

ANNUAL REPORT

NOTIS

Presented at the Annual Meeting

November 15, 2008

AGENDA
ANNUAL MEETING
OF THE NORTHWEST TRANSLATORS AND INTERPRETERS SOCIETY

November 15 (Saturday), 2008

1:00 PM – 2:30 PM

Bellevue Community College, North Campus
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. Presentation of Director Candidates. Election by acclamation
- VII. Bylaws Amendment
- VIII. Committee Reports
 1. Treasurer
 2. Program Committee
 3. Newsletter Committee
 4. Membership Committee
 5. Electronic Presence
- IX. Any Other Business
- X. Adjournment

*Please join us after the meeting for refreshments, socializing and networking to be followed
by the ATA Recap*

Annual Meeting of the Northwest Translators & Interpreters Society

*Minutes of the Meeting of Saturday, November 17, 2007, Room 203, North Campus,
Bellevue Community College, Bellevue, Washington*

I. Call to Order

The meeting was called to order at 1:26 p.m. by President Larissa Kulinich. Thirty-one members were in attendance.

II. Approval of Agenda.

The agenda was accepted with the following modification: to strike Item VI. Bylaws Amendment.

III. Approval of Minutes

The minutes were accepted as presented.

IV. Presidents' Remarks

a. NOTIS President Kulinich

President Kulinich noted that NOTIS membership continues to be strong with 308 members as of October 10 and 317 members as of November 17.

NOTIS continues to strive to expand services to members, including higher quality and more diverse programs (Trados workshop, tax-related workshop, International Translation Day celebration, holiday party). This success is due to the hard work of volunteers, board members, and especially the members of the program committee Andrea Brugman and Jonas Nicotra.

The newsletter is more interesting and now has two regular features, new members and cultural corner columns. Editor Laura Wideburg, layout persons Olivier Fabris and Rosa Allen, as well as Kenny Barger and other volunteers.

The Medical Special Interest Group (MedSig) has been very active this year under the leadership of Cochairs Renee Palermo and Cristina Paget. The MedSig has held three educational forums thus far. The most recent was held at Children's Hospital in cooperation with several other

organizations and was attended by 46 people. Earlier forums were at Harborview Hospital and University of Washington Hospital.

Washington State Coalition for Language Access (Wascla), a statewide conference bringing together language service providers and users, was held September 7 and 8 in Ellensburg, WA. MedSig Cochairs Renee Palermo and Cristina Paget contributed to organizing the conference and Verla Viera attended as a representative of the NOTIS Board.

The NOTIS Board received national recognition with the election of Board Member Caitilin Walsh to the ATA Board of Directors at the ATA Conference in November.

Future challenges: NOTIS needs more volunteers, and President Kulinich called for more volunteers.

December 13 will be the last NOTIS board meeting of the year. The Board will discuss future directions of the organization including increasing outreach committee activities, making NOTIS more visible, and achieving more recognition for the profession.

President Kulinich announced the births of Samantha Palermo and Zoya Fabris to the board members of the same names.

b. WITS President Kenneth Barger

WITS President Barger opened that, ironically, the better job a translator or interpreter does, the more invisible he or she is. Performing well is a double-edged sword, it detracts from the visibility that interpreters and translators need to be successful.

That is why WITS President Barger values participating in WITS and NOTIS and their various activities and benefits: the newsletter; lobbying for court interpreters together in Olympia; Wascla; International Translation Day; and the benefits of increased coordination between the two organizations.

With increased certification and registration of language pairs, there is more need for continuing education credits, a need that WITS and NOTIS fill.

Dual NOTIS/WITS membership discounts will be extended for one year.

V. Election – Presentation of Director Candidates

The following candidates introduced themselves to the members in attendance: Andrea Brugman (incumbent), Enrique Garcia-Ayaviri (new), Ferdi

Nadir (new), Jonas Nicotra (incumbent), Cristina Paget (incumbent), and Laura Wideburg (incumbent).

Election Inspectors Renee Palermo and Ken Wagner counted the ballots with the assistance of Directors Bailey and Wideburg.

