

**AGENDA**  
**ANNUAL MEETING**  
**OF THE**  
**NORTHWEST TRANSLATORS AND INTERPRETERS SOCIETY**

Saturday, November 18, 2006

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. NOTIS President's Remarks
- V. WITS President's Address
- VI. By-laws Amendments
- VII. Election  
Presentation of Director Candidates
- VIII. Committee Reports  
Treasurer  
Membership Coordinator  
Program Committee  
*Northwest Linguist* Editor  
Directory and Electronic Presence
- IX. Election Results
- X. Any Other Business
- XI. Adjournment

Please join us after the meeting for refreshments, socializing and networking,  
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 2, 2006, University of Washington Waterfront Activity Center. Bring your favorite dish to share; beverages, utensils and paper products will be provided.
- ◆ **ATA Certification Exam** last week of April, University of Washington.

For more information on these and other events, please visit our Web site: [www.NOTISnet.org](http://www.NOTISnet.org).

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### **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: Cristina Paget	mcristinapaget@yahoo.com
Lilly May Bayley	bayley@worldnet.att.net
Andrea Brugman	program@notisnet.org
Olivier Fabris	oli_fabris@msn.com
Jonas Nicotra	jonasnicotra@yahoo.com
Renée Palermo	medsig@notisnet.org
Pablo Sepulveda	outreach@notisnet.org
Kendrick Wagner	kjwagner@notisnet.org
Caitilin Walsh	webmistress@notisnet.org
Laura Wideburg	wideburg@ix.netcom.com

### **Committees and Chairpersons**

Office Manager	Andrew Estep	officemanager@notisnet.org
Directory	Caitilin Walsh	webmistress@notisnet.org
Membership	Andrew Estep	officemanager@notisnet.org
Newsletter editor	Laura Wideburg	wideburg@ix.netcom.com
Program	Andrea Brugman	program@notisnet.org
	Jonas Nicotra	jonasnicotra@yahoo.com
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:**

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# **Annual Meeting of the Northwest Translators & Interpreters Society**

*Draft Minutes of the Meeting of Saturday, November 19, 2005, Room 267, North Campus, Bellevue Community College, Bellevue, Washington*

## **I. Call to Order**

The meeting was called to order at 1:18 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 challenges and accomplishments over the past year and highlighted goals for the coming year, such as attracting new members and offering an even greater variety of continuing education seminars to promote professional development.

To help the Society grow and raise awareness, NOTIS established an Outreach Committee on Oct. 18, 2005 to connect with schools, local government and the business community. When the Society of Medical Interpreters dissolved on Sept. 15, 2005, NOTIS took up the entire SOMI membership and established the Medical Interpreting SIG, coordinated by Renee Palermo and Cristina Paget. The President called on the membership to submit suggestions for more seminars, ideas for enhancing NOTIS' work and volunteers to implement them.

President Kulinich thanked the Board of Directors and committees for their hard work and commitment, and Director Caitilin Walsh in particular for her tremendous efforts on the ATA Conference Hosting Committee.

She spoke about the unprecedented challenge of having 6 of the 14 Board members step down at the end of 2005 and making preparations for the transition. She thanked Director Jean Leblon in particular for his service to NOTIS. On the Board for 17 years, Director Leblon was a founding member and has served as the Society's President, Vice-President, Treasurer and Secretary. Director Leblon thanked each of the other retiring Board members: George Fowler, Deya Jorda-Nolan, Michelle Privat Obermeyer, Sarah Garriott and Laura Cooper. President Kulinich then commended Membership Coordinator Christina Zubelli for her efforts and commitment, presenting her with a bouquet. The President also thanked Anne Macfarlane for her boundless energy and assistance.

## **V. Election of Directors**

The election was held, with Directors Jean Leblon and Ken Wagner serving as inspectors of elections. Director Caitilin Walsh served as inspector of elections for the bylaw amendment. Director Leblon took the floor and explained the different types of ballots. The inspector of elections then called for ballots. All five candidates—Andrea Brugman, Jonas Nicotra, Cristina Paget, Pablo Sepulveda, Laura Wideburg—were unopposed. The President called for the meeting to continue while the election results were tallied. The results would be announced later in the meeting, followed by adjournment and the ATA conference recap.

