

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

**Monday, March 19, 2012**

**Via Internet**

**I. Call to Order**

The NOTIS Board of directors meeting was called to order at 7:30 PM.

**Present:** President Faiza Sultan, Vice-president Kathryn German, Treasurer Paul Natkin, Director Louise Morehead, Director Katrin Rippel, Secretary Toby Kawahigashi

**II. Acceptance of Agenda**

The agenda was accepted unanimously by adding three items.

**III. Approval of Minutes**

The minutes of February 18, 2012 Meeting was approved unanimously with minor corrections.

**IV. President's Remarks**

a. The honorary membership for our past president, Caitilin.

**Motion was presented:**

Louise moved that we grant an honorary membership to Caitilin Walsh for her long time contribution to NOTIS as a president and a webmistress.

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

b. NOTIS website

New NOTIS Website is up and running thanks to Katrin. The Website is much more visible.

Membership was reviewed.

c. Paul did a great job writing the letter to the legislature on behalf of the NOTIS board. We have to decide how often and in what manner this practice could be continued.

d. Louise suggested that people who help an event should be waived of payment of the fees.

**Motion was presented:**

Kathryn moved that in addition to the program coordinator and the office manager in office or the treasurer, any NOTIS member at large be entitled to attend the event/workshop without paying the fee if the person helps extensively and the program coordinator approves.

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

**V. Review of Action Items**

**All Action Items are Ongoing.**

**VI. Reports**

- a. Treasurer's report:** Submitted by Paul.
- b. Outreach Report:** Submitted by Katrin Rippel.
- c. *The Northwest Linguist Report:*** Submitted by Kathryn German.
- d. Program Report:** Submitted by Louise.
- e. MedSIG Report:** Submitted by Louise.

**VII. Housekeeping**

The April meeting will be at 6:30 PM on Monday April 23.

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

Meetings were set for the year 2012:

February 17	March 19	April 23	May ?	June ?	July ?
August ? (Picnic & Board meeting)			September ?	October ?	
November ? (Annual meeting)			December ? (Holiday Party with WITS)		
December ? (Election)					

**IX. Adjournment**

Meeting was adjourned at 10:00 PM.

Respectfully submitted,  
Toby Kawahigashi – Secretary  
April 17, 2012