VI. Election of Directors candidates

New candidates Ferdi Nadir and Enrique Garcia stood up and spoke briefly about themselves and why they would like to serve on the Board.

Inspectors of Elections Ken Wagner and Renee Palermo gave attending members instructions on voting. The group took a short break to cast their ballots, then the ballots were collected. The Inspectors retired to count the ballots.

VII. Reports

A. Treasurer's report was reviewed. The Treasurer noted that NOTIS uses the cash accounting method. Pending bills from previous years has led to excess cash in the NOTIS account. The Treasurer will apply to the ATA for the chapter rebate.

VIII. Committee Reports

a. Program Committee

Committee Cochair Andrea Brugman reviewed the highlights of 2007 programs that included a series of Trados workshops (cosponsored with WITS), a tax workshop, cooperation in with Bellevue Community College in Wordfast and advanced medical interpreting workshops, and the December 1 holiday party. Plans for 2008 include a NOTIS 20th anniversary party in combination with International Translation Day and annual picnic. Cochairs Brugman and Nicotra circulated a suggestion sheet for program ideas and called for volunteer help with events, event clean-up, and flyer preparation.

b. Treasurer's Report

NOTIS Treasurer Paget submitted a detailed financial report of the last year concluded, 2006, which ended with a net balance of \$8,471.36.

c. Newsletter Committee

Director and *Northwest Linguist* Editor Wideburg noted that the newsletter, published in cooperation with WITS, now maintains strict submission deadlines and is published on time as a result. The newsletter now features a joke box, culture corner, and a new members section as regular features as well as increased contributions from members. The Committee decided to retain the paper format, rather than converting to electronic, because it felt paper newsletters are read more thoroughly. Editor Wideburg called for articles to be submitted.

d. Electronic Presence

Director and Webmistress Caitilin Walsh's highlighted the fact that NOTIS changed to a new ISP, Smooshy Labs, for improved service and reduced costs. Webmistress Walsh provided detailed web traffic statistics, noting that there have been over 25,000 visitors to the NOTIS website. Web activities include notices to members and online event registration and payment options.

e. Membership

Membership Coordinator Andrew Estep provided membership statistics (noted in President's remarks) and demographics, noting that NOTIS is gaining members from outside the original geographic area of the Northwest states.

IX. Election Results

Fifty ballots were submitted, 25 by mail and 25 at the Annual Meeting. One ballot with a write-in candidate was invalid because the member voted for all six nominated candidates plus the write-in candidate. Two other write-in candidates received votes. Election Inspector announced that a recount would be necessary due to varying results by the counters during the course of the meeting.

Addendum. A recount showed that all six nominated candidates were elected.

| Candidate | Votes |
|--------------------------------------|-------|
| Andrea Brugman (incumbent) | 46 |
| Enrique Garcia-Ayaviri (new) | 45 |
| Ferdi Nadir (new) | 45 |
| Jonas Nicotra (incumbent) | 46 |
| Cristina Paget (incumbent) | 44 |
| Laura Wideburg (incumbent) | 45 |
| P. Diane Schneider (write-in) | 1 |
| Suzanne Blangsted (write-in) | 1 |
| Write-in candidate on invalid ballot | 0 |

X. Any Other Business

- a. Director Wideburg suggested that NOTIS adopt a motto.
- b. Member Mayim Barron noted that the problem of invisibility needs to be addressed.
- c. Member Louise Moorehead suggested starting a mailing list.
- d. D.V. Vosskaemper offered her email for chemistry, etc.

XI. Adjournment

The meeting was adjourned at 3:08 p.m.

