

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

**Wednesday, May 22, 2013**

**Online Meeting**

**I. Call to Order**

The NOTIS Board of directors meeting was called to order at 7:10 PM. This was the fifth board meeting of the year 2013.

**Present:**

President Kathryn German, Vice-president Toby Kawahigashi, Directors Paul Natkin, Cindy Roat, and Saori Sampa, Office Manager Naomi Uchida, Julie Wilchins (Guest)

**Not Present:** Directors Fahmi Slail, Secretary Manbir Kaur,

**II. Acceptance of Agenda**

Agenda was approved unanimously.

**III. Approval of Minutes of the April 05, 2013 Board Meeting**

Amended minutes were approved unanimously.

**IV. Review of action items:**

Status of action items was reviewed and updated.

**V. President's Remarks:**

Introduction of Julie Wilchins, attending as guest

Reminder of International Translation Day Program Planning Meeting May 31, 2013

Introduction of new volunteer found by Renata Akalin

**VI. Reports**

1. Treasurer's/ Budget Committee's Report: Toby Kawahigashi  
Report was presented and reviewed.

Action items ongoing. Rebate from the ATA not yet received.

2. Webmistress' Report: Katrin Rippel

Report to follow separately via email.

3. Outreach Report: Katrin Rippel

Report to follow separately via email.

Discussion of member use of NOTIS logo. Referred to Toby Kawahigashi for creation of policy document and type of logo to present at next board meeting.

3. Newsletter Report: Kathryn German

July 15, 2013 is the official submission deadline for articles. Potential new writer found at Trados Workshop. Still looking for calendar contributor.

4. Membership Report: Naomi Uchida  
Total members now over 200.

5. Office Manager's Report: Naomi Uchida  
Summary of emails and issues handled.

6. Program and MedSIG Reports: Kathryn German and Cindy Roat

MedSIG: Workshop on Interpreting in Emergency Situations now a reality. Will be added to the annual membership meeting of the National Council on Interpreting in Healthcare (NCIHC) on June 8<sup>th</sup> from 3:30 to 5:30. Discussion of rates.

**Motion presented by Cindy Roat:** " I move that the rates for the workshop be \$10 for NOTIS members, and \$15 for non-members."

Motion was seconded and approved unanimously.

NOTIS/WITS picnic: Date and site are finalized for Saturday, August 24, 2013 at the upper shelter at Richmond Beach Park for all day. Action item to be assigned to program committee to check supplies with Louise Morehead and determine what needs to be purchase.

NOTIS/WITS Trados Workshop: This was a huge success and there is a waiting list for bringing Tuomas Kostianen back next year. NOTIS will be receiving a check from WITS once all invoices are paid.

International Translation Day: Reminder of planning meeting with WITS on May 31, 2013 at the home of Milena Waldron. Paul Natkin presented some notes regarding a potential speaker. Action item assigned to him to explore further as a full-day speaker is needed in order to bring someone in from out of town. Discussion to be continued at meeting on May 31, 2013.

Annual Meeting: Reminder that we need to secure a site and speaker.

Bellevue College Note-Taking for Interpreters Workshop to be held July 13, 2013. NOTIS will promote event.

Christmas Party: Venue obtained. Paul Natkin continues to explore entertainment options.

## **VII. Business:**

Discussion of changes in rates (Retirees, WITS Members, Others) for 2014

**A motion was made by Toby Kawahigashi:** " I move that the rates for 2014 remain the same as they are for 2013".

The motion was seconded and passed unanimously.

Discussion of WITS Proposal for joining forces – Board decided that it would be worthwhile to continue the conversation. An action item was created for Kathryn German to locate and distribute past articles in The Northwest Linguist about events in this regard in years past. A second action item was

created to determine committee members to work on this. It was decided that there would be one group for planning and one group for implementation. No dates were set at this time.

Advertising discussion postponed.

### **VIII. Housekeeping**

Schedule and Location of 2013 Meetings:

May – International Translation Day Program Committee Meeting, May 31, 2013, Gathering at 6:00, Meeting at 7:00 at the home of Milena Waldron

June – Board Meeting on June 28, 2013, gathering at 6:00, meeting at 7:00 at the home of Toby Kawahigashi

July – No Board Meeting

August – Board Meeting on August 2, 2013, gathering at 6:30, meeting at 7:30, at the home of Kathryn German

Reminder: Kathryn will be out of town June 13-20<sup>th</sup>

### **IX: Adjournment**

Meeting was adjourned at 8:40 PM.

Respectfully submitted,  
Kathryn German-President  
May 23, 2013