

Oregon Society of Translators and Interpreters
Minutes of the Annual Board of Directors Meeting

September 7, 2018

at Clackamas Firehouse #4 (6600 SE Lake Road, Milwaukie, OR 97222)

In attendance:

1. Lois Feuerle - President
2. Jessica Dover - Vice President
3. Susanne Kraetschmer - Director
4. Svetlana Ruth - Secretary
5. Sarah Symons Glegorio - Treasurer
6. John Wan - Membership Committee
7. Emily Safrin - Membership Committee
8. Danna Garcia - Conference Committee Chair
9. Joan Milligan - Conference Committee Co-Chair

1. Meeting was called to order at 6:35pm
2. Agenda was approved
3. Minutes of 8/15/18 meeting were approved
4. Old Business

a. Conference Committee – Danna reported everything is ready for the conference. The final check of the program and CEU forms was done. The Board proposed to confirm with Judit Marin and Susanne Kraetschmer their participation in the panel.

b. Conference Registration — John reported that as of 9/7 we have 97 attendees for Saturday, 30 for Sunday, 7 cancelations. For the future OSTI shall set the cancellation policy in advance and make it public, so it can be followed. 4 webpages were created: main, registration, session abstracts, CEU tables.

c. Membership Committee – John informed the Board that OSTI has 20 new members this calendar year and he presented a table of monthly changes. 18 languages are represented in the OSTI membership. John presented the slides showing different languages and the geographical locations of the members. The Board voted to switch Quickbooks to PayPal, as payments with PayPal are more efficient. In addition, this will save us \$720 per year as the Quickbooks subscription rate has increased again to \$60/month (in 2017 it increased from \$36 to \$50 and in 2018 from \$50 to \$60). OSTI will send a map of OSTI members to the Child Abuse Intervention Network so they can connect with OSTI members in their service areas for work opportunities.

d. Treasurer's Report — Sarah presented a fiscal report as of January 31, 2018 compared with January 31, 2017. Total assets increased from \$2,743.62 as of 1/31/17 to \$9,071.95 as of 1/31/2018. This increase is largely due to the surplus income from the 2017 conference and

the fact that we haven't yet made the planned expenditures for 501(c)(3 or 6) filing or the Member press upgrade for our website and membership management platform. The amount of \$1450 has been earmarked for these, though the actual costs will likely be higher, which still leaves us with \$7,621.92 in unrestricted net assets.

**STATEMENT OF FINANCIAL POSITION FOR THE FISCAL YEAR ENDING ON
01/31/2018 AND THE FISCAL YEAR ENDING 01/31/2017**

	1/31/2018	1/31/2017
ASSETS		
Checking	4016.96	686.99
Savings	5004.99	2,006.63
Security Deposit	50.00	50.00
TOTAL ASSETS	<u>9,071.95</u>	<u>2,743.62</u>
LIABILITIES (a)		
501(c)(?) Registration	450.00	450.00
Member press	1,000.00	
TOTAL LIABILITIES	<u>1,450.00</u>	450.00
NET ASSETS		
Unrestricted	<u>7,621.92</u>	<u>2,293.62</u>
TOTAL NET ASSETS AND LIABILITIES	<u>9,071.95</u>	<u>2,743.62</u>

The conference budget is in line with last year's numbers. In 2017, total conference revenue was \$10,424.24, less expenses of \$5,110.97 equaling a surplus of \$5,313.27. For 2018, our conference revenue as of September 6th was \$10,185.45 and our estimated expenses total \$6,422.29 resulting in an estimated surplus of \$3,763.16.

1.

e. Elections – John reported on nominations and the process of looking for nominees. Joan reported on updating and completing the forms for voting and preparations for the voting process in details. 2 members voted by e-mail.

f. Danna will send an e-mail to all attendees of the conference, John will post a welcome message to new members with a reminder of Listserv rules. These messages will be sent on September 10.

g. Year in Review - Loie presented a list of 46 events that took place in the last year all around Portland and Oregon. We hosted educational events, social gatherings, school outreach activities. Successful trends of involving our members in OSTI activities were shared and discussed. For a complete list of activities see an attachment on the Listserve.

5. Announcements: Joan reported that a photo booth has been created for the conference.

6. Next Meeting Date – September 26, 2018, the meeting will take place remotely through Skype.

7. Meeting was adjourned at 8:50 pm.