Respectfully submitted,

Kendrick J. Wagner
NOTIS Secretary

NOTIS/2007 Annual Meeting

NOTIS ANNUAL FINANCIAL REPORT FOR 2007

| | | |
|---|--------------------|--------------------|
| Beginning Balance - Cash on 1/1/07 | | \$ 8,471.36 |
| CASH INFLOW | | |
| Membership Dues for 2007 | 9,815.00 | |
| Tax Workshop | 495.00 | |
| TRADOS Workshop | 4,049.16 | |
| Joint Newsletter Refund/Reimbursement | 948.98 | |
| Int'l Translation Day / Joint Venture | <u>640.00</u> | |
| NOTIS TOTAL CASH INFLOW | \$15,948.14 | |
| EXPENSES/OUTFLOW | | |
| Holiday Party 2006 | - 540.72 | |
| WITS Joint Mbr dues refund | - 560.00 | |
| WITS 2006 postage reimbursement | - 442.50 | |
| ERGA, Mgmt Svs (Dec '06 – Dec '07) | -3,575.00 | |
| Admin Supplies (Business cards stock) | - 32.66 | |
| Annual Meeting: Room, copies, mail, food | - 1,627.68 | |
| Voicemail | - 53.85 | |
| Bank Charge | - 120.76 | |
| PayPal Charge | - 130.18 | |

| | | |
|---|---------------------|--|
| NW Linguist (NOTIS/WITS Joint newsletter) | -4,860.02 | |
| ISP/Web Hosting | - 135.45 | |
| Gifts Given | - 40.00 | |
| Honorary Membership refund | - 30.00 | |
| Postage & Mailings | - 325.51 | |
| Printing (brochure, reminder cards) | - 318.52 | |
| Tax Workshop (Rental, gift card, certificate) | - 532.00 | |
| TRADOS Workshop (Copies,fees,rental,food) | - 3,845.04 | |
| Int'l Transl Day (honorarium ,food, fees, .copies)) | - 950.42 | |
| ITD WITS refund (50% profit f/2006) | - 490.44 | |
| WASCLA Conf (50% copies, honoraria, donation) | - 195.71 | |
| ATA Test (Room rental) | -60.00 | |
| Multilingual Computing, Inc. | - 600.00 | |
| Admin Training (Parliamentary Procedures) | - 286.00 | |
| Sales tax, copies & faxes paid to ERGA | - 79.32 | |
| TOTAL EXPENSES/OUTFLOW | -\$19,831.78 | |

| | | |
|---|--------------------|----------------------------|
| EXCESS OF CASH INFLOW: TOTAL INFLOW – TOTAL EXPENSES = | | <u>-\$ 3,883.64</u> |
| Ending Balance - Cash on 12/31/07 | | \$ 4,587.72 |
| | | |
| RESERVE ACCOUNT/Medical SIG 1/1/07 | \$ 2,302.73 | |
| Continuing Ed Forums: 3/15/07,5/3/07 & 10/4/07 | - 407.32 | |
| Scholarship to attend NCIHC mtg, Boston,Mass | - 200.00 | |
| WASCLA Conf.(50% : copies, honoraria, donation) | - 195.71 | |
| TRADOS Happy Hour | <u>- 133.93</u> | |
| Reserve Acct Ending Balance 12/31/07 | | <u>\$ 1,365.77</u> |
| | | |
| Combined Total Cash on 12/31/07 | | \$ 5,953.49 |
| Plus Unresolved Excess of Cash | | <u>\$ 278.69</u> |
| Total Cash on Bank Account as of 12/31/07 | | \$ 5,674.80 |
| | | |

NEWSLETTER REPORT

The Northwest Linguist, co-published with WITS, is sent four times a year to NOTIS/WITS members. This year, all four issues were published in reasonable time, due to the effective and hard work of all newsletter committee members, especially WITS co-editor Verla Viera and layout/publication manager Rosa Bendezú Allan.

The column *Meeting our Members* by Katrin Rippel as well as my own *Cultural Corner*, have been well-received by the membership. Jokes were provided for *the Joke Box*, and one member received a \$5 coffee card for his efforts. We continue to welcome jokes submitted from the membership, the shorter the better, and the coffee card offer is still available.

The number of contributors to the NWL has increased, as many members contributed articles for the first time. Co-editor Verla Viera has been effective in recruiting new writers from the WITS side, as well.

The Newsletter Committee from both WITS and NOTIS met at my house in May, where we discussed content, deadlines and the increase in advertising revenue. The latter was especially well received.

