**MINUTES OF THE MEETING OF**

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

**TRANSLATORS AND INTERPRETERS**

**Thursday, August 23, 2012**

**Via GoToMeeting**

**I. Call to Order**

The NOTIS Board of directors meeting was called to order at 7:27 PM.

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

**II. Acceptance of Agenda**

The agenda was accepted unanimously.

**III. Approval of Minutes**

The July minutes were accepted as amended.

**IV. President’s Remarks**

a. NOTIS Nominating Committee for NOTIS board candidates in the coming election

**Motion was presented:**

Louise moved to ratify the NOTIS Board appointment of Jonas Nicotra (Chair), Kathryn German, and Rosa Allen as the NOTIS Board Nominating Committee for the 2012 election.

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

**Motion was presented:**

Louise moved to appoint Kathryn German as the Election Officer of the NOTIS Board Election for the year 2012.

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

**b.** NOTIS/WITS Picnic

The date was inconvenient as this was on a Sunday afternoon/evening and in the middle of Seattle Sea Fair. It was suggested that NOTIS should take charge in selecting the location and date for the coming years as NOTIS is much larger than WITS in terms of the number of members, and because there were some complaints from NOTIS members about the organization of the event.

**c.** NOTIS website

**Action Item:** Faiza, Jonas, and Katrin: meeting online concerning NOTIS website.

**d.** NOTIS/WITS Program for the International Translation Day

**Action Item:** Faiza and Katrin will contact potential sponsors they have respectively. Jonas will provide e-mail addresses as necessary.

**V. Review of Action items**

**VI. Reports**

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

B. Program Report: submitted by Louise

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 September 13.

**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 13 (7-9) October ?

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

December ? (Election)

**IX. Adjournment**

Meeting was adjourned at 9:13 PM.

Respectfully submitted,

Toby Kawahigashi – Secretary

August 27, 2012