

MINUTES OF THE OSTI BOARD MEETING HELD ON SATURDAY, MARCH 5  
at Beaverton Community Center

The meeting was called to order at 1:20 pm 03/05/2016

Attendees:

1. Helen Eby - President
2. Elena Werner - Secretary
3. Jazmin Manjarrez - Vice-President
4. Lois Feuerle - Director (by phone)
5. Ben Nunez - Treasurer
6. John Wan - Membership Committee
7. Erin Neff - Continuing Education Committee
8. Juan Lizama - OSTI member
9. Miriam Grandchamp - OSTI member

**1. Review of Minutes of the meeting held on 01/10/2016**

Minutes were approved after minor corrections were proposed and accepted

**2. President's Report on Progress of definitions review project**

To support clarity and understanding of the role of a translator, interpreter, transcriber-translator and a terminologist OSTI team drafted and edited the definitions of the language professionals. The list of associated websites and additional resources used was provided.

Discussion regarding posting the developed definitions on OSTI website and future use of definitions for promoting certified and trained professionals.

**Advocacy for Worker's Compensation**

Department of L&I needs input of what is not working for patients, doctors and interpreters. OSTI will support and represent interpreters working for worker's compensation

**3. Vice President's Report**

On the following issues:

Status of Publicity Materials for ACES

Ordering of OSTI banner for use in conferences - banner was ready to use

Ordering of business cards for board members - the samples of the cards were provided

Preparing content for a trifold to give at conferences

Report on February 27 presentation

Proposed to include expenses for materials, cards, etc in the budget. OSTI presence in Facebook

**4. Treasurer's Report & Budget Meeting**

Last Year Expenses (Report attached)

Upcoming Expenses \$2500 for a conference, \$375 for insurance; balance on the checking and savings accounts \$3,988.59

Cost of promotional materials . Proposed to set up the budget for coming expenses and keep everyone informed.

Establish Approval Policy for financial expenditures

Approval policy was re-confirmed. All financial expenditures over \$50 must be first approved by the board prior to any such expenditure.

**5. Continuing Education Report**

On the following issues:

Status of OSTI conference. - to be held in Bend, OR, on September 23-25, 2016.

Confirmed speakers and subjects

Have we secured a meeting place?

Have we secured a hotel with discount for our members

Preparation for the conference has started: room for free in Bend Community College is a possibility , 3 speakers have been confirmed, Lotte Schmidt was in Bend discussing discount for local interpreters with Oregon Lodging Association , free tables for some organizations, ATA exam will be offered on 9/25/2016

## **6. Membership Report**

Number of Active Members - as of 03/06/2016 there are 64 active members in the organization.

Number of members for renewal in the next three months- one for renewal,

Number of members not renewing membership - one member moved to a different state

Results of ACES conference promotion are very good! Many people showed interest in becoming OSTI members. List of OSTI member benefits was provided.

A printed membership application will be developed by John Wan so OSTI can distribute them at events.

**7. Discussion of adopting uniform signature protocols** to avoid conflict of interest from any board member or committee member

Signature protocols: Established that signatures contacting members on OSTI business would include only the Board member's name and the Board member's position.

The meeting was adjourned at 3:00 pm

Elena Werner, Secretary