

AGENDA
ANNUAL MEETING
OF THE
NORTHWEST TRANSLATORS AND INTERPRETERS SOCIETY

Saturday, November 19, 2005

1:00 PM – 4:00 PM

North Campus, Bellevue Community College

Bellevue, Washington

- I. Call to Order
- II. Approval of Agenda
- III. Approval of Minutes
- IV. President's Remarks
- V. Election
 - Presentation of Director Candidates
 - By-laws Amendments
- VI. Committee Reports
 - Treasurer
 - Membership Coordinator
 - Program Co-Chairs
 - Publications Chair
 - NOTIS News* Editor
 - Directory and Electronic Presence
- VII. Election Results
- IX. Any Other Business
- X. Adjournment

Please join us after the meeting for refreshments and socializing
followed by the ATA Conference Recap.

The Officers and Board of NOTIS thank you for attending our annual meeting.

We hope you will join us at our forthcoming events:

- ◆ **Holiday Potluck with WITS & SOMI** December 3, 2005, University of Washington Waterfront Activity Center. Bring your favorite dish to share; beverages, utensils and paper products will be provided.
- ◆ **Business Tax Requirements** January 28, 2006, location TBA. Important information every sole proprietor needs to know: your federal income tax responsibilities, including which forms to file; what deductions to take; what taxes to pay; when they are due and more!
- ◆ **ATA Certification Exam** last week of April, University of Washington.

For more information on these events, please go to our Web site: www.NOTISnet.org.

NOTIS Officers and Directors

| | |
|-----------------------------------|--------------------------------------------------------------------------------------------|
| President: Larissa Kulinich | larajim@earthlink.net |
| Vice President: Marilyse Benyakar | marilyseb@yahoo.com |
| Secretary: Marissa Wright | marissa.wright@comcast.net |
| Treasurer: Laura Cooper | dalic@att.net |
| Lilly May Bayley | bayley@worldnet.att.net |
| Olivier Fabris | oli_fabris@msn.com |
| George Fowler | george_a_fowler@yahoo.com |
| Sarah Garriott | sarah_garriott@yahoo.com |
| Jean Leblon | JM1130@aol.com |
| Deya Nolan | deya24@covad.net |
| Michelle Privat Obermeyer | mpober@microsoft.com |
| Renée Palermo | interpretationplease@earthlink.net |
| Kendrick Wagner | JapaneseMedical@comcast.net |
| Caitilin Walsh | cwalsh@nwlink.com |

Committees and Chairpersons

| | | |
|-------------------------|---------------------------|------------------------------------------------------------------------------|
| Office Manager | Christina Zubelli | tripura@earthlink.net |
| Computers & Translation | Alfred Hellstern | alfredh@microsoft.com |
| Directory | Caitilin Walsh | cwalsh@nwlink.com |
| Membership | Christina Zubelli | tripura@earthlink.net |
| Newsletter editor | Sarah Garriott | sarah_garriott@yahoo.com |
| Program | Michelle Privat Obermeyer | mpober@microsoft.com |
| | Deya Nolan | deya24@covad.net |
| Chinese SIG | Michelle LeSourd | michelle@c2etranslation.com |
| Slavic SIG | Larissa Kulinich | larajim@earthlink.net |
| ATA certification | Jean Leblon | JM1130@aol.com |

Members are encouraged to contact any of the above committee chairs if they wish to help with committee activities.
Please contact NOTIS for information on other committees

To Contact NOTIS:

P.O. Box 25301, Seattle, WA 98165-2201 • Voicemail: (206) 328-5642
Email: info@NOTISnet.org • Home Page: <http://www.NOTISnet.org>

Annual Meeting of the Northwest Translators & Interpreters Society

Draft Minutes of the Meeting of Saturday, November 13, 2004, Room 267, North Campus, Bellevue Community College, Bellevue, Washington

I. Call to Order

The meeting was called to order at 1:15 p.m.

II. Approval of Agenda

The agenda was approved as written.

III. Approval of Minutes

The minutes were approved as written.