We are grateful to our First Readers, who continue to catch errors big and small, allowing the *NWL* to increase in professionalism. These readers include (besides those persons mentioned above): Kenny Barger (President of WITS), Larissa Kulinich (President of NOTIS), Jean LeBlon, Renee Palermo and Caitilin Walsh.

Rosa is stepping down as production manager, and the search is going on for a replacement. We thank Rosa for her many years of production management, not to mention the hospitality of numerous mailing parties, and are glad that she is continuing on layout.

Respectfully Submitted,
Laura A. Wideburg, Ph. D.
NOTIS Newsletter Committee Chair, *NWL* Editor

2008 Program Report

2008 was a special year for NOTIS, marking its 20th anniversary since it was founded in 1988. We duly celebrated this event at the Mercer View Community Center on Mercer Island on October 4 with our sister organization WITS (Washington State Court Interpreters and Translators Society), which also celebrated its 20th anniversary. We enjoyed great food, many glasses of wine, the company of about 100 fellow members and their guests, and speeches by Judy Langley and Susan J. Owens. Judy is a founding member and the first president of NOTIS, and has worked as a translator for such clients as the United Nations and the World Bank. Ms. Owens is a Justice of the Washington State Supreme Court and Chair of the Interpreter Commission for the Judicial Branch.

In addition to this memorable event, we offered a workshop on income tax deductions and record keeping in the Seattle area. This workshop, held by an H&R Block accountant, was brought back by popular demand and was met with a lot of interest. This workshop was also scheduled for the Portland area, but had to be cancelled due to illness of the instructor.

In the summer, Seattle was the venue for an ATA professional development weekend on localization. NOTIS actively participated in this event and organized a couple of the seminars.

As in previous years, NOTIS partnered with the Translation & Interpretation Institute at Bellevue Community College, and sponsored various workshops, such as Computer Tools and Methods for Great Translation Performance, PDFs for Translators, and Wordfast.

2008 was also a “picnic year” – picnics are held bi-annually and organized jointly with WITS. This year, we met at beautiful Seward Park, a peninsula on Lake Washington.

Today, we come together for NOTIS’ Annual Meeting & ATA Recap. We will finish off the year with our traditional WITS/NOTIS Holiday Potluck on December 6th.

Please consider volunteering for the NOTIS Program Committee – we need your help! Also, we are interested in suggestions for future workshop topics. Please email us at program@notisnet.org.

Respectfully submitted,

Andrea Brugman
Jonas Nicotra
Program Committee Co-chairs

Membership Report for 2008 as of 11/12/2008

| Membership Type | 2006 | 2007 | 2008 | |
|-----------------|------------|------------|------------|-----------------|
| Individual | 296 | 317 | 260 | |
| Corporate | 12 | 8 | 9 | New Members: 58 |
| Institutional | 2 | 4 | 4 | |
| TOTAL | 310 | 317 | 273 | |

Membership Demographics

| Members by State | Members by City | Total ATA Members | Application Format |
|------------------|-----------------------|-------------------|--------------------|
| WA - 227 | Seattle, WA | 90 | No data |
| OR - 29 | Portland, OR | 14 | |
| CO - 3 | Bellingham, WA | 9 | |
| MD - 2 | Bellevue, WA | 8 | |
| TX - 2 | Kirkland, WA | 6 | |
| CA - 1 | Lynnwood, WA | 6 | |
| FL - 1 | Edmonds, WA | 5 | |
| GA - 1 | Redmond, WA | 5 | |
| ID - 1 | Kent, WA | 4 | |
| IN - 1 | Mercer Island, WA | 4 | |
| MT - 1 | Puyallup, WA | 4 | |
| NC - 1 | Bothell, WA | 3 | |
| NM - 1 | Federal Way, WA | 3 | |
| | Issaquah, WA | 3 | |
| | Port Townsend, WA | 3 | |
| | Renton, WA | 3 | |
| | Spokane, WA | 3 | |
| | Tacoma, WA | 3 | |
| | Auburn, WA | 2 | |
| | Austin, TX | 2 | |
| | Beaverton, OR | 2 | |
| | Des Moines, WA | 2 | |
| | Everett, WA | 2 | |
| | Lake Stevens, WA | 2 | |
| | Lakewood, WA | 2 | |
| | Lakewood, WA | 2 | |
| | Mill Creek, WA | 2 | |
| | Mountlake Terrace, WA | 2 | |
| | Salem, OR | 2 | |
| | Sammamish, WA | 2 | |
| | SeaTac, WA | 2 | |
| | Shoreline, WA | 2 | |
| | Snohomish, WA | 2 | |
| | Tukwila, WA | 2 | |
| | Vancouver, WA | 2 | |
| | Yakima, WA | 2 | |

