

I. Meeting opened at 7:00 with Helen Eby, Jess Kincaid, and Jessica Dover present with Loie Feuerle joining at 7:05.

Elena Werner was unable to attend due to an emergency, but she sent word that she is now unable to attend board meetings on any Tuesday, so the board will need to establish a new regular meeting date, most likely through a Doodle Poll.

Board members greeted one another and settled in, then proceeded with the agenda.

II. Jess moved to approve the March meeting minutes, Helen seconded, Board voted and March meeting minutes were approved.

III. Treasurer's Report - Jessica

1. Account balance is \$985.00

2. Meeting with accountant – no response from queries made, this could be due to tax time. Jess indicated that he can provide a direction with regards to an accountant and Jessica will follow up on that with him.

3. Superseding Motion (*See "Motions" below)

to allot \$300 total to cover the combined cost of accounting software and accounting consultation. This will supersede the March note regarding \$300 for accounting software only.

4. Jessica and Helen were only able to get insurance quotes from two sources.

The best quote was from State Farm - \$325/yr, or \$27.08/month. A monthly payment would include extra service charges. Jess raised issue of this being a 30% capital outlay if paid all at once. Helen raised the issue of the importance of having this insurance to have meetings. Loie would prefer to not to worry about it month to month. Helen mentioned that \$60 in services charges is 20% of the insurance. Loie moved, Helen seconded, board voted to approve the yearly insurance payment.

5. Jessica and Susanne had Dropbox problem with the membership document and will follow up with Helen to hopefully resolve the issue.

IV. Committee Reports – Jess

Folks in charge of continuing ed team are busy with other matters. Committee reports tabled until Lotte, Elena or other continuing ed representative is present to present a report, so reports will be taken up at next meeting. Helen has been in communication with Susanne and that she knows there are no new Membership Committee updates.

V. Vertical Response Account – Helen (*See "Motions" below)

Helen mentioned that she would like OSTI to have a Vertical Response account so that people can sign up for email lists and get blast emails. Mentioned that the cost per blast to 300 people is around \$4.50 with no monthly commitment, just a pay as you go. Helen moved to open the account, Loie seconded. Jessica mentioned that there should be a clear marketing strategy for any blast emailing. For now use of Vertical Response would be approved by the board on a case by case basis, but the board keeps the option open to later assign a representative(s) or committee(s) to manage the account. Helen mentioned that she thought the board should learn to do the things the committees.

Discussion was had about how to approve and document motions that have been discussed and approved.

VI. Online Registration – Helen

Webmaster Martha will work on the website and online registration this week. Online registration will probably be live next week. The \$300 budget approved last week is, according to the webmaster,

reasonable. The webmaster is trying to set up the website so that data goes directly from application to online profile to avoid repeatedly entering information. Square has been set up and tested. The board reviewed how members would see and interact with Square.

VII. Social Media Brainstorming – Jess

Jess moved to table social media brainstorming session, Loie seconded, approved.

VIII. 5 minute break

IX. Public Event planning session/CE event – All

1. Discussed that events are important to establish our presence and outreach and to increase membership and participation. Loie moved to table the discussion until representatives from the membership committees could be present. Jess said that we could use the time to brainstorm and talk about our vision for presentations or events.

2. Helen said that based on her discussions with members and other organizations that CE events are most successful. Lotte had said that it would be helpful for the board to set a timeline for planning an event and delegate it to the CE committee, hopefully by no later than the end of Sept. Loie suggested a more social event like a picnic. Jessica mentioned having an advocacy event. There are many different ideas on the table for both types of events.

3. Loie and Jess expressed the need to have wider OSTI member participation and tailor an event to that. Helen mentioned that the next meeting should be widely promoted to the membership to expand participation and to talk about what they would like to see for events. Those unable to attend could submit suggestions by email. Invitations should be made out soon after this meeting. Next meeting would need to be an intermediary point between Salem and Portland. Helen suggested Wilsonville. Discussed including non-members in this next meeting. Discussed the board making personal invitation phone calls to existing OSTI members. Helen will divide up list to call. Jess said that he would like to see OSTI have a participation culture as opposed to a service model approach. An inclusive event such as the one discussed would push the board meeting out to the end of May due to other common translator/interpreter events and conferences coming up. Jess suggested we have a board meeting in the interim. Tentative date of Friday 5/30/14 in the evening was set for the group event. Helen will send out Doodle poll for interim board meeting date.

X. Medical Interpreting Advocacy Update – Helen and Loie.

Medical Interpreting issues are pending for the next legislative session, and we need to work on the advocacy issues over the summer, preparing to give public input in the next legislative session. Other stakeholders are interested in supporting us in this effort.

XI. OSTI nominating committee - Tabled

Meeting adjourned at 9:02pm.

MOTIONS:

I. Moved by Helen, seconded by Jess)

Superseding Motion: To allot \$300 total to cover the combined cost of accounting software and accounting consultation. This will supersede the March note regarding \$300 for accounting software only. **Motion Approved: 4 in favor, 0 opposed, 1 abstention.**

II. (Moved by Helen, Seconded by Jess)

Motion: That OSTI create a Vertical Response account at an expense of \$4.50 per 300 emails on a case by case basis, with individual emails to be approved by the board. Board voted **motion approved, 4 in favor, 0**