

## NOTIS BOARD MEETING MINUTES

February 7, 2014

**Board Members Present:** Saori Sampa, Nancy Leveson, Kathryn German, Thei Zervaki, Fumi Janssen, David Neathery, Julie Wilchins, Linda Noble, Paul Natkin, Milena Calderari-Waldron, Louise Morehead (arrived 7:36 pm), Alicia Lanzner (arrived 7:41 pm)

**Others Present:** Naomi Uchida (Office Manager)

**Call to order at 7:10 pm**

**Agenda accepted**

**Approval of minutes from January meeting**

Motion by Nancy Leveson: I move that the minutes as amended be accepted. Seconded by Linda. Motion passed.

**Review of action items by Kathryn**

New **Action Item:** By 2/28, board members will submit bios and photos to Katrin for publication in next Northwest Linguist. Kathryn will circulate questions to be answered this weekend.

New **Action Item:** All board members should review website and provide any suggested changes to Linda.

**President's remarks by Kathryn**

-Norma Candia seeks collaborators to start informal discussion group for Spanish-language interpreters and translators. Contact her with names of any interested participants

-Board members will undertake review and updating of current NOTIS policy documents.

**Business**

**Office Manager Report by Naomi**

-Numerous members have failed to pay for 2014 renewal. Nancy will remind former WITS members to renew.

-Linda and Alicia will now pick up mail. Angela will forward WITS mail to Naomi. WITS mailbox is paid up through end of 2014.

**Action Item:** Linda, Nancy, and David will update WITS website as appropriate to reflect merger.

**Action Item:** For next meeting, board will consider which emails should be sent to all members so that members receive useful information from NOTIS but are not inundated.

Motion by Nancy Leveson: I move to send out membership cards as pdf files to members. Seconded by Paul. Motion passed.

-Kathryn clarified that requests for reimbursement must be made through submission of reimbursement form with original receipt.

### **Finance Report**

-Paul raised uncertainty regarding which tax and reporting forms should be filed with federal and state governments.

Motion by Linda Noble: I move that the discussion about these filings be handled by the finance committee and that Julie will advise the finance committee. Seconded by Paul. Motion passed.

**Action item:** Julie will research our tax/990 filing requirements and report to the finance committee.

### **Advocacy Committee Report by Milena**

-The committee rewrote letters for bills from last year that were reintroduced this year.

Motion by Milena Waldron (re HB2617): I move to approve the letter in spirit as it will be revised by Julie tomorrow. Seconded by Julie. Motion passed.

Motion by Milena Waldron (re HB1542): I move to approve the letter in spirit as it will be revised by Julie tomorrow. Seconded by Louise. Motion passed.

Motion by Linda Noble (re civil rights flyer for 2/10 Latino Legislative Day): I move to approve the civil rights flyer with the corrections I've described. Seconded by Milena. Motion passed.

**Action item:** Board members should forward Milena the names of potential volunteers to serve on a committee to revise the Washington Administrative Code section regarding DSHS interpreter certification.

-Division of labor for NOTIS advocacy was discussed. Consensus reached that:

- The advocacy committee will decide which issues to address, decide on positions, and draft communications
- These communications will be circulated to the executive committee, and the whole board will be copied
- Board members will direct any comments or questions to the executive committee and the advocacy committee chair
- The executive committee will provide final approval
- Letters will be signed by the NOTIS president

Motion by Julie Wilchins: I move to have the working arrangement described above, to be formalized in a written policy document at a future date. Seconded by Linda. Motion passed.

-Milena will advise the executive committee on each issue's urgency, so they can act accordingly

### **Website report by Nancy**

Motion by Linda Noble: I move to approve spending a total of \$1600 to update the website [per option 1 of Katrin's website options report]. Seconded by Paul. Motion passed.

**Outreach report by Nancy**

-After website updated, board will consider printing magnets and postcards for Katrin to distribute at Chamber events in Tacoma

**MedSIG report by Louise**

-There will be an event 2/15 at which Linda Golley from UWMC will present

**Court Interpreter Division report by Linda**

Motion by Julie Wilchins: I move to call the court interpreter division the "Court Interpreter (WITS) Division". Seconded by Louise. Motion passed.

-Linda will have an advisory/steering committee assist her on deciding direction for the division. Current participants include Nancy, Emma Garkavi, Eunyong Kim, and potentially Irene Hawkins. They will survey members on their preferences.

**Housekeeping**

-NOTIS has started using DropBox on a trial basis as a means of sharing files online.

-Next meetings:

    Wednesday, March 12, at Louise's house. 6 pm potluck, 7 pm meeting.

    Friday, April 25, at Alicia's house. 6 pm potluck, 7 pm meeting.

Meeting adjourned 8:52 pm