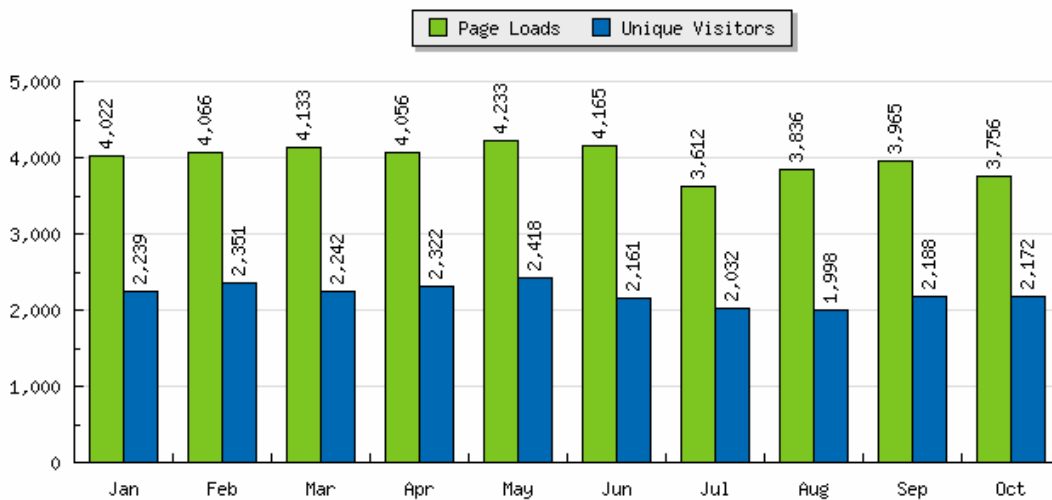
All other cities 1 each

Submitted by Renée Palermo, Membership Coordinator/Office Manager

NOTIS Directory of Translators & Interpreters and Electronic Presence

As we approach the end of 2008, the NOTIS Web site has welcomed over 20,000 visitors, on a pace to match 2007. Our online directory continues to attract 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 seventh year, the online directory updated often this year (with a few missed updates due to administrative changeovers) and will continue to update monthly.

NOTIS Website traffic 2008



Other activities of note:

- ◆ NOTIS switched its voice mail system to an online service that allows us to forward to any phone and manage and forward voicemails easily. This service is free of charge.
- ◆ We transferred our domain name registration and renewed the domain name for a five-year period, a process that saved NOTIS \$59.
- ◆ Information and links to the BCC workshops, MedSIG events, and other local national events were posted throughout the year. Our online

calendars were moved to a dynamic, data-driven model in a step toward allowing others to contribute information to the calendar.

- ◆ At the request of the administrative committee, online directory listing forms for all three membership types were created and implemented. These are seen as an interim step to the long-term goal of allowing members to enter data in the database themselves.
- ◆ We added a syndicated news feed to our news and announcements page.
- ◆ Our email servers were migrated: this behind-the-scenes change has increased reliability of our mail service.
- ◆ A new NOTIS group was created on LinkedIn. This will provide more networking opportunities and a discussion feature for NOTIS LinkedIn members.

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 membership, joint newsletter and directory publication functions.

Submitted by Caitilin Walsh,

Directory Chair and Webmistress