## **VI. Committee Reports**

### **A. Treasurer**

Attendees were requested to review the Annual Financial Report made available at the meeting. The Society's account balance was \$5,869.07 as of 12/31/04. NOTIS members who are also ATA members were reminded to check the chapter membership box on the ATA dues renewal form so NOTIS will receive a portion of the dues.

**B. Membership Report**

The Membership Report made available at the meeting was reviewed, and it was noted that the membership drive had produced positive results (52 new members).

**C. Program Committee Report**

The 2005 Program Report made available at the meeting was reviewed. The President announced that the 2006 ALTA conference to be held in Bellevue, WA. The Program Committee welcomed members to submit ideas for programs and speakers, etc.

**D. Publications/Newsletter Committee Report**

The 2005 Publications/Newsletter Report and the ATA 2005 Host Committee Report made available at the meeting were reviewed. The Committee spoke about the merger of the NOTIS and WITS newsletters, reducing workload and improving quality. NOTIS thanked Rosa Bendezu and called for volunteers and articles for the newsletter.

**E. Directory and Electronic Presence Report**

The 2005 NOTIS Directory of Translators and Interpreters and Electronic Presence Report made available at the meeting was reviewed. The President thanked Director Walsh and volunteers for their efforts, including staffing a NOTIS table at the 2004 ATA conference in Toronto, Canada.

**VII. Election Results**

- A. All bylaws amendments were unanimously approved with 21 votes for, zero against.
- B. The election results were announced. All candidates were elected by at least 46 of the 47 votes. The Inspector of Elections requested a break to recount and check write-in votes.

30-minute break for Inspector of Elections to conduct a recount.

**VIII. Election Results and Other Business**

- C. An attending member recommended joining Toastmasters for the membership to improve public speaking skills and promote professionalism in NOTIS.
- D. An attending member requested the NOTIS issue membership cards for its members.
- E. Renee Palermo spoke briefly about the dissolution of SOMI and how pleased she was about progress in the transition phase to NOTIS.
- F. The election results were announced. All five directors were elected. One write-in vote was recorded for Christina Zubelli, who gratefully declined. The President thanked the Inspectors of Elections for their service.
- G. The final meeting of the NOTIS Board of Directors for 2005 will be held on Dec. 13, 2005 at President Kulinich's residence. All incoming and retiring Board members are invited to attend.

**IX. Adjournment**

The meeting was adjourned at 2:22 p.m., followed by the ATA Recap program.

Respectfully submitted by Marissa Wright  
NOTIS Secretary

## Annual Financial Report

January 1 - December 31, 2005

<b>Beginning Balance on 1/1/05</b>		<b>\$ 5,869.07</b>
<b>INCOME</b>		
Membership Dues for 2005	7,005.00	
ATA Rebate	1,438.50	
NOTIS Donation	65.00	
Uncategorized	10.00	
Laboratory Program	-151.19	
Ethics Program	<u>750.00</u>	
<b>TOTAL INCOME</b>	<b>\$9,117.31</b>	
<b>EXPENSES</b>		
Holiday Party	- 156.06	
Honoraria (Office Manager & Membership Coordinator)	-2,700.00	
Photocopies	- 491.80	
Postage	- 887.11	
Supplies	- 812.27	
Voicemail	-215.40	
Bank Charge	- 65.81	
PayPal Charges	-48.98	
Joint Newsletter*	-3,117.36	
ISP/Web Hosting	-651.19	
Gifts Given	-345.89	
Mailbox Rental	-58.00	
Annual Meeting (Room, copies, food)	-447.97	
Annual Photocopying & Mailing	-866.10	
ATA Test (Room rental)	-45.00	
Brochure printing	-375.36	
Summit (Joint meeting w/SOMI & WITS)	<u>-294.62</u>	
<b>TOTAL EXPENSES</b>	<b>- \$11,578.92</b>	
<b>NET CASH DEFICIT</b>		<b><u>-\$ 2,461.61</u></b>
<b>Bank Account Balance on 12/31/05</b>		<b>\$ 3,407.46</b>

\*NOTE: Due to late billing, there are still some pending charges, which once settled, will reduce the deficit.

