I. Call to Order
The NOTIS Board of directors meeting was called to order at 4:39 p.m.

Present: President Faiza Sultan, Vice-president Kathryn German, Director Louise Morehead, Director Katrin Rippel, NOTIS Office Manager Jonas Nicotra (Skype), Director Paul Natkin, Treasurer Ferdi Nadir, Willoughby Walshe, Secretary Toby Kawahigashi

II. Acceptance of Agenda
The agenda was accepted with the additional items.

III. Approval of Minutes
The minutes of January 2011 was approved unanimously as amended.

IV. President’s Remarks
a. ATA Board Meeting in Portland
President Faiza Sultan and Vice-president Kathryn German made a trip to Portland, Oregon to see ATA Board Members to discuss potential annual conference sites in Northwest, particularly in Seattle. Kathryn mentioned that people in Portland are interested in CAT tools.

b. Jurassic Parliament workshop
WITS are also interested. WITS and NOTIS will share the expenses for the workshop. We have enough fund to cover the expense of $500 (total is $1,000).

Motion was presented:
Louise moved that NOTIS allocate funds in order to benefit from Ann Macfarlane's Jurassic Parliament program, and that we plan on supporting 50% of the cost of $1,000 program cost splitting the other 50% with WITS by sending at least five of our Board members to the program: the data is to be determined later as well as the venue. NOTIS will be paying $35 for any additional participant of the board members or officers.

The Motion was seconded and approved unanimously.

c. Memorial for Khushdev Singh Tiwana
One of the members, Khushdev Singh Tiwana, passed away. The memorial service was already done.

d. DSHS Funding Extended for Interpreters
V. Reports
   a. Treasurer's report

Motion was presented:
Kathryn moved that the fund from the MedSIG be absorbed into the NOTIS treasury but that we respect the philosophy and goodwill of SOMI's past history going forward.

The Motion was seconded and approved unanimously.

We have not received the check from ATA for the year 2009.
Ferdi asks all the expenses should come with at least a voucher. Expenses with direct withdrawal should come with at least some kind of document.

b. Outreach Report
Katrin reported the new Facebook page and LinkedIn Group page for NOTIS.

DSHS is asking some interpreters on their advisory board.

c. Newsletter Report
Submitted by Paul.
Kathryn reported about the code of ethics.

Motion was presented:
Kathryn moved that NOTIS move to all electronic for the Northwest Linguists providing our membership with a notification via e-mail and a link to each issue that comes out and that WITS can choose their own arrangements.

The Motion was seconded and approved unanimously.

An additional backup volunteer for layout of the Northwest Linguistic is needed, and a new author for the column "Meet our member" is needed as well, as Katrin is resigning.
Jonas offered to do layout as part of the managerial tasks with fee.
Kathryn will write a letter to WITS informing our decision to go electronic.

d. Office Manager's Report and Membership Report
NOTIS mailbox is renewed for an additional year.
A question concerning verifying the information people send in for the directory with certification is brought up (WITS verifies the information). One person requested updating his own information that he was certified, but the relevant site told the opposite.
The consensus is to verify the information.

e. Program Report
Reported by Louise. Judy Jenner offered a presentation on the Translators' day for the budget of $2,500 (approximate). The consensus is to accept her offer to lock in.

A TRADOS workshop.
Jurassic Parliament workshop
Translators’ toolbox workshop
Program with Linda Golly
Subject specific terminology workshop (MedSIG)

Louise suggests that North Seattle Community College is a very good location for workshops.

VI. Housekeeping
Next meeting will be held at Louise’s residence at 3 pm on April 2. The May meeting is set on May 7 provisionally.

VII. Announcements for the Good of the Society
Meetings were set for the year 2011:

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August (Summer Picnic) September October
November (Annual meeting)
December (Holiday Party with WITS)

VIII. New business
Louise is on a WASCLA subcommittee, which will have a language identification project.

IX. Adjournment
Meeting was adjourned at 8:59 PM.

Respectfully submitted,
Toby Kawahigashi – Secretary
April 2, 2011