



OREGON SOCIETY OF
TRANSLATORS AND INTERPRETERS

AGENDA FOR BOARD MEETING

Date: March 5, 2016

Time: 1:00 p.m. to 3:00 p.m. meeting
3:00 p.m. to 4:00 p.m. socializing

Place: Beaverton Community Center
Sycamore Room
12350 SW 5th St.
Beaverton, OR 97005

1:00 p.m. Welcome and roll call

1:05 p.m. Review of Minutes

1:10 p.m. President's Report -

- What is happening with the definitions project
- Advocacy for worker's compensation

1:20 p.m. Vice President's Report

- Status of publicity materials for ACES
- Ordering of OSTI banner for use in conferences
- Ordering of business cards for board members
- Preparing content for a trifold to give at conferences
- Report of Feb 27 presentation

1:35 p.m. Treasurer's Report and Budget Meeting

- Last year's expenses
- Upcoming expenses for the conference
- Cost of promotional materials
- Establish approval policy for financial expenditures?

1:55 p.m. Continuing Education Report

- Status of OSTI conference
- Confirmed speakers and subject
- Have we secured a meeting space?
- Have we secured a hotel with discounts for our members?
- Are we putting together a flyer to give to members with a list of restaurants and things to do in the area?

2: 10 p.m. Membership Report

- Number of active members
- Number of members up for renewal in the next 3 months
- Number of members not renewing membership

2: 20 p.m. New Business:

- Propose a member survey to ensure we are serving our members and to obtain feedback on our presentations, website, conferences, and others.
- Membership Drive. Propose different events we can hold to boost membership, i.e. Member social, picnic, volunteering in the community, more presentations.
- Propose a new Communication Committee with members Mason Hiatt, Juan Lizama and Jazmin Manjarrez. Establish function of this new committee.

Possible functions:

- organize content in website
 - review, edit and approve website postings
 - review member communications for accuracy and content
 - member login button should be for members to have access to their profile, but also for specific member benefits
- Implement uniform signature protocols to avoid conflict of interest from any board member or committee member.

OPEN FOR PUBLIC COMMENT

3:00 p.m. Meeting Adjourned.

3:00 p.m. to 4:00 p.m. Socializing begins. Refreshments and cookies will be offered.