Submitted by Cristina Paget, Treasurer

## 2006 Membership Report

Figures as of November 15, 2006

### I – Active Membership

Membership Type	2004	2005	2006	New Members: 90
Individual	200	229	296	
Corporate	10	12	12	
Institutional	2	2	2	
<b>Total</b>	<b>212</b>	<b>243</b>	310	

### II Other Data

Members by State	Members by City	Total ATA Members	Application Format
WA – 262	Seattle – 106	161 (52%)	Paper – 18
OR – 31	Bellevue – 18		Online – 29
CA – 2	Portland – 12		SOMI – 43
FL – 2	Bellingham – 10		
MT – 2	Redmond – 8		
AK, AZ, CO, GA, ID, IN, NY, PA, TX, UT – 1	Kirkland – 7		

Submitted by Andrew Estep, Office Manager and Membership Coordinator

#### **REMINDER**

*Your 2006 membership expires on December 31, 2006. A renewal note will be sent to all members in November. Our membership rates are still the same:*

*Individual: \$35*

*Corporate: \$50*

*Institutional: \$35*

**You can help NOTIS save on postage by renewing now!**

## 2006 Program Report

This year, the program committee saw a major change: After more than 5 years as program co-chairs, Deya Jorda Nolan and Michelle Privat Obermeyer stepped down. We would like to thank them very much for putting together numerous informative and fun events during all those years! Deya and Michelle were succeeded by Jonas Nicotra and Andrea Brugman.

The program schedule for 2006 included a variety of activities. In the beginning of the year, we offered a tax workshop, which sparked a lot of interest. The next event was a workshop on bilingual forensic transcription, which we offered jointly with our sister organization WITS. In April, the ATA certification exam was held in Seattle. Starting with the spring quarter, we have co-sponsored several workshops organized by the Bellevue Community College on tools and effective computer usage (Wordfast I and II, MS Office, Computer Tools & Methods for Great Translation Performance), business skills for translators as well as medical interpreting. In August, NOTIS and WITS members got together in Lincoln Park to socialize at the bi-annual picnic, and in September, both organizations jointly celebrated International Translation Day in Everett. In addition to these activities, the Medical Interpreters SIG (Special Interest Group) offered several educational events throughout the year. Today we will listen to highlights of the ATA conference in New Orleans and then finish the year with the joint WITS/NOTIS Holiday Potluck Party on December 2nd.

If you are interested in volunteering with the program committee or have suggestions for workshop topics, please let us know at [program@notisnet.org](mailto:program@notisnet.org).

## Proposed Program Schedule 2007

Dates, events and venues subject to change

Date	Event	Venue	Details
TBD	Tax Deductions for Translators and Interpreters	TBD	Tax deductions for the freelance translator/ interpreter (not for agencies), presented by an IRS employee.
April	ATA Certification Exam	UW Campus	
Spring	Workshop on computer tools	Bellevue Community College	Speaker: Jamie Lucero
September/ October	International Translation Day	TBD	Celebrate International Translation Day
October 30 – November 3	ATA Annual Conference	San Francisco	
November	Annual Meeting	TBD	Review society business & recap the ATA conference
December	Joint Holiday party with WITS	Waterfront Activities Center	

Submitted by Andrea Brugman & Jonas Nicotra

## ***The Northwest Linguist Newsletter Annual Report 2006***

The *Northwest Linguist* took on a new name and a new editor in January 2006. In January, the newsletter committee met together for the first time ever. Although people have been working on the newsletter for a long time, a face-to-face meeting had not yet been held. We found this to be a rewarding time to discuss the handover to the new editor, review policies and operations. In addition to a new editor, the newsletter has a new columnist in Katrin Rippel, who is featuring a different translator or interpreter in each issue. She is doing a good job finding interviewees from a wide spectrum of languages and backgrounds in both translation and interpretation.

