

Oregon Society of Translators and Interpreters

Minutes of the Board of Directors Meeting

May 23, 2018

Present:

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

Absent:

Sarah Symons Glegorio - Treasurer

1. Meeting was called to Order at 7:45pm via Skype.
2. Agenda, devoted mainly to the conference was approved.
3. Minutes of 4/25/18 Meeting were approved.
4. Old Business
 - a. Website Report – John created a conference page on the website
 - b. Nominating Committee identified a willing candidate for the Director's position and is close to finalizing a candidate for the Secretary.
 - c. Upcoming OSTI Activities
 - i. ATA Cert Exam Prep Panel Update – Loie reported that 14 people signed up for tomorrow evening's event.
 - ii. Svetlana's next Ethics event has been rescheduled for June 4
 - iii. Allison DeFreese's 3-hour Literary Translation workshop is scheduled for June 9. Six participants have already registered for the event.
5. Conference planning: SPEAKERS
 - i. The Board thanks Danna for the very helpful spreadsheet list of conference speakers and proposals that she has received so far.
 - ii. The Board discussed the possible topic options presented, workshop presenters, and potential panelists, as well as the keynote speaker possibilities.
 - iii. Danna will contact the speakers chosen, confirm their continued availability and finalize arrangements with them.

iv. Still under consideration is a special workshop for Sunday to be held while the ATA Certification Exam is being administered.

6. Conference Planning: DETAILS

i. John Wan will set up and manage the registration for conference after all the speakers have been confirmed and the schedule has been finalized.

ii. OSTI will offer 2 workshops in each time slot, i.e., on Saturday following the keynote speaker we will offer 4 workshops before lunch and another 4 workshop after our the working lunch panel.

iii. All workshops will be 75 minutes (or an hour and 15 minutes) long.

iv. Loie will confirm with the Portland Police and/or the Clackamas County Sheriff's Department regarding their availability and possible topics for a presentation.

v. Jessica will be in charge of promoting the conference.

vi. Loie will take care of food arrangements.

vii. Susanne will contact Katharina Jones for information about applying for CEUs for the conference. Katharina was in charge of this duty last year.

6. A special follow-up conference planning meeting will be held on June 6, 2018 to finalize the conference schedule after receiving confirmations from the guest speakers.

7. Adjournment at 9:40 pm