

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

**Saturday, May 7, 2011  
Faiza Sultan's Residence  
Redmond, Washington**

**I. Call to Order**

The NOTIS Board of directors meeting was called to order at 3:15 p.m.

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

**II. Acceptance of Agenda**

The agenda was accepted with the additional items.

**III. Approval of Minutes**

The minutes of March 5, 2011 Meeting was approved unanimously as amended.

**IV. President's Remarks**

**a.** Every officer and director should be familiar with the Responsibilities and Duties of Officers and Directors. The meeting minutes should be prepared within a week after the meeting. The reports should be distributed two before the meeting. Commitment is truly appreciated.

**b.** The Jurassic Parliament workshop will be held on May 21 for the Directors.

**c.** Special appreciation to Louise for her commitment in arranging numerous workshops for NOTIS members.

**d.** 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.

**V. Reports**

**a.** Treasurer's report: Submitted by Ferdi in paper.

**b.** Chinese SIG Report: Submitted by Michelle in paper.

**c.** Office Manger's Report and Membership Report: Submitted by Jonas in paper.

**d.** Program Report: Submitted by Louise in paper.

## **VI. Housekeeping**

Board meetings will be held on the first Saturday of every month. The next meeting will be on June 4 at Kathryn's residence at 2 pm.

## **VII. Announcements for the Good of the Society**

Meetings were set for the year 2011:

|                                       |              |           |                              |        |        |
|---------------------------------------|--------------|-----------|------------------------------|--------|--------|
| January 22                            | February 19  | March 5   | May 7                        | June 4 | July 9 |
| August 13                             | September 10 | October 8 | November 19 (Annual meeting) |        |        |
| December 10 (Holiday Party with WITS) |              |           | December ?? (Election)       |        |        |

## **VIII. Adjournment**

Meeting was adjourned at 5:10 PM.

Respectfully submitted,  
Toby Kawahigashi – Secretary  
May 16, 2011