

# Oregon Society of Translators and Interpreters

## Minutes of the Board of Directors Meeting

April 26, 2017

1. Call to Order – 7:30 on the dot

In attendance:

Ben Nuñez

Lois Feuerle

John Wan

Susanne Kraetschmer

Emily Safrin

Oleg Garmash

Jazmin Manjarrez

Katharina Jones (Education Committee) via telephone from 8:45-9:00

2. Agenda was approved, no opposition.

3. Minutes of 3/22/17 Meeting were approved with 1 suggested change: OSTI sent letters to all seven members of Oregon's entire Congressional Delegation.

4. Old Business

**Website News:**

Congratulations to Jazmin & Oleg for new website.

Susanne: Member login glitch, couldn't log in.

Oleg: Solutions for membership side of site will be discuss with Membership Committee (John, Emily) and will also meet with Ben to discuss payment issues.

**Committees' Updates:** most committees now have members. Jeanette Poston joined the Conference Committee. Katharina Jones has volunteered to head Education Committee. Heidi Schmalz will head the Nominating Committee. Jessica's school outreach has gotten us several student volunteers to help with the Conference.

**Treasurer's Report** : Ben

\$3,000 in bank, up from \$2,600 at last report (due to membership renewals, no expenses since then).

**Conference Committee Report** : Jazmin

Off to a good start – Conference Committee already has 8 members; more students may join.

The Conference Committee will hold its first official meet in the near future.

Conference will be featured prominently on the new website we the Board votes.

Theme: No response from members, consequently a Board decision to accept Jazmin's proposal: "Tools of the Trade."

"Save the date" notice, special PR Flyer to make conference & Portland appealing to non-Portlanders and call for papers drafted and ready to be sent soon.

Proposed presentations must be submitted no later than May 31<sup>st</sup>.

Commitments for presentations:

1. Jost confirmed that he will present on glossary building.

2. Tatiana Sisteri based in Ohio is committed to make one or two presentations. Her presentations are already pre-approved for CEUs. She is willing to present morning and afternoon. Her company is paying for her travel – no cost to OSTI.

Decision was made to have a 1 day conference ending around 4:30, not as late as 6:00 like last year, plus the ATA exam on Sunday.

Jazmin: will visit Warner Pacific and check rooms' capacity and connectivity (e.g. for the ATA exam, whether keyboarded or hand written).

Emily: volunteered to proofread flyers before they go live

Ben: goes to Seattle to attend NOTIS offerings related to translation because little on translation is offered here. He suggested inviting one of the NOTIS speakers.

Ben: he can secure prize of a free weekend at an Oregon host hotel for a conference drawing.

Lois: other drawing prizes might include free 2018 conference admission and/or a 1-year membership in OSTI

Jazmin: researched Susanne's PayPal info and compared it with Eventbrite (Eventbrite: \$2,325 before fees, total fees taken out = \$162.58. Eventbrite processing fee = 3%, service fee 2.x% + 0.99/ticket. PayPal will be cheaper.

Susanne: PayPal also offers the ability to accept payments for other items, like membership, certificates of attendance, etc.

Ben: With PayPal, everything happens on our own website instead of sending them to external Eventbrite site.

### **Membership Committee Report & Requests** – John & Emily

- Emily: requested feedback on the 3 e-mail drafts she sent out for review and approval by board. She will notify the Board when they have been approved.
- John suggested including a link to Facebook, LinkedIn, etc. in welcome e-mail
- Susanne suggested increasing membership dues to include PayPal fees (to around \$58).
- Ben/Lois recommended holding off on raising price until OSTI offers a more consistent calendar of events.
- Ben: We need to be sensitive to changes/lack of changes in interpreter pay. Some have received raises, others' rates have been dropped (Sache).
- One point we need to work on for membership on website: member credential expiration date so database is updated accordingly.
- **Membership report**/John: X??? renewals, 2 new applications. Possible repeat database problems after Helen's e-mail: some records missing from our current database, when we regained access to database, hopefully no more discrepancies. Jazmin: Membership Committee should contact Josh to clear this up.
- **Membership Problem**: Svetlana informed Membership Committee of colleague who applied and whose app was lost. John spoke to this person today, she believes she applied in March. Could be user error or website glitch. There may be two more interpreters who tried to sign up and never heard back.
- Ben: Received 2 checks in the mail last week. John: Please let MC know so we can activate membership.
- Oleg: We can work on search engine optimization (SEO), keywords, phone number in title tag, etc. Options for other languages.
- Lois: Member directory doesn't offer function of searching for members by county. You have to

search by language if you want to see who is located there. John: There is a lot of room for improvement in the database. Lois: Alerts when user does something wrong so that it is not necessary to input the entire search over again.

- Susanne: Presentation on SEO at conference (Oleg? Might be out of town during presentation. Lois: Possible presentation outside of conference? TBD.)

## 5. New Business

### a. OSTI Program Planning

#### i. May Event –

#### ii. Future Educational Offerings

- Lois: Should OSTI have a Program Director (like in NYCT) to schedule Christmas dinner, picnics, events, etc. Jazmin: Possibly Katharina Jones; however, when Katharina was on the call, she expressed the desire to focus on continuing education, at least initially, but will see how it goes after she gives it a try.
- Lois: Let's work on providing local CE events. Katharina suggests quarterly events (or more frequent).
  - Katharina: Could plan events in Eugene. Hopes to plan at least one event before conference and hopes to attend next board meeting.
  - Next board meeting, May 24<sup>th</sup>, moved to 6:30 to accommodate Katharina's travel constraints.
  - Jazmin/Lois: Education Committee guidelines? Erin Neff?

## 6. Other New Business

### a. Discussion whether OSTI should be a 501(c)(3) or a 501(c)(6)

After reviewing OSTI's history, discussing the definitions of a 501c6 and a 501c3 on the IRS website, weighing the pros and cons of each structure, Susanne made the motion that OSTI pursue 501c3 status. Jazmin seconded the motion. The motion passed 4 to 0.

Ben will contact SBLC at Lewis & Clark and Loie will follow up with the potential pro bono attorney.

John noted that the Oregon State Bar referral service offers business attorneys, 1<sup>st</sup> hour \$35.

## 7. Next Meeting Date

May 24<sup>th</sup>, 6:30-8:30. **\*Note time change.**

## 8. Adjournment

Susanne: Motion to adjourn. Meeting adjourned at 21:41.