IV. President's Remarks

President Larissa Kulinich greeted the attendees and asked all present to state their names and languages. The President reviewed the Society's accomplishments over the past year and highlighted goals for the coming year, such as attracting new members, and promoting NOTIS and professionalism in the industry. She spoke about the Society's membership survey to identify current members' wants and needs, as well as the membership drive to recruit new members. President Kulinich thanked the existing committees, and Publications Committee Chair Letizia Alhaique Caioli in particular, for their tremendous efforts. She spoke about the success of the International Translators Day program, and called for more volunteers for the Society's work, especially for the Steering Committee for the 2005 ATA Conference to be held in Seattle. She commended Membership Coordinator Christina Zubelli for her efforts and commitment, and expressed her gratitude to the Board of Directors for their hard work and enthusiasm. The President thanked retiring Board member and outgoing NOTIS President Alex Mosalsky for his contributions to NOTIS, his advice and wonderful personality.

V. Committee Reports

A. Treasurer

Attendees were requested to review the Annual Financial Report made available at the meeting (which indicates that the Society had an account balance of \$5,156.35 as of 12/31/2003).

Treasurer Cooper reminded NOTIS members who are also ATA members to check the chapter membership box on the ATA dues renewal form so NOTIS will receive a portion of the dues.

B. *NOTIS News*

The 2004 *NOTIS News* Report made available at the meeting was reviewed. Director Garriott announced that the NOTIS and WITS newsletters will be merged in 2005, and encouraged members to submit articles. She thanked Director Olivier Fabris for his efforts in preparing the newsletter for publication, and Director Caitilin Walsh for making it available on the NOTIS Web site (www.notisnet.org).

C. Membership Coordinator

The 2004 Membership Report made available at the meeting was reviewed (amended to 217 members as of 11/09/2004). Membership Coordinator Zubelli also informed members that they could pay next year's dues and update directory listing information at the meeting today, or pay online with PayPal.

The Membership Drive Committee researched and compiled a list of potential members to be sent an invitation letter by the NOTIS president. The Committee also drafted a membership satisfaction survey to elicit feedback from the NOTIS membership.

D. Program Committee

The 2004 Program Report made available at the meeting was reviewed. It was noted that the Holiday Potluck would be on December 4, and ATA representatives will attend. The committee is working on offering programs in different regions, and intends to offer many programs to satisfy ATA continuing education credit requirements, including the NOTIS 2004 Annual General Meeting. The Program Committee meeting in January 2005 will be open to all members, and members are welcome to submit ideas for programs and speakers, as well.

E. Directory and Electronic Presence

The 2004 NOTIS Directory of Translators and Interpreters and Electronic Presence Report made available at the meeting was reviewed. NOTIS has continued to use e-mail as an inexpensive way of informing members of items of interest, as well as online payment for program registration and membership dues using PayPal secure payment services. With over 5,000 viewings in 2004, the NOTIS online directory is often mentioned as a resource for finding industry professionals right along with the ATA directory. Changes to the online directory need to be made by the 15th of the month in order to appear the following month, and proof sheets requesting verification of information for the online directory were sent out in the summer.

For a number of reasons, NOTIS did not print a 2004 directory. After careful consideration, the Board decided to discontinue the print directory and will focus on aggressively promoting the online directory.

The NOTIS Web site continues to increase viewership, with an average of 45 visits daily, and was featured in the ATA's Slavic Languages Division's newsletter.

The Hosting Committee for the 2005 ATA Conference in Seattle had a dry run at the August program in Seattle, and another at the ATA conference in Toronto. The committee meetings are open to the membership, with the next to be held on Dec. 15. Information on the 2005 conference in Seattle can be viewed on the NOTIS Web site:

(www.notisnet.org/ATA_2005.html).

VI. Election of Directors

The election was held, with Director Jean Leblon serving as Inspector of Elections, assisted by Director Alex Mosalsky. The inspector of elections called for ballots. All six candidates—Lilly May Bayley, Marilyse Benyakar, Jasna Rustempasic, Kendrick Wagner, Caitilin Walsh, and Marissa Wright—were unopposed. The President called for a 30 minute break while the election results were tallied. Then the election results would be announced, followed by adjournment and the ATA conference recap.

30 minute break from 2:00 pm to 2:30 pm

VII. Election Results and Other Business

- A. The election results were announced. All six directors were elected. The election was approved at 2:40 p.m.
- B. The President thanked the Inspector of Elections for his service.

VIII. Adjournment

The meeting was adjourned at 2:45 p.m., followed by the ATA Recap program.

