 2011  
Kathryn German Residence  
Seattle, Washington**

**I. Call to Order**

**The NOTIS Board of directors meeting was called to order at 4:39 p.m.**

**Present:** President Faiza Sultan, Vice-president Kathryn German, Director Louise Morehead, Director Katrin Rippel, NOTIS Office Manager Jonas Nicotra (Skype), Director Paul Natkin, Treasurer Ferdi Nadir, Willoughby Walshe, Secretary Toby Kawahigashi

**II. Acceptance of Agenda**

**The agenda was accepted with the additional items.**

**III. Approval of Minutes**

**The minutes of January 2011 was approved unanimously as amended.**

**IV. President's Remarks**

**a. ATA Board Meeting in Portland**

President Faiza Sultan and Vice-president Kathryn German made a trip to Portland, Oregon to see ATA Board Members to discuss potential annual conference sites in Northwest, particularly in Seattle. Kathryn mentioned that people in Portland are interested in CAT tools.

**b. Jurassic Parliament workshop**

WITS are also interested. WITS and NOTIS will share the expenses for the workshop. We have enough fund to cover the expense of \$500 (total is \$1,000).

**Motion was presented:**

Louise moved that NOTIS allocate funds in order to benefit from Ann Macfarlane's Jurassic Parliament program, and that we plan on supporting 50% of the cost of \$1,000 program cost splitting the other 50% with WITS by sending at least five of our Board members to the program: the data is to be determined later as well as the venue. NOTIS will be paying \$35 for any additional participant of the board members or officers.

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

**c. Memorial for Khushdev Singh Tiwana**

One of the members, Khushdev Singh Tiwana, passed away. The memorial service was already done.

**d. DSHS Funding Extended for Interpreters**

## **V. Reports**

### **a. Treasurer's report**

#### **Motion was presented:**

Kathryn moved that the fund from the MedSIG be absorbed into the NOTIS treasury but that we respect the philosophy and goodwill of SOMI's past history going forward.

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

We have not received the check from ATA for the year 2009.

Ferdi asks all the expenses should come with at least a voucher. Expenses with direct withdrawal should come with at least some kind of document.

### **b. Outreach Report**

Katrin reported the new Facebook page and LinkedIn Group page for NOTIS.

DSHS is asking some interpreters on their advisory board.

### **c. Newsletter Report**

Submitted by Paul.

Kathryn reported about the code of ethics.

#### **Motion was presented:**

Kathryn moved that NOTIS move to all electronic for the Northwest Linguists providing our membership with a notification via e-mail and a link to each issue that comes out and that WITS can choose their own arrangements.

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

An additional backup volunteer for layout of the Northwest Linguistic is needed, and a new author for the column "Meet our member" is needed as well, as Katrin is resigning.

Jonas offered to do layout as part of the managerial tasks with fee.

Kathryn will write a letter to WITS informing our decision to go electronic.

### **d. Office Manger's Report and Membership Report**

NOTIS mailbox is renewed for an additional year.

A question concerning verifying the information people send in for the directory with certification is brought up (WITS verifies the information). One person requested updating his own information that he was certified, but the relevant site told the opposite.

The consensus is to verify the information.

### **e. Program Report**

Reported by Louise. Judy Jenner offered a presentation on the Translators' day for the budget of \$2,500 (approximate). The consensus is to accept her offer to lock in.

A TRADOS workshop.

Jurassic Parliament workshop  
Translators' toolbox workshop  
Program with Linda Golly  
Subject specific terminology workshop (MedSIG)

Louise suggests that North Seattle Community College is a very good location for workshops.

**VI. Housekeeping**

Next meeting will be held at Louise's residence at 3 pm on April 2. The May meeting is set on May 7 provisionally.

**VII. Announcements for the Good of the Society**

Meetings were set for the year 2011:

January 22      March 5      April 2      May 7      June      July  
August (Summer Picnic) September      October  
November (Annual meeting)  
December (Holiday Party with WITS)

**VIII. New business**

Louise is on a WASCLA subcommittee, which will have a language identification project.

**IX. Adjournment**

Meeting was adjourned at 8:59 PM.

Respectfully submitted,  
Toby Kawahigashi – Secretary  
April 2, 2011