



Houston Interpreters and Translators Association (HITA)

Minutes of Board meeting

Date: February 9, 2015
Location: La Madeleine, 10001 Westheimer Rd, Houston TX
Members present: President Sandra DeJeux Prof. Development Sandra Tapia
Vice President Graciela Zozaya Public Relations Luis Londoño
Treasurer John Lim Web Editor Steven Marzuola
Members not present: Secretary Maria Borrego Social Events Margot Bouassa
Minutes taken by: Steven Marzuola

- 1 Meeting called to order at 7:15 pm by President Ms. Sandra Dejeux.
- 2 Sandra D. proposed that each board member become familiar with Robert's Rules of Order, and asked that meetings be conducted using them. Agreed by those present.
- 3 The President urged all board members to attend all meetings if possible, highlighting the importance of being able to cover each other's duties. She also stated that she will be sending the members a newsletter, and that it is important to keep the members informed about what we're doing. The board agreed that messages to the board via email and telephone will be answered within 48 hours.
- 4 Each board member present described their own understanding of their duties, and received feedback and comments from the other members.
 - 4.1 Graciela described the duties of the Vice President as follows: (a) to serve in the absence of the President and (b) to serve the members. This can mean recruiting new members, and assisting current members.
 - 4.2 Steven described his duties as Web Editor and gave some of the background of the web site. He asked for comments and suggestions to update it. One area that needs attention is the Member Zone. Sandra D. will send links to Dixio reference materials, to be placed online for the members. He also described the mechanics of the HITA training list, which has about 145 members. (There are currently 185 HITA members). The HITA telephone system was also discussed.
 - 4.3 Luis spoke about his ideas for Public Relations, mainly to make other individuals and businesses aware of HITA. Several efforts from previous years were mentioned, including an appearance on a Spanish TV station in 2013. Suggestions were made for Luis to contact media outlets and other associations.
 - 4.4 Sandra T. spoke of her ambitions for the role of Professional Development, and described the communities that this function should serve. We discussed the role of C.E. credits from ATA, CCHI, and others. Suggestions were offered for future training events; also, hosting of ATA certification exams.
 - 4.5 John spoke of the duties of the Treasurer, including the financial review. John is traveling out of town this week. During his absence, Graciela will begin to enter the financial records into Quicken to prepare the financial statements. (Graciela)



- 5 Steven Marzuola described the formation of the board, including the permanent members (president, vice president, treasurer, and secretary) who form the Executive Committee, and other positions that are created by the board then filled by election.
 - 6 Possible changes to the Bylaws. It was agreed that a committee will be chosen, that will include both board members and other interested parties. They will prepare the proposed changes, submit them to the board, then to the membership as a whole. (Steven)
 - 7 Minutes will be prepared and circulated to the members for comments. (Steven)
- Minutes approved February 16, 2015