**MINUTES OF THE MEETING OF**

**THE BOARD OF DIRECTORS OF THE NORTHWEST SOCIETY OF**

**TRANSLATORS AND INTERPRETERS**

**Saturday, July 28, 2012**

**Via GoToMeeting**

**I. Call to Order**

The NOTIS Board of directors meeting was called to order at 2:22 PM.

**Present:** President Faiza Sultan, Vice-president Kathryn German, Treasurer Paul Natkin, Katrin Rippel, Louise Morehead, Secretary Toby Kawahigashi, Nancy Leveson (WITS), Alicia Lanzner (WITS)

**II. Acceptance of Agenda**

The agenda was accepted unanimously with additional items.

**III. Approval of Minutes**

The May minutes and the June minutes were accepted with minor modifications.

**IV. President’s Remarks**

a. Additional new potential NOTIS board candidates were presented.

b. The NOTIS Board members are requested to observe the schedule as much as possible.

c. NOTIS/WITS Program for the International Translation Day

**V. Review of Action items**

**VI. Reports**

A. Office Manager’s / Membership reports: submitted by Jonas

B. Program Report: submitted by Louise

**Translation Day Program charge:**

Early registration before 9/15: $70/$80/$50 (Member/Non-member/Student)

After 9/15: $85/$95 (Member/Non-member)

**Motion was presented:**

Kathryn moved that we accept the Museum of Flight as the venue for the International Translation Day event for 2012.

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

**Motion was presented:**

Louise moved that the budget for the International Translation Day event for 2012 be $5,000 based on the last year’s expense ($4875 for 75 people).

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

**Motion was presented:**

Louise further moved that the registration fee be as follows: Early on-line registration up to and including Monday 9/17: $70/$80/$50 (Member/Non-member/Student) and after 9/18: $85/$95 (Member/Non-member).

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

**Action Item for Louise.** To prepare a draft of the agreement between NOTIS and WITS Boards with help from Alicia.

C. Outreach Report: submitted by Katrin

D. Website Report: submitted by Katrin

E. Treasurer’s Report: submitted by Paul

F. The NW Linguist Report: submitted by Kathryn

**VII. Housekeeping**

The next meeting will be at 7 on August 23.

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

Meetings were set for the year 2012:

February 17 March 19 April 23 May 26 June 18 July 27

August 5 (Picnic) August 23 (7-9) September ? October ?

November ? (Annual meeting) December ? (Holiday Party with WITS)

December ? (Election)

**IX. Adjournment**

Meeting was adjourned at 5:00 PM.

Respectfully submitted,

Toby Kawahigashi – Secretary

July 30, 2012