The newsletter committee published four newsletters: Winter (February), Spring (June), Summer (September) and Fall (November). The Fall newsletter is being mailed on Nov 4th and should have been received by the time of the annual meeting.

The newsletter committee was involved in the issue of streamlining payment so that individuals would not be responsible for up-front costs, and also the lists were searched for duplicates in order to trim the lists and save on production and mailing costs.

The newsletter committee finds that the production time of two weeks is too short. The deadline of the 15th of each quarter (January, April, August and October) does not allow enough time for review or layout prior to a mailing around the 1st of the following month. For the summer and fall issues, the editor has informally suggested that items be sent earlier than the 15th, so that there would be more time for layout and review. The spring newsletter was three weeks late, due to only one person making the deadline of the 15th, so that there was no possible way for the newsletter to be edited and laid out in time for the proper mailing date. The summer and fall issues were more timely, since many people did send in their materials prior to the 15th. The most pressure falls on our layout master Olivier Fabris, who is often not given enough time from editing to printing. A discussion of changing the deadline formally to the 1st needs to take place, which will be one of the items brought up when the newsletter committee meets in January of 2007.

Another item for discussion would be whether the newsletter should go electronic. At present there are mixed feelings on that issue, so a change to electronic is not likely for 2007, but it will be discussed as a possibility for 2008. An electronic newsletter would save NOTIS (and WITS, since we publish jointly) a great deal of money, but there is concern that readership would decline, and there are still some NOTIS members who are not willing to read a newsletter on line.

The newsletter production is made possible by the members of the newsletter committee. Special thanks are due to Olivier Fabris, our layout specialist; Rosa Bendezú Allan who takes care of the printing and mailing; and first readers Caitilin Walsh, Jean Leblon, Sarah Garriot, Kenneth Barger, Larissa Kulinich, Ann Macfarlane, Renee Palermo, and Katrin Rippel.

Respectfully submitted,

Laura A. Wideburg

NOTIS Board Member and *Northwest Linguist* Editor

## **NOTIS Directory of Translators & Interpreters and Electronic Presence**

The NOTIS Web site enters its fifteenth year with an increasing depth of content, and with well over 25,000 hits for 2006. Our online directory garners a visit from at least half of our viewers, and we serve up many pages of links to all areas of interest to language professionals. Traffic indicators tell us that many people have bookmarked these links pages and return often.

Our online directory remains a major benefit to those members who choose to be included. Entering its fifth year, the directory updated every month in 2006 and will continue to update monthly.

Other activities of note:

- ◆ In response to the bylaws changed approved by the membership at last year's annual meeting, the membership database underwent some structural changes: a mechanism to handle honorary membership was implemented, and the database and online forms were adapted to include all USPS two-letter state abbreviations.
- ◆ NOTIS board members and committee volunteers now have emails with the notisnet.org domain name, allowing them to separate their own email from NOTIS business. Look for the changes to take effect in the coming months, as people change their email habits.
- ◆ As part of the email change, we re-evaluated our email access. Since all accounts are being accessed via POP3 or webmail, we cancelled our dialup access, resulting in a savings of \$215/yr.
- ◆ The online membership application process was streamlined to a more clear, linear process that reduces the number of incomplete applications (lacking payment), and makes registering for the online directory an integral part of the process.
- ◆ We have added a page to provide a web space for the newly-formed Medical SIG. The SOMI home page referred to this page until it went offline.
- ◆ In 2006, we publicized our online directory and promoted NOTIS with an enhanced listing in The Multilingual Resource Directory, an industry publication with over 1000 downloads monthly.

We continue 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, joint newsletter and directory publication functions.

Submitted by Caitilin Walsh,  
Directory Chair and Webmistress

### **Top 10 search strings leading people to NOTIS**

court interpreter training and certification pdf  
why is a health care interpreting interesting  
translator pirate  
online chuukese translation  
translation memory software trial  
contract interpreter, translation  
state of california certification for translators & interpreters  
us district courts translator  
st. louis translators and interpreters network  
spanish language translator certification