



## Board Meeting Minutes

Date: January 25, 2017

Time: 7:30 p.m. to 9:30 p.m.

In attendance: 1. Lois Feuerle - President  
2. Jazmin Manjarrez - Vice-President  
3. Svetlana Ruth - Secretary  
4. Emily Safrin - Membership Committee

Susanne Kraetschmer- Director and Ben Nuñez - Treasurer are not able to attend the meeting.

Meeting called to order as we have a quorum of the three Board Members.

Agenda is approved. Minutes of 11/22/16 meeting are approved.

Old Business.

- OSTI party report by Jazmin: the event was successful, however due to the march, rescheduling, weather and other circumstances the attendance was not as good as expected.
- Website report by Jazmin: the new calendar is on, and future events and meetings are getting posted on the calendar. Announcements and listserv are separated. Board members will prepare suggested changes for the OSTI homepage at the next meeting.
- Treasurer's Report by Ben is attached to the Minutes.
- Membership Committee Report by Emily: new e-mail was drafted based on the previous suggestions and sent to the members. Lois proposed to eliminate the word "invoice" and use "renewal notice" instead for the reminders of payments.
- Advocacy Overview. Heidi Schmalz joined the meeting over the phone as a new member of the Advocacy Committee, she presented some ideas for a letter to the State Legislators, Congressional Group, and will draft a letter. The Board will ask other members to contribute their stories for the project. Jazmin and Heidi are planning to attend the Workers Compensation Division meeting in Salem on February 16, 2017.

New Business

- OSTI activity planning:
  - o Next Social meeting is scheduled for 03.02 at the restaurant, Lois will confirm reservations and inform the members about the event.
  - o Next Educational activity will take place in April, Svetlana will lead the conversation about self-care, confirm the date and location, and inform the members.
  - o For the Out-of-town event the Board will reach out to members who do not live in Portland and would like the Board to take part in their activity. At the same time the idea of opening homes

to out-of-town visiting members had been addressed, all the OSTI members are encouraged to participate.

- o In May-June an activity for Translators was proposed.
- Conference planning: tentative dates were discussed, as well as the length of the Conference. It was suggested to split the conference into two days, so it does not feel like a marathon and give all members a chance for social interactions. The ATA exam to take place on Friday before the Conference seems like a viable option at this time. Lois shared info regarding potential presentations about translator's tools and terminology management during the conference.
- OSTI directory: Emily shared a concern regarding reporting credentials. In order to keep the information correct and honest Jazmin proposed to add a specific list of agencies who certify translators and interpreters to the site. For this change Emily will contact a web specialist, and then send requests with a deadline to members to update their personal information.
- Member to member marketing. This item will be addressed at the next meeting.
- Next meeting date. The Board voted to have a Board Meeting on the fourth Wednesday of every month at the same venue. This information is posted on the OSTI calendar.
- Committees: in order to recruit more members for the Committees, the guidelines will be drafted. Emily - Membership, Erin- Education, Lois- Conference and Nominating, Heidi- Advocacy, Jazmin- Web, Juan- Blog, Susanne- Linked In and Twitter. All the drafts to be presented for the Board to vote at the next meeting.

Meeting Adjourned.



OREGON SOCIETY OF  
TRANSLATORS AND INTERPRETERS

**1/25/2017 EXPENSES AND BANK REPORT**

<b>EXPENSES</b>			
<b>Date</b>	<b>Recurring</b>	<b>Description</b>	<b>Amount</b>
<b>Expenses from last Board Meeting thru 1/25/2017</b>			
		Quickbooks (3 months)	108.00
		Quickbook fee for payments received	23.32
		Refresments for Xmas party	83.22
		Supplies previous meetings	6.48
		Web Page fix	790.00
			<u>\$ 1,011.02</u>
		Income from membership payments (Nov - Dec) 111 pymts	<u>\$ 605.00</u>
<b>Bank Report (Account Balance)</b>			
1/25/2017		Checking	800.27
1/25/2017		Savings	2,000.00
			<u>\$ 2,800.27</u>