

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

**Friday, February 1, 2013
Online Meeting and in Person Meeting**

I. Call to Order

The NOTIS Board of directors meeting was called to order at 7:41 PM. This was the second meeting for the year 2013.

Present:

In person: President Kathryn German, Vice-president Toby Tusukao Kawahigashi, Directors Paul Natkin, Cindy Roat

Online: Secretary Manbir Kaur, Directors Fahmi Slail and Edgard Garcia Ramirez

Not present: NOTIS Office Manager/ Membership Coordinator Jonas Nicotra

II. Acceptance of Agenda

The agenda was accepted unanimously.

III. Approval of Minutes of the January 2013 Board Meeting

Motion was presented by Paul:

“I move that we accept the minutes from our last meeting”

Motion was seconded and approved unanimously as amended by all the members present at the meeting.

IV. Review of Action Items

Toby: Another reminder letter should be sent out for membership renewals, research PayPal

Paul: Please find out what happened to the other 100 NOTIS members out of the 225 that we normally have. Pay Linda Golley \$1,094 per agreement, reimburse Cindy Roat \$665.51 for photocopies and also refund the four people that canceled their registration for MedSig event. Contact PayPal to transfer the names of the people on the account.

Cindy: Work on report for the evaluations turned in at the MedSig event.

Kathryn: Schedule training for new office manager and board member backup, send out an email of outline of the form that the Program Committee came up with to organize events, contact webmistress for adding a disclaimer about workshops and events we sponsor. Schedule a program committee meeting to work on a rough annual calendar so we don't overlap with WITS programs, record that the distribution of training materials for those members who don't want to attend the training or workshop be referred to the trainer teaching that workshop. Contact website manager to make changes for website to provide a link to new members to the ATA code of ethics page.

V. President's Remarks

President Kathryn German is in the process of changing office manager position. Some members of the board have met with a candidate today, Naomi Ushida who is being considered for both positions of Office Manager and Membership Coordinator. There will also be cross training with several board members that will be taking place.

Naomi Ushida, the membership coordinator duties will be diminished overtime because more of them will be automated. The membership coordinator will still have to do basic screening to find out if the member is a translator, interpreter or has some kind ongoing interest in the profession and will assign their membership I.D. number and provide a number of how many members joined each month.

Motion was presented by Toby:

"I move that we accept Naomi Ushida as a new office manager."

Motion was seconded and approved unanimously.

Renata will serve as the Student Liaison and nominating committee and anyone who hasn't signed up for a committee, please do so.

VI. Reports

1. Treasurers Report: Submitted by Paul Natkin

Since the report was made, three PayPal transfers have been made. There is \$18,157.79 in the Net Funds account for NOTIS as of 01/24/2013.

Cindy Roat would like to request a check be made out to Linda for the MedSig training in January. The agreement was for 20% of the funds collected for the training.

2. Website report: Still working on PayPal account issues.

3. Newsletter Report: Looking for a volunteer for training information and training calendar. The amount of work is very extensive for President Kathryn alone, therefore any assistance would be very much welcomed. The volunteer does not need to be a board member to participate.

4. Membership Report: Submitted by Jonas Nicotra.

Number of members has decreased, usually we are at least 225 and right now there is only about a half of that.

Cindy Roat suggested sending another reminder to those NOTIS members that have not renewed their membership yet.

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

Incoming emails: 602

Outgoing emails: 656

30 Phone Calls

Handling mail, mostly membership applications.

6. Programs: Presented by Cindy Roat

Net earnings for NOTIS: \$3,530.50

The committee came up with a program template, which will make the planning for future events much smoother.

After a certain date there were no refunds offered for those that canceled their registration but those that did before that deadline were charged a \$10 processing fee to cover PayPal refund charges.

VII. Business

1. Committees and Committee Duties:

Changes from last committee list:

Nominating committee is now Edgard and Renata Akalin at large.

New Position of Student Liason held by Renata Akalin.

Need an outreach committee, which will be the group responsible to gather funding and sponsorship requests and gathering promotional material; we will need at least one person for this position.