Respectfully submitted by Marissa Wright
NOTIS Secretary

Annual Financial Report

January 1 - December 31, 2004

Account balance on 1/1/2004 **\$5156.35**

INCOME

| | |
|---------------------------------|-----------|
| Harry Obst Program Registration | \$3263.12 |
| ATA Workshop Registration | \$280.00 |
| Membership Dues | \$7480.00 |

TOTAL INCOME **\$11023.12**

EXPENSES

| | |
|---------------------------------|-----------|
| 2003 Xmas Potluck | \$83.00 |
| ATA 2005 Conference Memorabilia | \$53.72 |
| Voicemail | \$215.40 |
| Bank Charge | \$57.41 |
| Copies | \$1789.68 |
| Gifts Given | \$90.00 |
| Honoraria | \$2900.00 |
| ISP Subscription | \$357.50 |
| Mailbox Rental | \$58.00 |
| Harry Obst Airfare | \$308.30 |
| PayPal Charge | \$81.75 |
| Postage | \$975.34 |
| Reimbursements to WITS | \$495.10 |
| Supplies | \$440.67 |
| Refreshments | \$1736.98 |
| Room Rentals | \$667.55 |

TOTAL EXPENSES **\$10310.40**

TOTAL INCOME - EXPENSES **\$712.72**

Account balance on 12/31/2004 **\$5869.07**

Submitted by Laura Cooper, Treasurer

2005 Membership Report

Figures as of November 18, 2005

I – Active Membership

| Membership Type | 2003 | 2004 | 2005 | New Members: 52 |
|-----------------|------------|------------|------------|--------------------|
| Individual | 200 | 200 | 229 | |
| Corporate | 13 | 10 | 12 | |
| Institutional | 2 | 2 | 2 | |
| Total | 215 | 212 | 243 | |

II Other Data

| Members by State | Members by City | Total ATA Members | Application Format | Inquiries |
|---------------------------------------------------|------------------------------------------------------------------------------------------------------------------|-------------------|---------------------------|-----------|
| WA – 204 OR – 37 AK – 0 ID – 0 MT – 0 | Seattle – 87 Portland – 18 Bellevue – 9 Bellingham – 10 Redmond – 7 Shoreline – 5 Kirkland – 9 | 142 (58%) | Paper – 19 Online – 14 | 14 |

III Membership Drive

The higher membership count is a result from the 2004 Membership Drive.

- The Membership Drive included addresses from the following three groups: T&I companies, educational institutions, and ATA members.
- Most of the response came from those who are already ATA members
- Members who contributed in the compilation of addresses were: Maiyim Baron, George Fowler, Iris Heerhold, Yuki Hiramitsu, Franzisca Willnow, and Christina Zubelli.

Submitted by Christina Zubelli, Membership Coordinator

REMINDER

Your 2005 membership expires on December 31, 2005. A renewal note will be sent to all members November 21, 2005. Our membership rates are still the same:

Individual: \$35

Corporate: \$50

Institutional: \$35

You can help NOTIS save on postage by renewing now!

2005 Program Report

In **January**, to kick off the new year, NOTIS supported the American Council of Teachers of Foreign Languages proclamation of 2005 as the Year of Languages. In **February**, we co-sponsored a program with BCC on using Microsoft Office for translators. We had a joint WITS, SOMI, NOTIS social event in **May** to go see the movie *The Interpreter* in Ballard in Seattle. In **August**, we met east of the mountains for a well-attended Ethics and Legal terminology workshop. In **November**, all focus was on the ATA conference in Seattle, with plenty of opportunities for learning, sharing and meeting new colleagues and old friends as well as an opportunity to sit for the ATA Certification exam. Today, after the annual NOTIS business is complete, we will listen to our fellow members recap highlights of last week's ATA conference, and then finish the year with the joint WITS/SOMI/NOTIS Holiday Potluck on **December 3rd**. We had planned to collaborate with the Academy of Languages T&I Services to offer consecutive interpreting workshops this year, but they have been rescheduled for 2006. We will inform you of dates and venues as soon as we have that information.

2006 will be an exciting year with many opportunities for skills development, continuing education & networking. After over five years of program fun, both Deya and Michelle will be stepping down from the Board and the Program committee co-chair roles. If you are interested in volunteering on the Program Committee or have some ideas for a program you would like to see, please let us know.

