



The New York Circle of Translators
PO Box 4051
Grand Central Station
New York, NY 10163-4051
212/334-3060

MINUTES OF NYCT Board Meeting – January 21, 2008

Meeting held at: Stout Restaurant 6:30 pm – 8:40 pm

133 West 33rd Street (across from Penn Station on 7th Avenue)

Attendance: Marian S. Greenfield, Interim President; Margaret Altieri, Past-President; Lori Colman, Candidate President-Elect; Eileen Brockbank, Past- Secretary, Member; Deborah Lockhart, Treasurer; Margarite Heintz Montez, Interim Program Director; Gloria Barragan, Interim Secretary

AGENDA:

President:

- Elections – Interim Officers appointed: President, President-Elect, Secretary, Program Director and elections for new officers for 2008-2009
- People who have not paid dues should not be listed in the on-line or hard copy directory
- Creation of new profiles – Prevent creation of duplicate profiles and profiles by non-members
- Hiring of an Administrator
- Renewal Letter – follow-up
- Need for new Committees?
- Guidelines for announcing workshops that are not official NYCT functions.

COMMITTEES:

- Chair of Professional Development (primary responsibility for Seminars – proposed by M.Greenfield) – Or this could be the responsibility of Continuing Education.
- Assistant Program Director (proposed by Lana Rachkovskaya).
- Handbook – Creation of a Committee to update the Handbook (proposed by G.Barragan).
- Continuing Education - Chair position to be nominated and filled – existing Board to fill Lori/Marian in on history/status

- 2008 Nominating Committee – Chair position to be nominated and filled.

2007 STERN AWARD

- Are current Circle officers eligible?
- Appointment of a Committee to recommend candidates for 2008 and going forward. (M.Greenfield recommends a Committee of Past Presidents to nominate candidates)

Program Director

- The Web Host
- The E-Mail crisis
- Monthly Meetings – Speakers, presentations, restaurant issues (Contracts with restaurants)
- ATA Certification as far the proctoring issue is concerned
- Surveys – Go over the surveys received
- Schedule of monthly meetings, dates, speakers, etc. through April 2008

Treasurer

- Financial Statements 2006, 2007 – Balance Sheet and Profit and Loss Statement
- Bank Documentation – to register new signatures (Signature card, Corporate Resolution)
- Heartland Brewery's charge – Re November 2007 meeting

Secretary

- Review Corporate Members list to eliminate names of members who have not paid their dues for at least 3-4 years – after January 31 deadline.
- Review Secretary's Duties – Preparation of the Directory – Excel File (mailing list) (GB recommends the creation of a Committee for the review of the Annual Directory)
- Preparation of the Minutes of the Board Meetings to be sent to ATA
- Agenda Business/General Meeting on January 23, 2008

MARIAN GREENFIELD, Interim President

Marian made a few comments on the present situation. As a result of a series of officer resignations over the years, there has been no

continuity in officers and therefore in the way things are done. Problems have been accumulating, there has been little organization and things have not been done as they should be in a non-profit member association. The Financial Statements are not accurate, some expenditures have been problematic and there was even a deficit in 2007, partly owing to the failure to send dues notices. We need to set priorities. We cannot fix everything at once. We must figure out what are the crucial things we have to do between now and March. There is no need to point fingers. We need to resolve the problems. There is a lot to do to fix the e-mail problem that has been plaguing the Circle for all of 2007. Because members were not receiving messages, they were not coming to the monthly meetings and other events. There are so many things to take care of.

Elections cannot be held before March. We have to send a call for nominations first and then wait until 30 days after the close of nominations, which will bring us to early or mid-March.

Members did not get notification of elections or renewal notices for their annual dues. This is in part due to the problem with the website that plagued the Circle for all of 2007; e-mail announcements were received by few members. There was also a delay in the mailing of the November-December issue of *The Gotham*.

Something has to be done so that the online Directory will not pick up the names of member candidates who enter their data in the Directory but do not send payment. They are able to create a profile but the names should not be added to the online Directory. If a candidate member creates a profile, he/she receives a printout (an Invoice) to fill out to be sent together with the payment. The payment is to be mailed to the Treasurer, who after receiving payment updates the system so that the name and profile then can be shown on the online Directory.

HIRING OF AN ADMINISTRATOR

Marian recommends the hiring of an administrator, this would be an appointed position which will be the key to continuity and the ability to attract officers in the future.

Eileen Brockbank commented that volunteerism is low nowadays. The hiring of an administrator would relieve the load on the Board Members, who may be overwhelmed by their responsibilities. If we have one person in the administrator position over a long period of time, that will provide the continuity the Circle has been lacking.

