

MINUTES

MEETING OF THE BOARD OF DIRECTORS OF THE OREGON SOCIETY OF TRANSLATOR AND INTERPRETERS

March 4, 2014, 7:00 PM Pacific Time

Call to order

The meeting was called to order at 7:10 PM, Pacific Time

Attendance

The following persons were present: Helen Eby, Jess Kincaid, Jessica Dover, Lois Feuerle, Elena Bogdanovich Werner, Susanne Kraetschmer

Approval of the Agenda

The agenda items were approved

Approval of Minutes for January 9, 2014 OSTI Board Meeting

Minutes were approved

Old and New Business

a. Continuing Education

Continuing Education Committee was created including the following members: Melanie DeLeon-Benham, Erin Neff, Lotte Schmitz, Martin Blanco, and Elena Bogdanovich Werner. The Committee will have its meeting and work on its plan and will report to the Board. A vote was called and OSTI's Continuing Education team was approved unanimously. The composition of the team was approved contingent on the Continuing Education team members being OSTI members in good standing.

b. Finance Report from the Treasurer

Jessica reported on the OSTI budget

INFLOW

Membership dues	\$600.00 (paid by 11 members)
Helen's donation	\$1,000.00
Loie's donation	\$50.00

EXPENSES/OUTFLOW

Web Design	\$30.00
Liability insurance for Board members (slip and fall)	\$300.00-450.00

Helen offered her donation to be considered as a life time membership and make it the Board policy. The above mentioned donations will be appropriately documented for tax purposes as membership dues. The outstanding invoice for \$30.00 should be paid.

Jessica was authorized to choose insurance for minimum of \$1 million coverage after receiving three competing quotes from insurance companies. It was suggested that the treasurer can make her own decisions without the approval of the Board regarding the amounts less than \$100.00. Members of the Board voted for purchasing accounting software for up to \$300.00. Jessica will find accounting software and consult experts in accounting.

c. Public Representation issues

1. Guidelines for using ostiweb.org email addresses were discussed. Helen suggested using OSTI email only to send messages related to OSTI mission, not to promote any other business but OSTI, avoiding the conflict of interests.
2. Website modifications were discussed. Members of the Board expressed the need to set up online registration of the members and online bill payments. Costs involved in setting up online registration were also discussed. Helen and Jessica will prepare the issue regarding shifting to credit card payments and website upgrade. Helen will work with website details and Jessica will work with financial details. A vote was called and website modifications were approved unanimously.

d. Decision making between meetings.

The issues of electronic communication between meetings were discussed. Helen has initiated a very good communication system which she will migrate to yahoo listservs. However, it was decided to reduce the number of email messages and make them more precise and short, excluding individual messages. Board members have to provide short answers to the messages with time sensitive issues posted on Board listserv. Board meetings will be held once a month.

e. Membership Report from Membership Team.

Susanne presented the list of registered members. The membership drive started in January 2014 and moving in the right direction. Some registered members didn't pay their dues. Jessica and Susanne will work on contacting those members; they will be given 2 weeks before they drop their membership. The issues of verification of members' credentials were also discussed. The Membership Team will continue to reach out to translators and interpreters outside the Portland metro area to strengthen OSTI commitment to the whole state of Oregon.

f. Medical Interpreters Advocacy

Lois and Helen updated on review of Oregon statutes and OAR to reflect the new situation in healthcare and new possibilities for interpreters. Jess will draft a position paper on OSTI's representation of interests of medical interpreters.

Adjournment.

The meeting was adjourned at 9:10 pm.

Respectfully submitted, Elena B. Werner.

