**NOTIS BOARD MEETING MINUTES**

August 18, 2016

**Board members present:** Kathryn German, Saori Sampa, Elise Kruidenier, Shelley Fairweather-Vega, Brooke Cochran, Diana Noman, Lindsay Bentsen, Sofía García Beyaert, Julie Wilchins

**Call to order at 7:08 pm**

**Approval of agenda:** Approved with no changes.

**Approval of Minutes from June 29 Meeting:** Approved after adding Lindsay Bentsen to list of attendees.

**President’s Remarks**

* ATA Conference – we will not have a table. If people would like a new brochure, or to make changes to the current one, Kathryn will send out a copy.
* Robert Lichtenberg Request – Diana Noman will respond.
* September Translation Weekend Presence and Volunteers: This will be discussed under the Translation Division Report.

**Vice President’s Remarks**

* NOTIS officers for 2017
* Julie made a motion, “*I move to delegate to a committee the research and determination of reasonable expectations for board members for 2017*.”
	+ **Discussion**: This could help clarify expectations. Sofia knows someone who helps boards become more efficient, and could refer him to us. Lindsay brought up the difference between roles of committees vs. members, which could also be clarified.
	+ **Kathryn pointed out ATA Handbook + Bylaws** – govern our group, so it is important that everyone be familiar with them. It would also be a good idea for everyone to become an ATA voting or certified member.
	+ It would be a good idea to recruit people for committees even if they are not on the board.
	+ The members of the committee were discussed.
* The motion carried unanimously, and the committee will be established.
* Status of Nominating Committee and at large members: Diana has not yet found an at-large member.

**New Business**

**WASCLA Conference**

* + Shelley made a motion, “*I move that NOTIS agree to sponsor the WASCLA Summit as a Gold Sponsor and ask them to allow three NOTIS members to attend the event free of charge.”*
		- The motion was opened for discussion.
		- Lindsay moved to amend Shelley’s motion to read “…as a Gold Sponsor for $500 and to earmark an additional $300 to subsidize attendance for two other members.”
		- The amendment to the motion carried unanimously.
	+ The motion as amended carried unanimously.
	+ Sofia will communicate with WASCLA about the details.

**MedSIG Letter and Suggestions:**

* + Saori made a motion, “*I move to allow MedSIG to use the webinar platform NOTIS has been using*.” The motion was seconded, and opened for discussion.
		- Brooke thinks that it would be more cost-effective to buy a year subscription ($1068/year) (vs. $109/month).
		- For logistics, it might be easier to create a new email account that could be shared between CISIG and NOTIS for logistics.
		- Lindsay moved to amend the motion to state, “*We accept in theory the webinar proposal presented by MedSIG and we should request more budgetary and logistical information.*” Seconded and carried.
* The main motion as amended carried unanimously.

**MedSIG Name change to Community Interpreting Special Interest Group**

* As requested by MedSIG, Sofia made a motion: “*I move to change the name of the MedSIG committee to CISIG committee.*”
* Shelley amended the motion to read “*I move to refer back to MedSIG that they consider changing the name to Community Interpreter Division*” The amendment to the motion carried.
* The main motion as amended carried unanimously.
* Sofia will speak with MedSIG.

**Elimination of physical registrations**

* + Julie made a motion, “*I move to have NOTIS to accept payment only through PayPal or another online payment provider in 2017, and to no longer accept checks for membership dues, event registration, or any other fees*.” The motion was seconded and opened for discussion
		- Some board members are concerned that there still people who are too uncomfortable with using online payment, and this could be too restrictive for events.
		- The motion was voted down, and will be put on a later meeting agenda.
		- For the next meeting, we will discuss this and other office manager duties, and the office manager role in general.

**Regular Business**

**Membership Report by Naomi**

See report.

**Finance report by Thei**

The financial report was reviewed and approved by the board members.

**Website Report**

No report.

**Advocacy Report by Sofía**

Social event: Sofia is planning to invite people to Vermillion for the event hosted by At the Inkwell, meeting before the event at 5:30, on Sept 13.

**Social Media Report by Saori**

- See report.

**Website/Directory Marketing Committee Report by Shelley**

- We now have Google Analytics on our website now so we can obtain statistics about website visits.

- Shelley will begin to do some directory advertising.

**Medical Division Report by Cindy Roat**

- See report: discussed under new business.

**Social Activities Report by Saori**

- See report. We need to start thinking about end-of-year party.

**Court Interpreter Division Report**

- No report.

**Translation Division Report by Elise**

- Looking for volunteers for September workshop.

**Linguistic Blog Committee Report**

- See report.

**Webinar Committee Report by Brooke**

- Second webinar in October (and possibly later): there are two different potential speakers.

**Review of Action Items**

Kathryn will send out the list of action items for members to review.

**Housekeeping**

1. Dates for next two meetings:
	1. The following meeting will be online, on **Tuesday, September 20 at 7:00 p.m**.
	2. The following meeting will take place on **Tuesday, October 18 at 7:00 p.m.** at Julie’s house.

**Announcements for the Good of the Society**

- None

**Meeting adjourned at 8:56 p.m.**