Proposed Program Schedule 2006

Dates, events and venues subject to change

| Date | Event | Venue | Details |
|------------------------------------|------------------------------------------|------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2005 | | | |
| Saturday, December 3 rd | WITS/SOMI/ NOTIS Holiday Potluck | UW Waterfront Activities Center | Bring your favorite dish to share. Beverages, utensils and paper products will be provided. |
| 2006 | | | |
| January 28 | Business Tax Requirements | TBA | Important information every sole proprietor needs to know: your federal income tax responsibilities, including which forms to file; what deductions to take; what taxes to pay; when they are due and more! |
| Late April | ATA Certification Exam | University of Washington | |
| May or June | Consecutive Interpreting Workshops | TBA | |

| | | | |
|------------------------|---------------------------------------|--------------------------------|---------------------------------------------------------------------------------------------|
| July or August | Picnic | TBA | Bring your favorite dish to share. Beverages, utensils and paper products will be provided. |
| September or October | International Translators Day Program | TBA | |
| November 2-5, 2006 | ATA Conference | New Orleans, LA Sheraton Hotel | |
| TBA | Annual Meeting | TBD | Review society business & recap the ATA conference |
| Saturday, December 2nd | Joint Holiday party with WITS | Waterfront Activities Center | |

Submitted by Deya Jordá Nolan & Michelle Privat Obermeyer

ATA 2005 Host Committee Report

The ATA 2005 Host Committee was created to welcome visitors to Seattle for the 46th Annual Conference of the ATA, and to place our regional organizations in a position to benefit from the exposure the conference provided.

Areas we worked on included:

| | | |
|--------------------------------------|--------------------------------|---------------------------|
| Keynote speaker | Host table staffing & supplies | Pro bono project |
| Restaurant & tourist recommendations | Tennis tournament | Press contacts |
| Brochure & Web publishing | Child care research | Sponsorship opportunities |

Members of the committee included:

| | |
|-----------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|
| Jessica Cohen (queen of restaurants, secured our Top Pot badge discount, and identified the pro bono recipient) | Alfred Hellstern (keynote speaker & moral support to chair) |
| Laura Cooper (graphic layout and production for our WA license plate stickers) | Maxine Loo (educational liaison, media contacts) |
| Dorene Cornwell (child care research & media contacts) | Renée Palermo (restaurant sponsorship) |
| George Fowler (tennis tournament) | Katalin Pearman (tourism resource) |
| Kathryn Guttromson (scheduling and training the volunteers to staff the table) | Caitilin Walsh (ATA liaison, Web site) |
| | Christina Zubelli (amazing administrative skills, assembling bits and pieces for our table, and asking pertinent questions) |

With contributions from:

| | | | |
|-------------------|----------------------|------------------|----------------------------|
| Kenneth Barger | Daniele Favaro | Dagmar Koenig | Laura Parma-Veigel |
| Maiyim Baron | Mario Flores | Anita Krattinger | Michelle Privat Obermeyer |
| Lilly May Bayley | Emma Garkavi | Jean Leblon | Kathy Ritzer Susana Sawrey |
| Marilyse Benyakar | Amelia Gill | Michelle LeSourd | Yuri Sosinov |
| Mónica Bierge | Vanian Haam | Ann Macfarlane | Angela Torres Henrick |
| Carlotta Boyd | Elaine Harvey | Sam Mattix | Setsu Uzume |
| Julie Bryan | Barbara Hua Robinson | Thu-Van Nguyen | Ginger Wang |
| Maia Costa | Roumiana Karapetrova | Jonas Nicotra | Marissa Wright |
| Olivier Fabris | Younghee Kim | Deya Nolan | <i>and many others!</i> |

The committee will produce an after-action report, which will be posted on our Web site and made available to other hosting chapters and organization, and then disband.

Submitted by Caitilin Walsh

Annual Newsletter Report 2005

The Merge

The first combined publication of the WITS and NOTIS Newsletters was successfully distributed with complimentary reviews in February 2005. The number one compliment was the expanded calendar at the end of the publication.

Even as this first combined effort was at the press, negotiations were underway to include SOMI in the following edition. This was also successfully accomplished. Working with both Kenneth Barger, current WITS President and editor of the WITS newsletter and Renée Palermo, SOMI President and newsletter editor, was and is very rewarding.

Overall, the newsletter is of a higher quality, contains more pertinent information for our readership and is less stressful for all involved on the newsletter committee because more individuals are contributing on a quarterly basis.

Olivier Fabris has continued his years of excellent service as “Formatter in Chief.” Combining the three organizational logos and mastheads into one publication was no easy task, but he accomplished it brilliantly.

