

MINUTES OF THE OSTI BOARD MEETING HELD ON FRIDAY, JUNE 3

The meeting was called to order at 6:30 pm 06/03/2016

Attendees:

1. Helen Eby - President
2. Elena Werner - Secretary
3. Jazmin Manjarrez - Vice-President
4. Lois Feuerle - Director (by phone)
5. John Wan - Membership Committee
6. Erin Neff - Continuing Education Committee

AGENDA

1. Review of Minutes of the meeting held on 03/05/2016

- Confirmed that the expenses in the amount of more than \$50.00 require the prior approval of the OST Board of Directors..
- Signature protocol: Establish that signatures of the board members contacting members on OSTI business will include only the board members' names and positions.

Minutes were approved as amended

2. Nominating committee –confirm members

Members to be confirmed: Erin Neff and Lotte Schmitz. Update the dates for elections - the first task for 2016

3. 501c6 update from Treasurer

Treasurer's Update. No update presented, submit written copy of budget proposed at previous meeting for Board approval

4. Discussion of conflict of interest policies for Board members.

Jazmin Manjarrez, Vice-President, researched and prepared the definition of the conflict of interest. (See attached). Every member has to understand the conflict of interest: OSTI board needs to develop the policy for the future and have it approved by the majority of the board. Jazmin will chair the committee.

Proposed course of action for now: Board members will refrain from using business email or business name when contacting OSTI members on behalf of OSTI or in any official capacity. Board members should not benefit from the association with OSTI. Approved.

5. Membership drive: propose different events, such as social picnic, volunteering in the community, more presentations.

- Membership report prepared by John Wan (See attached)

- Meet-ups with presentations in different parts of Oregon were successful and need to be continued. Events organized by OSTI should include not only socializing but also some training programs as interpreters and translators requested.

- Partnering with advocacy organizations - Booth at court interpreting conference, Jeanette Poston has volunteered to help, John will help also

- Promote FB page to friends and neighbors

- Jazmin proposed scheduling a Portland OSTI meet-up every other month. ~~Jazmin proposed to organize volunteer work for OSTI members.~~

- In an effort to boost membership in OSTI it was proposed that we offer an incentive of one free month of membership to any OSTI member who is responsible for signing up a new member. This incentive shall apply only after the new member applies, is accepted and pays their first year's dues.

- Training -

- Other ideas like a series on the blog.

- Membership: propose a member survey for feedback on presentations, conferences, website, etc.

6. Conference updates

OSTI Conference will be held in Bend on September 23-24, 2016. The sitting of the ATA exam will be held on Sunday, September 25.

a) Confirmed speakers/presenters and subjects:

- Martin Cross - Translation for courts

- Sierra Groenewold and Jacquie Hinds - Language Access in Integrated Behavioral Health

- Susanne Kraetschmer and Denise Fainberg - ATA exam prep

- Polygraph expert from Bend police

- Juan Gutierrez or Barry Fatland - Genetics for Medical Interpreters (not confirmed)

b) Schedule:

- Informal gathering, Friday night

- Saturday morning: Educational presentations

- Annual Board meeting, mid conference Saturday

-Saturday afternoon: Educational presentations

c) Continuing Education Credits: will ask Mika for help w/ CE
OJD will charge \$25 for this.

d) Organizational Issues:

- Reached out to OJD and OHA for tables at conference, Michelle (OJD) is coming, and Kweku Wilson hasn't responded, will respond soon.
- 10 people have responded to the hotel request

The meeting was scheduled till 8:30 PM, the majority of the board members left at 8:00 PM and there was no quorum. The following topics weren't covered:

7. Update on Spanish ATA translation certification exam study program

15 OSTI members, session with Holy Michelson. Develop a chart for that.

8. Report on ASTM (Standards for training and materials) presentation to stakeholders

9. Outreach to other stakeholders through possible attendance to other conferences – NALS, etc.

10. Update on Workers Compensation meeting on June 21

Update on website committee

The meeting was adjourned at 8:05 PM.

Elena Werner, Secretary