

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

**Thursday, September 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, Paul Natkin, Cindy Roat, Julie Wilchins, Office Manager Naomi Uchida

**II. Acceptance of Agenda**

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

**III. Approval of Minutes of the August Thursday 08, 2013 Board Meeting**

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

**IV. Review of action items:**

- Refer to action items form

**V. President Remarks:**

- Before merger board members expectations need to be clarified.

**VI. Business:**

- Annual meeting site and details: Keep ASL speaker so that meeting ends at reasonable time period.
- Room is available from \$240-300 for a room, the cheapest option with lunch for \$7.50 per person buffet at Shoreline Community college

**Motion was presented to discuss the annual meeting site by Julie:**

**“I move to open the discussion”**

**Motion was seconded and approved unanimously.**

**Motion was presented by Julie:**

**“I move to have the annual meeting in Shoreline if that is the cheapest option.”**

**Motion passes to have the annual meeting at Shoreline Community College in the case that it is the cheapest option and depending on lunch prices.**

**Motion seconded and approved unanimously.**

- Election Officer Duties: Present a statement going out to members for the election. Ensure all material is ready and given to Naomi 25 days prior to the election date.
- Officer Election: Treasurer per Bylaws must be elected by December.
- NOTIS Policy Document: Update and change any duties of board of member duties; refer to

NOTIS Bylaws, Article VI.

**Motion presented by Julie:**

**“I move to accept the policy document”**

**Motion was seconded and approved unanimously that the changes made to the Policy Document No. 13 of the Duties of Board Members are approved and will be signed by the president and vice president and will be posted to the NOTIS website.**

- Member requested consideration: “Lifetime” class of membership to the founding members and current and previous board members of NOTIS for the equivalent fee of 10 years or \$450.00.

**VI. Reports**

1. Treasurer’s/ Budget Committee’s Report

The current budget is as such:

**Checking \$7089.71**

**Savings \$10103.02**

**PayPal \$963.98**

**Total \$18,156.71**

2. Webmistress’ Report:

3. Outreach Report

- NOTIS brochures have been created
- BLOG checker on facebook
- Actively looking for sponsors

4. Newsletter Report

- N/A

5. Membership Report:

- Total of 226 members.

6. Office Manager’s Report Training Update/Contract

- 2 emails have been sent out about International Translation Day, webmistress Katrin needs to add the logo to the flyer. Emails may be sent out once a week about the Translation Day. As of today there are 13 people signed up.

7. Program and MedSig Reports:

- MedSig Events: Ideas for trainings, personal protection in medical interpreting. Help Linda apply for CE credits to host trainings and sponsor these events.  
Still unable to get anyone in Portland to help hosting events and getting venues.  
Cindy would like to resign at the end of this year and will try to see if she can recruit someone who would like to join.
- International Translation Day: Have several people signed up to help out at the event. Hoping to bring in at large members to volunteer.
- Christmas Party
  - Entertainment

- Volunteer for running White Elephant
- Volunteer for check-in and volunteer clean-up
- Volunteer to create certificates and purchase gift certificates

### **VIII. Housekeeping**

Schedule and Location of 2013 Board Meetings:

October 5<sup>th</sup>- International Translation Day

October 24<sup>th</sup>- Online

November- Part of annual meeting 23<sup>rd</sup>

December 7<sup>th</sup> - Holiday Party

December Election with meeting on the 12th

### **IX: Adjournment**

Meeting was adjourned at 8:22 PM.

Respectfully submitted,  
Manbir Kaur – Secretary  
September 12, 2013