

Oregon Society of Translators and Interpreters

Minutes of the Board of Directors Meeting

August 15, 2018

Meeting was called to order at 7:40 pm via Skype.

In attendance:

Lois Feuerle - President

Jessica Dover - Vice President

Susanne Kraetschmer - Director

Svetlana Ruth - Secretary

John Wan - Membership Committee

Danna Garcia - Conference Committee Chair

Joan Milligan - Conference Committee

Absent:

Sarah Symons Glegorio - Treasurer

Agenda was approved. Conference planning is the only item on the agenda.

1. Joan Milligan was added as Conference Committee Co-Chair with a unanimous vote.
2. Annual Board meeting will take place on Friday, September 7. Svetlana will make reservation for a meeting place, John will post an announcement for all members.
3. Svetlana will choose a restaurant for the post Board meeting Friday night, no-host dinner.
4. Loie is preparing written statements for the vote at the annual meeting about ATA affiliation and Bylaws amendment.
5. An announcement for Annual Board Meeting will be made when time and location will get confirmed.
6. Advertisement: Heidi will reach out to local Universities, agencies: Susanne - Verbio, Joan - Fluent, CTS, Columbia, Jessica - PTI Global, Danna - Evergreen
7. Badges - John will make and print badges and indicate new members
8. Programs will include OSTI logo, program, panel discussion, contributions, no color, include CEUs - Danna is in charge, she is confirming the panel discussion topic with the keynote speaker.
9. 3 raffle tickets for autographed books Lois will collect + 1 free membership + 1 free conference entrance for next year; Loie will contact Ben for a possible gift.
10. Opening time - John
11. Set up - Svetlana and Board
12. Volunteers, we have 7 (2 - voting process, 2 - registration, 2 - CEUs 1 translator and 1 interpreter)
13. Exhibitors' tables: OJD, OHCIA, IMIA+NBCMI, CCHI - Loie will confirm their participation, Svetlana will set tables
14. Catering - Danna will contact Trio and confirm our budget with Sarah, vegetarian options will be offered.
15. Insurance payment will be made upon receiving the statement - Sarah
16. Goody bags: pens, John will bring them to the conference
17. Lodging information for out of town guests, Susanne will research further and John will post it on website, mention an airport shuttle
18. Events information/Entertainment Guide for guests, reference to Portland Travel website, John will post
19. Voting Ballots with Vote by Mail deadline absentee vote instructions

20. Voting Member List
21. A sheet for each candidate - Bios and photo. All voting related items will be taken care of by Joan and John, all information is available to them.
22. Gifts for the presenters: Powells' gift cards, \$50.00 for Keynote speaker, \$25.00 for other presenters. Sarah will purchase the gift cards.
23. OSTI materials members benefits and biz cards will be available for distribution at the conference - John
24. Danna - choosing a restaurant for the post conference Saturday night no-host dinner
25. Certificates with CEU's earned, Jessica will create a spreadsheet with all requirements for CEUs she applied for, everyone else will fill in their parts. OSTI will send an e-mail with a certificate to all attendees.
26. Sarah could set a payment option for new members at the conference.
27. John will find out if we need to clean on Saturday.
28. Sign-in Lists for Registration table for different CEU's will be printed by John
29. General sign-in sheet-attendance will be printed by John
30. OSTI sign - John will bring
31. Photo Booth - Danna will create with Joan
32. Emily will add a question about the exhibiting tables for agencies for future conferences in a survey.

Next Meeting Date – September 7, 2018. A location will be announced at a later date.

Adjournment at 9:40 pm.