MINUTES OF THE MEETING OF
THE BOARD OF DIRECTORS OF THE NORTHWEST SOCIETY OF
TRANSLATORS AND INTERPRETERS
Thursday, September 13, 2012
Via GoToMeeting

I. Call to Order
The NOTIS Board of directors meeting was called to order at 7:08 PM.

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

II. Acceptance of Agenda
The agenda was accepted unanimously.

III. Approval of Minutes
The August minutes were accepted as amended.

IV. President’s Remarks
a. NOTIS Nominating Committee for NOTIS board candidates in the coming election is at the stage of finalizing the candidates.

b. NOTIS/WITS Programs for International Translators’ Day
We have a sponsor company for the day. We can prepare special seating for the special guests. We will also have special table for NOTIS, WITS, and sponsors.

V. Review of Action items

VI. Reports
NOTIS Annual Meeting: Afternoon meeting and election
Annual reports should be prepared beforehand and printed.
Location: to be arranged. NSCC would be a potential candidate but there is a concern about the environment (quietness).
The date is finalized on 17th.

A. Program Report: submitted by Louise
International Translators' Day program at Museum of Flight
Louise, Paul, and Jonas are to be present during the meeting.

B. Treasurer’s Report: submitted by Paul

C. Outreach Report: submitted by Katrin
Katrin will be present as a representative of NOTIS at the Export Forum Event organized by the World
Trade Center Tacoma with help from other people including Mariam and Vanessa.

D. Website Report: submitted by Katrin

Action item: For Faiza, to create a nice flyer for any event.

VII. Housekeeping
The next meeting will be at 7 on Friday, October 12.

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  September 13  October 12 (7-9)
November 17 (Annual meeting)  December ? (Holiday Party with WITS)
December ? (Election)

IX. Adjournment
Meeting was adjourned at 8:18 PM.

Respectfully submitted,
Toby Kawahigashi – Secretary
September 17, 2012