MINUTES OF THE MEETING OF
THE BOARD OF DIRECTORS OF THE NORTHWEST SOCIETY OF
TRANSLATORS AND INTERPRETERS
Thursday, December 12, 2013
Online Meeting

I. Call to Order
The NOTIS Board of directors meeting was called to order at 7:06 PM.

Present:
President Kathryn German, Vice-president Toby Kawahigashi, Secretary Manbir Kaur, Director Saori Sampa, Cindy Roat, Office Manager Naomi Uchida
Not Present: Paul Natkin, Julie Wilchins, Thei Zervaki

II. Acceptance of Agenda
Motion was presented and was seconded and approved unanimously.

III. Approval of Minutes of the October 18 2013 Board Meeting
Motion was presented and was seconded and approved unanimously by all the members present at the meeting.

IV. Review of action items:
  • Refer to action items form

V. Business
  • Departing Board Members and Elections
    o Meeting with extended board will be on January 4th 2014 from 2-7 p.m.
    o Due to the merger, elections for new treasurer and vice president will take place at a later time.
  • Renewal of Office Manager Contract and Amount
    o Contract ends February 15th 2014
Motion was presented: "I move that we increase Naomi's salary, which will be decided at the January meeting.”
Motion was seconded and approved unanimously.
  • Initial Approval of MedSIG programs- presented by Cindy Roat
    o Goal: More training: eight workshops for healthcare interpreters over the course of 2014.
    o Cindy Roat and Linda Golley will be in charge of these trainings, will take full responsibility but NOTIS will be responsible for marketing within NOTIS and collecting fees online. Provide the trainer with a participant list so they can be provided to the attendees.
    o Trainings will be lecture and practice, taught by good trainers at a reasonable price.
    o After paying expenses, NOTIS and trainer will be dividing profits 50-50.
Venues will be free, only fees will be for training material.

- Benefits for NOTIS: Will attract more people to join NOTIS.
  Get more people joining NOTIS in the healthcare field and have more of a voice in the organization.
  Trainings will be lecture and practice, taught by good trainers at a reasonable price.

*Proposed Workshops:*
- Infection Control and Industrial Safety of Medical Interpreters
- Interpreting in Mental Health Settings
- Introduction to Fundamentals of Healthcare Interpreting
- Interpreting at Palliative Care
- Repeat Medical Terminology workshop
- Mentored Practice
- Interpreting for victims of torture and trauma
- Interpreting in OB/Gyn and Pre-natal Genetics

Suggestion made to try to get ATA as well as get DSHS continuing credits.

**Motion was presented:** I move that we accept Cindy’s proposal for the first two sessions and the remaining to be discussed on the meeting on January 4th.

**Motion was seconded and approved unanimously.**

Naomi suggested we might need to add 5% to the attendance fee to cover costs of the program used to accept payments. This will be discussed further on January 4th.

**VI: Housekeeping**
Next meeting will be in person on January 4th.

**VII: Adjournment**
Meeting was adjourned at 7:50 PM.

Respectfully submitted,
Manbir Kaur – Secretary
December 12, 2013