Marian said that one option is to hire a management company, as the Association of Language Companies (ALC) does for its Executive Directors. If we go forward with hiring an administrator, we first need to decide what responsibilities the administrator would handle. We have to define the type of services needed.

MARGARITE HEINTZ MONTEZ, PROGRAM DIRECTOR

Margarite answered several questions related to programs for future months and the use of restaurants, the use of a business credit card to make reservations at restaurants. Margarite explained that some restaurants will not accept reservations unless a credit card has been filed with them. A comment was made that in this case the card should be filed but there is no need to use that card. If the President and Treasurer are not present (the two officers with signing powers for financial matters), any other officer attending the dinner representing NYCT can use his/her personal credit card and submit the bill for reimbursement.

NYCT Website

Regarding the Website, Margarite said that the prospective new hosting company would not transfer the website because its infrastructure is too outdated. The recommendation was to build an entirely new website .

The website itself has been functioning well, the problem has been with DADA mail (the system used for sending e-mails to members) and generating mailing labels .

Margaret Altieri said that since 2005, conversations with David Mintz have been taking place about upgrading the Website. David Mintz and Slavica Zecevic-Pralica, 2005 President, had executed a contract in August 2005 for a website upgrade, with a final delivery date of 18 months later. There were no written specifications; the specifications had presumably been established by e-mails between David and Slavica during 2005. David actually wrote the contract. By 2006, David was already behind schedule. "Window dressing" functions were cancelled, and the emphasis redirected toward needed infrastructure changes, including software updates. David also introduced DADA mail for the new e-mail system, but it was not fully implemented. Since David was not able to produce the interim or final deliverables on the agreed-upon terms, the contract was terminated at the end of 2006, and Margaret's suggestion to incoming President Suzana [please add last name] was to start fresh.

Margarite explained that during the Board Meeting in November 2007, it was decided to have a new Webmaster to host the server. Margarite contacted several sources until a decision was reached to hire Dzineit as new hoster, but this did not happen because of the outdated infrastructure.

Marian asked Margarite to get a proposal and quote for an entirely new website. Margarite is awaiting a reply from Dzienit.

MARGARET ALTIERI, PAST PRESIDENT:

With regard to the agenda item of maintaining member files (deleting expired members), Margaret explained that there was an "expiration" date field in the member record in our file that indicated when a person's membership expired. A date of 122007 meant that the membership expired in December 2007.

There is no need to delete members to get them off the mailing list or out of the Directory. David Mintz had provided a script to extract mailing addresses, based on how we defined "current members". Margaret gave David the appropriate cutoff date, and he programmed a script that produced two Excel files, one corporate and one individual. This script was used for *The Gotham* mailings.

He also programmed two scripts, one for a Word file and one for a PDF file, for Directory preparation. Once again, this file extracted all the data based on how we defined "current members".

Margaret believed that a similar setup was used for e-mail addresses, but she was not involved in broadcast e-mails. Former Program Director Lana Rachkovskaya handled that end of things.

ANNOUNCEMENTS AND BROADCAST ISSUES

Marian would like to know what guidelines have been applied for NYCT to send e-mail announcements of workshops and other matters that are not official NYCT functions and what members are told about this benefit, if it is actually a benefit of membership. Are we charging for this service? These questions were mostly addressed to the Program Director.

Margarite said she had been told by the former President to send whatever e-mails were requested but that only Milena Savova and Deborah Lockhart had requested such e-mails. This was not advertised as a member benefit.

Margaret Altieri stated that in 2006, she had established the broadcast e-mail criteria as follows:

- 1) Messages from the ATA
- 2) Messages from other chapters
- 3) Job offers

Anything else was to go to the President for clearance.

Marian stated that it made sense to send out job offers, as this was a direct benefit to NYCT members . Workshops not sponsored by NYCT should not be advertised, as this was not a benefit offered to all NYCT members.

Marian confirmed the parameters for sending e-mail blasts stated by Margaret Altieri, which the Program Director did not have previously. Therefore, only official NYCT, ATA and other ATA chapter e-mails will be sent, with any other requests submitted to the President for approval based on benefit to NYCT members receiving the e-mails.

FINANCIALS

Marian asked Deborah Lockhart, Treasurer, why she recorded entries in an Excel file which she passed on to Owen Grier (CPA hired to prepare Financial Statements for 2007) for him to reenter everything in Quickbooks. The Treasurer should enter all debits and credits in Quickbooks, and these can then be used to generate monthly bank reconcilements, balance sheets, and income statements and facilitate the preparation of tax statements and the review of all accounts by the auditor.

