

Oregon Society of Translators and Interpreters

Minutes of the Board of Directors Meeting

February 22, 2017

1. Meeting was called to order at 7:35pm.

In attendance:

1. Lois Feuerle - President
2. Jazmin Manjarrez - Vice-President
3. Svetlana Ruth - Secretary
4. Emily Safrin - Membership Committee
5. John Wan - Membership Committee
6. Susanne Kraetschmer - Director - over the phone
7. Ben Nuñez - over the phone

2. Agenda was approved unanimously.

3. Minutes of 1/25/17 Meeting were approved unanimously.

4. Old Business

a. Website Update and Communications – Jazmin reported progress on the development of the website, some features are still being worked out. Lois reported that the mailing address for the OSTI president has been successfully transferred from the old president's address to the new President's mailing address.

b. Treasurer's Report — over the phone Ben Nuñez reported the current financials: a Quickbooks payment was made since last report and 3 payments for the annual membership were received.

Regarding 501(c) 6: Ben had a conversation with a number of people at the Lewis and Clark Legal Clinic. We had a quote of \$100.00 per hour. With the number of documents needed to be reviewed the estimated time for the project could be 4-5 hours. Lois will reach out to one more source that might be willing to do this work pro bono. Then the Board will make a decision on how to proceed.

c. Membership Committee Report – John said there is a problem in the database that does not complete the notification after receiving a new member's application. Jazmin is contacting technicians regarding this problem. The membership committee has no access to database, which prevents them from completing their tasks.

John presented a proposed change to the database and website, so the OSTI members could present their credentials according to the new format for the Board approval. The Board will review and approve the change at the next meeting.

Emily prepared Guidelines for Membership Committee and submitted them for the Board to review.

Blog Committee and Conference Committee guidelines (written by Juan Lizama and Erin Neff) were submitted as well, and will be reviewed by the Board and approved at the

next board meeting.

d. OSTI Social Activities – Eastside Meet-up announcement was sent to the OSTI listserv, posted on Facebook and OSTI calendar, Eventbrite invitations were sent out.

e. Advocacy Report — Lois informed the Board that she sent Heidi Schmaltz’s letter to the Oregon Congressional Delegation, the letter will be posted on the website.

Although no OSTI members were able to attend the Workers Compensation Meeting in Salem, both Jazmin and Lois submitted comments to Fred Bruyns, the policy analyst/rules coordinator at the Department of Consumer and Business Services, Workers’ Compensation Division.

5. New Business

a. OSTI Activity Planning

i. April Event – Svetlana sent a request to reserve a venue for her presentation on “Self care” that will take place on April 10 at Woodstock Library from 5:30-7:30 pm, and she will draft an announcement. Once final confirmation from the Woodstock Library has been received, Jazmin will post the event on the OSTI Calendar, Facebook and send out invitations via the listserv and Eventbrite. Svetlana will contact Michelle Gearheart for CE approval by OJD.

ii. Educational Meeting – Jazmin will confirm Kweku Wilson’s availability for a presentation for interpreters in May.

iii. Out-of-town Meet-ups – South of Salem/north of Medford. Lois made contact with OSTI members outside the Portland area. They will get back to her regarding the date and a place for the meeting in the next few weeks.

b. Conference Planning.

i. Dates will depend on the availability of the venue.

ii. Possible venues – Jazmin will contact Tualatin hospital and Lois will contact OHSU.

c. Continuing Education Committee.

The Board will reach out to members to identify a chair .

6. Next meeting will be held on March 22, 2017 at the Sylvan Heights Community Center. This information is posted on the calendar of OSTI website.

7. Adjournment at 9:55PM.