

# Oregon Society of Translators and Interpreters

## Minutes of the Board of Directors Meeting

June 28, 2017

1. Meeting called to Order at 7:34pm.

In attendance: 1. Lois Feuerle - President

2. Jazmin Manjarrez - Vice-President
3. Susanne Kraetschmer - Director
4. Svetlana Ruth - Secretary
5. John Wan - Membership Committee
6. Emily Safrin - Membership Committee
7. Heidi Schmaltz was present via telephone for a portion of the meeting.

2. Agenda was approved.

3. Approval of Minutes of 5/24/17 meeting was postponed until June 30, will be done via e-mail exchange after the Board members review the draft.

4. New Business

a. Nominating Committee Report - Heidi Schmaltz, Chair of the Nom Com, joined the meeting by telephone. She reported 3 candidates running for the 2 positions: Candidates for Treasurer are Sarah Symons Glegorio and Mason Hiatt; the candidate for Vice President is Jessica Dover.

- b. Upcoming out-of-town events:

South Portland - Heidi will choose the date and specific location for the social gathering in July. The day of the week was discussed, whether the weekend is a better option. If possible, the event will be scheduled for Saturday to accommodate OSTI members who live south of Portland and cannot come to Portland for after-work events.

Eugene - John will reach out to 9 members in the area and find a place and time for a meeting.

Keizer-Salem presentation (August) - Svetlana will "take the presentation on the road." Suggestions: a sign-up sheet will be created, and some adjustments will be made to the presentation. The location will be confirmed at a later date.

Bend Palliative Care w/ COCC (October 14) – Loie reported that OSTI will be co-sponsoring the Palliative Care workshop with COCC, and that Erin Neff and Jennifer Levi will teach the training. Registration will be handled by COCC.

Christmas party is tentatively scheduled for December 9 (3-7pm) at the same location as last year.

Ashland - Loie shared some ideas from other members, details will be discussed at a later date, most likely to happen in the fall.

c. Newsletter - Jessica proposed to create a newsletter for OSTI. Jazmin suggested that the first issue should be conference promotion. Jessica will oversee the project. Susanne proposed drafting a press release for the conference based on some of

the material in the first newsletter.

5. Old Business

a. Treasurer's recommendation re: Access to QuickBooks – Ben is absent; earlier he proposed via e-mail to grant Emily and John full access so that membership items can be addressed. The Board discussed allowing Membership committee access to the QB as administrators until July 30 to make necessary changes. Svetlana motioned to vote, Susanne seconded. Board unanimously voted the proposed motion.

b. Progress report on updating & reprinting trifold – Svetlana will send an e-mail to inquire about progress.

c. Membership Committee issues – John & Emily. John installed the new WordPress plugin MemberPress for our web site, he will send test messages to the Board members to make sure that everything is working well. A PayPal developer account will be used for testing so no real credit card or PayPal account info is needed. The MemberPress will be tested and ready to be used by July 30.

We have 4 new members: Christina Healy (ASL) Independence, Kristi Lew (Russian) Portland, Adrian Arias (Spanish) Portland, Elena Bell (Russian) West Linn; 4 renewed their membership: Mason Hiatt (Portuguese) Portland, Nasrin Mohammed (Arabic) Portland, Holly Vezinet (French) Beaverton. John will send a list to Jazmin to post on Facebook.

d. Report on June meet-up – Jessica is absent; the event was successful and well attended.

e. Website issues: Calendar will be updated and new events will be posted, "become a member" button problem will be resolved by John, and the link to Facebook was already installed. John will post minutes on the website.

f. Conference Committee Report - Jazmin reported that 12 presentations are scheduled and the day is fully planned. She described the presentation topics briefly and who the presenters are. The list of presentations will be posted on the website and e-mails will be sent to members. The ATA exam is on Sunday from 10-1, handwritten for the time being, might be changed to keyboarded at a later time. An ethics boot camp will be offered after the conference. The annual Board meeting will be held on Friday before the conference, followed by the social dinner gathering.

6. Other Business to be discussed at the next meeting: make a decision on the dates for Board meetings in November and December, e-mail glitches between Board members.

7. Next Meeting date is July 26, 2017; several members of the Board will be out of town on that date, so if no urgent matters arise and if routine matters can be handled by e-mail, the July Board meeting might be cancelled.

8. The meeting was adjourned at 9:42pm.