



OREGON SOCIETY OF
TRANSLATORS AND INTERPRETERS

Board Meeting Minutes

Date: November 22, 2016

Time: 7:00 p.m. to 9:00 p.m.

In attendance:

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

7:30 p.m. Welcome. We have a quorum of the four Board Members, so the meeting is starting.

7:30 p.m. Approval of Minutes

- Protocols for Minutes were discussed, they stand as follows: the Secretary has one week to write the minutes, the Board has one week to review and make suggestions, then the final version is sent and ready for approval.

7:35 p.m. Other Business.

- Welcome Emily Safrin to the Membership Committee. Emily will write an article for the OSTI blog about her experience at the ATA Conference by next week.
- Review the list of committees and volunteers needed. The Board will send the request to the members when the e-mail list will be redone.

7:50 p.m. President's Report

- Jazmin informed the Board about the difficulties with collecting all information needed for transition and issues with web site transfer. The website operations were switched to GoDaddy @ \$90.00 per year. Susanne will review an e-mail list for the transfer.
- After considering the members' response the Holiday Party will take place on December 17 at 3pm. The Board voted unanimously on the date and to open the party to non-members; an invitation was created by Jazmin, approved by the Board, and will be sent to the members by Monday, November 28. John will provide the list of members. At the party a computer will be set up and the paper applications will be provided by the Membership Committee for new members to sign up. The Board also approved to cover the cost of the venue and drinks for the Holiday party.
- Jazmin reported that once we get the 501 status and want to request financial assistance from the OHA, OSTI has to submit an application.

8:35 p.m. Vice President Report

- Lois has a meeting scheduled with Susy Molano to discuss the 2017 Conference dates on the second week in December. Venue options were discussed and different members are looking into all possibilities. Since OSTI wants to offer the ATA certification exam again, we also need to make sure to schedule the OSTI conference bearing in mind that the ATA conference will take place earlier in 2017 than normally, i.e. on October 25-28 and there is a cut-off date for exams before the conference.

8:40 p.m. Treasurer's Report

- Jazmin researched the Lewis & Clark legal clinic, sent information to Ben who will submit a request for an appointment during the first week of December and report to the Board at the next meeting.
- With the change in board membership, OSTI's debit card was canceled and a replacement was not requested. The canceled card was being used to pay for our accounting program QuickBooks and therefore the vendor is not able to collect payment anymore. Ben has paid out of pocket and will be reimbursed for the payment for the month of November. He will request a new card to be able to make these type of payments on behalf of OSTI in the future.
- Ben is continuing looking for the way to eliminate Eventbrite for our conference invitations since there is charge for their services.

8:50 p.m. Membership Committee Report

- We have 91 active members, including 1 new member that joined today, 4 in November, 3 in October, 2 renewed membership in November, and 2 renewed in October. However the numbers had been over-reported as 29 members did not pay their dues yet, that is \$1640.00 overdue. The board discussed procedures on collecting dues and decided to send 1 reminder to pay the dues, if no payment is made 10 days after the reminder the member will be deactivated. The invoice will be sent to the members when it's time to renew the membership.
- John suggested OSTI keeps the right to revoke membership if the member's credentials cannot be verified. The Board approved this practice and agreed to add a disclaimer for the automated membership sign-up on the OSTI website.

9:05 p.m. Director's Report

- After thorough review of listserv guidelines and etiquette written by Susanne, she will prepare the final version by the end of November. Emily will write a brief version of guidelines. The Board will approve the final version, and Jazmin will post it on the OSTI website and e-mail it to the members. Susanne and John will include the link to the document at the end of each post. John is continuing to explore the reply option on the Google Group page.

9:35 p.m. Other Business

- OSTI had no table at the OHCIA Job Fair as there were no volunteers. The Board agreed to charge other organizations for their tables at OSTI conferences.
- Membership Drive: Jazmin approached Kweku Wilson (HCI Learning Collaborative Coordinator) with CEUs requirements questions. Kweku Wilson agreed to present the requirements to the OSTI members in January. Jazmin will organize that event. The Board decided to plan on the second presentation in February and add other educational topics.
- Svetlana suggested Advocacy presentations at the local radio stations, she will write a proposal and present it to the board at the next meeting.

OPEN FOR PUBLIC COMMENT

- Ben informed the Board about the disparity in salary increase for the Interpreters working in the Judiciary System, this information is important as OSTI represents Interpreters and Translators in different fields and advocates for their rights.

9:50 p.m. Meeting Adjourned.