

Oregon Society of Translators and Interpreters

Minutes for Board of Directors Meeting

August 23, 2017

1. The meeting was called to order at 7:30pm.

In attendance:

1. Lois Feuerle - President
2. Jazmin Manjarrez - Vice-President
3. Svetlana Ruth - Secretary
4. John Wan - Membership Committee
5. Jessica Dover - Advocacy Committee
6. Susanne Kraetschmer - Director

2. Agenda was approved.
3. Minutes of 6/28/17 meeting were approved.
4. Old Business

a. **Conference Update – Jazmin** reported that as of today 96 people signed up. This year we have 4 sponsors, 3 of them (NBCMI, IRCO, and Linfield college) contributed \$350.00 each in sponsorships, and OHA contributed \$2000.00. Total income generated from the conference (sponsorships + conference fees paid by attendees) is \$9,300.80 at this point. For giveaways at the conference there will be bags and notebooks. Expenses for the venue increased as more people signed up for the conference and a larger space was needed. Additional expense was incurred for CEUs; Katharina did a great job applying for those, she will also proceed with proper paperwork for attendees during the conference. The voting table is arranged. The room set up presented. The conference agenda was reviewed, the list of volunteers for all positioned filled. Final details on the set up of the room on the day of the conference were discussed.

b. Treasurer's Report – Ben is not present at the meeting, he will report at the next meeting.

c. Member Involvement in OSTI Activities – Svetlana introduced a “clip board” idea for members' sign up for future events, Susanne will prepare the list and John will prepare a suggestion box for members.

d. Advocacy Update – Adrian's letter was read by the Board, it was well written and supported by many interpreters and agencies; Jessica reported on the progress of the last project, she will write agenda items for the future worker' comp meeting with stakeholders.

e. Membership Committee issues – John reported that Member Press has been tested and is working; however more professional help is needed, so John will approach Josh White for future assistance. Additional information regarding members' certification will be included in the drop-down menu when members fill out their member profiles.

Total number of members at this time is 60.

f. ListServe Issues – A concern about violation of listserv etiquette by a member was brought to the Board's attention. To address the issue Lois will write a letter to the member warning of the consequences if the guidelines are not followed.

g. Trifold Progress – work postponed until after the conference.

h. Job Fair Report by John and Lois. A possible opportunity for outreach opened up, will be discussed with the next agenda item.

5. New Business

a. Potential School Outreach - Lois informed of the proposal from Janet Halbert for outreach activities at the Vancouver iTech Preparatory school. This opportunity will be included in the sign up sheet for members at the conference.

b. Upcoming out-of-town events will be included in the sign up sheet for the members.

South Portland - Heidi

Eugene - John

Bend Palliative Care w/ COCC (October 14) – Loie

c. OHCIA – Lois presented a request from OHCIA for a second OHCIA member to be included in our reciprocal agreement with OHCIA to offer each other table opportunities at each other events. The Board approved a second OHCIA person at no cost for OSTI conference.

6. Other New Business: adding a signed form for members who do not want to be photographed during the conference at the registration, Jazmin will take care of it.

7. Next Meeting Date is September 8, 2017 at 4pm at Belmont Library.

8. Adjournment at 9:35 PM