

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

Friday, October 18, 2013

Online Meeting

I. Call to Order

The NOTIS Board of directors meeting was called to order at 7:08 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 September 12 2013 Board Meeting

a. August Minutes with change in Motion regarding Board Resolution: Motion was presented and was seconded and approved unanimously.

b. September Minutes: 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:

Kathryn offered praise to all who worked on International Translation Day, many of whom were working on it for the first time. There were 95 attendees. The three sponsors were excited about their involvement, and expressed interest in being sponsors of future events.

VI. Business:

Motion was presented to approve nomination of Thea Zervaki by Julie:

Motion was seconded and approved unanimously.

- Departing Board Members
- Nominating Committee Presentation of New Candidate
- Officer Election Discussion (Dec. vs. January): Kathryn will meet the WITS president this Sunday to discuss logistics of possible merger, including selection of officers.
- Annual Meeting Preparations: Annual meeting packet will be finalized by Cindy and mailed out by Naomi on or before October 23 2013.
- Annual Meeting Agenda:
 - Doors open 11:45 A.M.
 - Speech by Dmitri
 - Luncheon for all those who have RSVP'd
 - Approval of 2012 annual meeting minutes
 - Present the candidates and elect by members
 - Election process will begin
 - Meeting will adjourn at 4:30 P.M.

- UberConference for annual meeting phone-in, and Guestlistapp to track in-person attendance.
- Annual Meeting Site and Review of Lunch Options: Food will be provided by PCC on platters.
- Post Merger Filings: Anyone that has their annual report please turn them into the secretary as soon as possible.
- Logo Use Policy
- Interim Planning if Merger goes through: If merger passes from that meeting, the minutes need to be completed immediately and then another meeting will precede to pass the minutes.

VI. Reports

1. Treasurer's/ Budget Committee's Report

The current budget as of October 16, 2013 is as such:

Total \$20413.13

2. Webmistress' Report:

740 visitors in the last month

4 jobs posted

3. Outreach Report

- Photographs taken by the photographer on international day can be used for marketing for NOTIS.

4. Newsletter Report

- Two submissions
- Suggestion to have a bi-annual Northwest Linguist for the year of 2014

5. Membership Report:

- Total of 228 members

6. Office Manager's Report Training Update/Contract

- September 1st to September 30th over 1500 emails.
- 7 phone calls

7. Program and MedSig Reports:

- MedSig: N/A
- 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:

November- Part of annual meeting 23rd

December 7th - Holiday Party

December Election with meeting on the 12th (Tentative)

IX: Adjournment

Meeting was adjourned at 8:24 PM.

Respectfully submitted,
Manbir Kaur – Secretary
October 18, 2013