

NOTIS OFFICE ANNUAL ACTIVITY REPORT

JONAS NICOTRA

Office Services

Incoming and outgoing emails that were processed

- Incoming e-mails: 2,736
- Outgoing e-mails: 1,353

(It does not include deleted spam).

Members' contact information was updated as well as e-mails.

Telephone calls

- Reviewed 295 calls (the other calls, people did not leave a message).

All the calls were answered and forwarded to the right people and/or called back.

Mail

Member's applications, renewals, directory-listing updates, and other miscellaneous mail were processed.

All mail was forwarded to the right people and checks were deposited.

Documents received were processed and filled

Broadcasted E-mails

- Membership Renewal
- NOTIS New Website
- Consecutive Interpreting - Theory and Practice & Note-taking for Consecutive Interpreters
- The New Issue of THE LINGUIST is Now Online!
- Non-renewal message sent to members
- email reminder to non-renewals
- WITS & NOTIS 2012 picnic
- NOTIS & WITS picnic - DATE CORRECTION
- July 7 - WITS WORKSHOP and Annual Meeting - Space still available!
- The new Summer Issue of The Northwest Linguist is now online!
- International Translation Day 2012 - Early Bird Registration Open!
- Early Bird - Int'l Translation Day Event - ENDING SOON!!!!
- Come to ATA Annual Conference in San Diego: Early Registration Rate Ending Soon - September 21 Last Day for Early Registration Discount
- International Translation Day Celebration - EARLY BIRD REGISTRATION EXTENDED TO MIDNIGHT FRIDAY SEPTEMBER 21ST!!!
- NOTIS Annual Meeting / Elections and ATA sessions recap
- NOTIS Annual Meeting - INSTRUCTIONS FOR ABSENTEE VOTING
- Membership renewals