There were several other questions, including why there was an entry of \$6,195.13 in services revenues. Margaret Altieri assumed it was an entry related to 2006 membership dues, but this must be verified. There was a question about a \$500 charge for parking. Deborah explained that this covered all her trips to Manhattan on Circle business.

There was a question about an entry of \$814 under Other Revenues. This is a donation from Global Languages from the sale of a book written by the late Susana Greiss and George Fletcher. A notation should be added in Quickbooks to reflect this.

There was a question regarding an expense for a gift basket sent to Suzana Martinez after she resigned as President. Marian said that personal items such as a gift basket are not appropriate NYCT expenses and that in the future, if gifts are in order, they should be paid for by a collection of personal rather than Circle funds.

Marian also opined that it was inappropriate to offer the Holiday Party as a free event. It is not right to use the entire membership's funds to benefit a small group, particular when there is not a large surplus from the year's events. With all the problems with communications not reaching all members, the 2007 Directory that was not published, the problems with the mailing of *The Gotham*, as a good will gesture, the 2007 Board decided to invite members to the Holiday Party. Marian

noted this, in addition to the failure to collect dues, caused a deficit for 2007, which should not be repeated.

COMMITTEES

Call for a Chair of the **Continuing Education Committee**– Marian asked if anyone had tried to contact Jordan Fox. It was mentioned that at one point when he came to a meeting he complained of not receiving any communication or announcements from NYCT. Margarite said that she tried to contact him but apparently he had left the Courts. Lori Colman also said that when she approached him last year for the nomination of President-Elect, he said he was too busy. Marian said she would try to contact him.

The ATA Certification event went well. Margarite, Assistant Proctor, commented that just before the event for a couple of weeks Edna Ditaranto could not be reached. Apparently, she had gone to Brazil and only just before the event she contacted Margarite. In the meantime, Milena Savova, NYU, who helped NYCT to get a room at one the University premises to conduct event, was worried due to lack to interchange of communication. Terry Hanlen, ATA Certification Manager, was also concerned. Thankfully it all resolved itself. In order to improve communications, it was recommended that we notify each other of when we are going on vacation or things of that nature.

Edna was confirmed as Chair of the ATA Certification Committee.

Nominating Committee - Rosene Zaros was appointed 2007 Chair of this Committee. Lana Rachkovskaya was appointed Chair of the Nominating Committee for 2008.

THE STERN AWARD

The Award Committee will comprise Past Presidents and will recommend candidates for both the Stern Award and Lifetime Membership. Laurie Treuhaft, Past President and Executrix of Charles Stern's will, would be a good choice for Chair of this Committee if she agrees.

There were several comments regarding a Board Member being the recipient of the Award. The majority of the Members of the Board and guests Past President and Past Secretary felt that they should not, as it could give an appearance of conflict of interest. The latest issue of *The Gotham*, which just was received by the members, has an article calling for nominations and explaining the reasons for the delay in announcing the call for nominations. The use of the word "needy" was discussed. Margaret volunteered that in 2006 the call for nominations simply asked the persons nominating candidates to describe how the

award would be used (“the need”) since the word “needy” may be considered to have negative connotations.

MEMBERSHIP SURVEY

The Survey was distributed during the Holiday Party and it has been published in the latest issue of *The Gotham*. There were several responses and the majority indicated that the reason people do not come to monthly meetings is mostly because of conflict with personal commitments. Members would like to see more workshops on translation theory, teaching, job posting, finishing the event a little earlier so that the dinner could start exactly at 8 pm. There was a request to post the Survey on the Website. Margarite will bring copies of the Survey to the Business Meeting on January 23/08.

SECRETARY

The Secretary presented a list of Corporate Members indicating how many of them have not paid their dues for a long time. Rosene Zaros is preparing a letter that will be sent to all lapsed members in the hope that we will have a positive response. After that, a decision will be made as to whether to drop from the mail list those names that are lapsed for a couple of years.

Gloria also proposed the creation of a **Committee** to update the Chapter Handbook (last updated in 2004). She mentioned that after some conversations with Guylaine Laperriere, Past President, Guylaine volunteered to Chair the Committee.

In the past, the President has taken care of filing the Minutes of the Board Minutes with ATA. Marian said that by the end of the month of January, Jamie Padula, ATA, will send a request indicating what to include and where to send the report. Gloria said she will do it upon receipt of the request and instructions.

Gloria will prepare the Agenda for the upcoming General/Business Meeting on January 23, 2008.

The meeting was adjourned at about 8:40 pm.

Respectfully,

Gloria Barragan
Secretary (Interim)

Marian S. Greenfield
President (Interim)