To try and ease the formatting load, we, the editors, set out to find a more suitable title for the publication rather than the WITS, NOTIS, SOMI News. We therefore, decided to hold a contest in which all members from all three organizations could participate. The contest was announced in the Spring edition, narrowed down and voted upon in the Summer edition and then announced in the Autumn edition. We give great thanks to our webmistress, Caitilin Walsh, for creating our virtual contest pages on the NOTIS Web site and compiling the necessary data, which we needed to hold a fair and honest competition.

Thanks also go to all those who served on the newsletter naming committee this last year including Katrin Ripple, Rosa Allen, Olivier Fabris, Sarah Garriott, Kenneth Barger, and Renée Palermo.

The winning name and new title for the newsletter is: *The Northwest Linguist* as was separately submitted by three individuals: George Anderson Fowler, Nina Gettler and Shawn Morse. Each of these individuals will receive a \$100.00 gift certificate to Powell Books, which will be awarded at the annual Christmas party on December 3, 2005. The second place prize of a \$50.00 gift certificate will be awarded to Judy Langley for *Language in Action* and third place and a \$25.00 gift certificate will go to Lisa R. Jaffee for *Working Words*.

We are excited to have all three organizations literally on one page and to have a new title for our combined newsletter.

Rosa B. Allen has done a monumental job of printing and mailing all the newsletters. It was an extra challenge for her due to the increase that occurred by combining the organizations. Beginning with the autumn newsletter of this year, we will be having a mailing party to assist Rosa with this huge job. Any volunteers willing to help are welcome!

Thanks also go once again to all the impromptu proofreaders that used their skill and willing eyes to make the newsletters presentable.

After four and a half years of managing NOTIS newsletter affairs, I, Sarah Garriott, am stepping down from the NOTIS Board and from my position as editor of the newsletter. It has been most enjoyable associating with so many willing volunteers and colleagues and I will truly miss my close association with such dedicated professionals and friends. I hope that I have been able to move the newsletter to a better place and to a higher plane before handing it off to the next editor, whomever that will be, and I'm sure they will do even greater things with the publication.

Respectfully Submitted,

Sarah L. Garriott, Minister of Newsletter Affairs

NOTIS Directory of Translators & Interpreters and Electronic Presence

The NOTIS Web site continues to mature, with an increasing depth of content. Our online directory garners a visit from at least half of our viewers, and we serve up pages and pages of client education resources, which will likely be updated as the newly minted Outreach Committee becomes more active.

Our online directory served as the model for the new WITS online directory, and has caught the eye of at least one other regional group. It remains a major benefit to those members who choose to be included. Now in its third year, the directory has updated and will continue to update monthly, with changes received by the 15th of the month included on the first of the following month.

Other changes of note:

- ◆ In response to the membership survey, we have begun to post minutes from board meetings in the NOTIS archives, available for all to see.
- ◆ We have added a contact page to the Web site to make it easier to reach us.
- ◆ The NOTIS Board adopted a privacy statement for our Web site. An industry standard, it allows Web visitors to know exactly what kind of information we collect, which in turn protects us from nefarious programs.
- ◆ Our ISP migrated us to a new server to provide updated software and increased reliability. As a result, our traffic reports are no longer functional, and we are relying on page counters to provide traffic information.
- ◆ Our top-level page was redesigned to make navigation easier and include space for timely announcements (upcoming programs, scam alert, newsletter naming contest, ATA conference, etc.).
- ◆ The membership application and renewal forms were updated in their print and electronic forms, along with the directory listing form. We will be adding an online form for updating directory data, though we will continue to enter data manually for security reasons.
- ◆ We devised a system to facilitate combined mailings for the NOTIS & WITS newsletter.

We continue to avail ourselves of email as an inexpensive and timely way to inform our membership of items of interest. We are also continuing to offer online payment for both program registration and membership dues (both new and renewal). Members have told us they appreciate this service. We are using the secure services of PayPal to offer this benefit to our members. We continue to maintain and improve the membership database, which serves both membership and directory publication functions.

The addition of pages dedicated to the 2005 ATA Conference in Seattle generated many compliments, and increased traffic dramatically, especially as the conference date approached. We kept pages updated daily throughout the conference, and over 100 people visited the pages each day of the conference.

In 2006, we will be publicizing our online directory and promoting NOTIS with an enhanced listing in The Multilingual Resource Directory, an industry publication with over 1000 downloads monthly. We will also be exploring the establishment of a listserv to promote communication among our members.

Submitted by Caitilin Walsh, Directory Chair and Webmistress