2. Committee Meeting Reports:

Proposal by Edgard:

A mirror-training event to the one held on January 26th at the Washington Medical Center by Linda Golley. This event may possibly take place at the Lewis and Clark College- Council Chambers in Templeton College Center for \$500. This is a modern place that will seat at least 150 people. The food may be provided by the Fields Dining room where participants can eat at an all you can eat buffet costing \$7. Edgard is still trying to find sponsors for lodging and/or travel expenses.

The printing costs will be lowered since there is no sales tax in Oregon.

A Preliminary Proposal has been prepared and sent out to all the board members for review.

Edgard sought permission to start on the flyer so advertising can last for a couple months.

Motion was presented by Cindy:

"I'd like to move that the board authorize Edgard to continue organizing this training."

Motion was seconded and approved unanimously.

2. Strategic Planning for 2013:

Strategic planning for 2013 will take place at another time after the Program Committee has met.

3. Program Issues:

Policy for foreign currency

Accepting foreign money, other methods to accept money such as money order or travelers check.

Toby suggested that we could ask for money order in U.S. dollars.

Cindy spoke about being open to foreign currency if we are going to advertise to International audiences specifically to Canadians.

Issues with personal information perhaps when it comes to using PayPal, some members feel that it violates their privacy.

Fahmi mentioned that payment can be made through phone or a the person in charge of the Paypal account can login to PayPal do search for virtual terminal which will ask for the invoice information that will allow us to charge the customer right away over the phone.

Policy for purchasing handouts without attending:

Edgardd mentioned that the trainer owns the training material; therefore NOTIS should not be able to decide it. It is up to the person who is writing the material. Policy should be to refer them to the trainer, so if the trainer wants to distribute them then they can do so.

Motion was presented by Cindy Roat:

“I move that NOTIS adopt a policy that upon receiving requests for handout for people that can’t attend the events, these individuals be referred to the trainer.”

Motion was seconded and approved unanimously.

4. Event Calendar Disclaimer

WITS was worried that we need a one line disclaimer that we do not guarantee the quality of events we host or sponsor as an organization.

Motion was presented by Cindy Roat:

“I move that NOTIS add to the events calendar page a small disclaimer stating that NOTIS does not guarantee the quality of the training being advertised but provides this service as a community service.”

Motion was seconded and approved unanimously.

5. Policy Updates

Will come later on in which we will form groups to update policies.

6. Sponsorship: Find groups and/or organizations that are interested in supporting our events. They will be allowed to have a table and an advertisement page in NW linguist for National Translation Day.

7. Membership Cards

Toby suggested that we should give members their I.D. card every year stating their membership validity year, name and their member number.

These don’t cost very much other than for the paper. Membership cards will be used as I.D. for workshops for WITS, NOTIS and others that honor our organization.

Producing these will be task of membership and office director.

Cindy asked how much would be the total cost of printing and mailing.

Motion was presented by Cindy Roat:

“I would like to make the motion that NOTIS provide annual memberships cards for all its members starting in 2013.”

Motion was seconded and approved unanimously.

Code of Ethics:

Kathryn suggested that the minute someone becomes a member and receives a letter from the president with a welcome letter they should also get the ATA code of ethics in that same letter or a link to it.

Motion was presented by Paul:

“I move that we provide new members with a link to read the ATA code of ethics.”

Motion was seconded and approved unanimously.

Issues raised by Paul:

With Jonas leaving and being the main person on the PayPal account, the name needs to be transferred over to the two people.

We cannot close the PayPal account but that would erase history.

This will be readdressed at a later meeting. We may possibly contact a previous office manager for advice regarding this.

Need to consult with someone that is familiar with programs such as QuickBooks and to see if that is necessary for NOTIS.

The idea of having it online is that all of your data is in the cloud, only one person can access the treasury. All of the data is on the cloud, matter of transferring access and can't loose all your data. \$330 a month, which is more than buying a copy.

VIII. Housekeeping

1. Schedule and Location of 2013 Board Meetings
2. March 1- Presential meeting with dinner at Toby's house
3. April 5 for the following meeting

IX. Announcements for the Good of the Society

V. Adjournment

Meeting was adjourned at 9:42 PM.

Respectfully submitted,
Manbir Kaur – Secretary
February 01, 2013