

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

Friday, January 04, 2013

Online Meeting

I. Call to Order

The NOTIS Board of directors meeting was called to order at 7:13 PM. This was the first meeting for the year 2013.

Present: President Kathryn German, Vice-president Toby Tusukao Kawahigashi, Treasurer Renata Akalin, Secretary Manbir Kaur, Directors Paul Natkin, Cindy Roat, Edgard Garcia Ramirez, NOTIS Office Manager/ Membership Coordinator Jonas Nicotra

Not present: Directors Anne Marie Sanchez-Balke and Fahmi Slail

II. Acceptance of Agenda

The agenda was accepted unanimously.

III. Approval of Minutes of the November 2012 Board Meeting

The November minutes were accepted as amended by all the members present at the meeting.

IV. Review of Action Items

N/A

V. President's Remarks

President Kathryn German mentioned that she has been trying to get a hold of a few people on the board but has been unsuccessful. She has also been in close contact with WITS to do programs together and to be on the same page with one another.

VI. Reports

1. Treasurers Report: Submitted by Paul Natkin

Error on end of Paul's report of about \$43. Have not yet figured out how to resolve this discrepancy, Jonas Nicotra suggested this was mostly a discrepancy due to counting in the PayPal account. Paul Natkin would like to go through all the reports of the year of 2012, therefore Cindy Roat suggested that a financial committee should be made to help in the efforts to maintain accuracy in all of the 2012 reports.

Motion was presented:

Edgard Garcia Ramirez moved to make a financial committee to help Paul Natkin with the Treasurers Reports from 2012.

The Motion was seconded and approved unanimously.

Financial Committee Members: Renata Akalin, Toby Tusukao Kawahigashi and Paul Natkin.

2. Website report: webmistress Katrin Rippel is working on problems with PayPal on the website. Reminder that board members do not have to pay membership fees.

3. Newsletter Report: Deadline for submittal is January 7th but Kathryn German will not be ready until January 27th. She wants more participation from NOTIS because 90% of the information comes from WITS. Any articles submitted for publication need to be under 1000 words but a longer article may be submitted and will be reviewed to possibly be published in two parts.

4. Membership Report: Submitted by Jonas Nicotra.

Issues with membership and PayPal, there have been many complaints from members trying to renew their membership.

5. Office Manager's Report: submitted by Jonas Nicotra.

6. Programs: Linda is putting together a medical terminology training for medical interpreters on January 26th 2013 in the auditorium at Children's Hospital. The auditorium is provided for free with the agreement that the staff interpreters at Children's Hospital can attend the workshop for free. Cindy Roat and Edgard Garcia Ramirez will work on logistics and Linda will be teaching the workshop. There is a possibility of those who attend to earn Continuing Education credits if DSHS LTC were to approve the proposal sent by NOTIS.

Cindy suggested we can also offer this training in Portland.

Motion was presented:

Cindy Roat moved to have NOTIS as the sponsor of the medical terminology training offered on January 26th 2013.

Motion was seconded and approved unanimously.

Motion was presented:

Cindy Roat moved to charge \$35 for the early bird special and \$50 the week before the training.

Motion was seconded and approved unanimously.

Motion was presented:

Cindy Roat moved to give Linda an honorarium, by giving her a 20% percentage of the registration fee.

Motion was seconded and approved unanimously.

VII. Old Business

1. Formation of Committees and Committee Duties

Possibly Jamie Lucero as the at large committee member

Renata Akalin and Edgard Garcia Ramirez will be part of the committee.

Board came to the understanding that MedSig will be part of the Programs Committee.

Toby Tusukao Kawahigashi will help in the Programs Committee.

2. Strategic Planning for 2013

Business cards for Board members will be provided; members should e-mail Kathryn German regarding what information they want on their cards.

XIV. Housekeeping

1. Schedule and Location of 2013 Board Meetings

Next meeting will be February 1st 2013 7 p.m. and the following meeting will be March 1st 2013 at 7 p.m.

2. Program committee will set up via email to get together before the next board meeting.

V. Adjournment

Meeting was adjourned at 9:02 PM.

Respectfully submitted,
Manbir Kaur – Secretary
January 04, 2013