

NOTIS BOARD MEETING MINUTES

Friday, April 25, 2014

Board Members Present: Kathryn German, Nancy Leveson, Linda Noble, Thei Zervaki, Milena Calderari-Waldron, Paul Natkin, Saori Sampa, Naomi Uchida (@ 7:16), David Neathery (@ 7:16)

Call to Order at 7:00 pm

Agenda accepted

Approval of minutes from March 12 meeting

Motion by Linda Noble: I move to accept the minutes from the March 12 meeting. Seconded and passed.

Review of action items by Kathryn

Items 2, 8, 14, 17 and 18 were determined to be ongoing.

President's Remarks by Kathryn

Spanish Special Interest Group. Spanish Interest Group chaired by María Lucas and Norma Candia has started functioning. Their first meeting is scheduled for this Sunday in Greenlake and meetings are pretty informal group.

ATA. NOTIS reports for ATA have been finalized. There is a discrepancy between NOTIS members self-reporting as ATA members and the ATA's membership directory. There is a need for a volunteer to double check ATA membership status.

PayPal. The NOTIS PayPal account has been squared away. The account holder was located, the old PayPal account was closed and a new one under NOTIS control has been set up.

Med SIG. Medical Special Interest Group wants to expand by offering even more workshops and in other locations other than Puget Sound. The board will look at plan for expanding for next year.

Elections. Nomination Committee for the next election cycle needs to be established. We have two members at large, Renata Akalin and Naomi Uchida who are already on that board. We still need a current board member to sit on that committee. The Elections Committee needs volunteers as elections supervisors.

Action Item: Kathryn and Nancy will ensure that the Nominating and Election committees are staffed with the necessary volunteers.

Office Manager Report by Naomi

March was quite a busy month with about 500 incoming emails. 12 new members joined NOTIS. The changes to the PayPal account proved quite challenging but all issue have been now

resolved. Naomi is the primary account holder. Transfer amounts from PayPal into NOTIS bank account were previously limited to \$500 per month but are now unlimited.

Action Item: Add to financial policy document that every year the PayPal account must be updated to ensure that the current Office Manager has access to it.

Naomi will be out of the country from May 6 to June 5 and she will have internet access on and off. She will be able to carry out most of her duties from a distance. Phone calls are very few with only 3 last months. Naomi can listen to those messages through the Internet.

Action Item: Linda will keep an eye on the NOTIS mailbox for ATA check.

MedSIG workshop scheduled for May 17 is all set up and Cindy Roat has all the necessary access.

Action Item: Naomi will work with Cindy to set up the June 28 workshop before Naomi leaves.

Action Item: David will work with Naomi to set up the Voice Preservation workshop registration before she leaves.

Financial Report by Kathryn

Fumi Janssen out of the country and will be back by May 1. All the WITS funds have now been transferred to the NOTIS account.

Action Item: David will work with Sheila Harrington to put a warning on the WITS website that the online directory will be pulled down as of May 1.

Advocacy Report by Milena

HB 1709 was signed into law by the Governor and has been funded in the supplemental budget. Accordingly, the Office of the Education Ombudsman (OEO) must conduct a feasibility study for the development of a state foreign language education interpreter-training program designed to create a pool of trained interpreters for public schools. OEO must submit the study to the legislative education committees by February 1, 2015. Washington State may be looking at a fourth spoken language interpreter certification program. Milena has already contacted OEO and provided information useful for their drafting of the future report.

NOTIS sent to DSHS/LTC (Language Testing and Certification) its comments on the proposed changes to the Washington Administrative Code (WAC 388-03) that regulates the DSHS Spoken Language Interpreter and Translator Certification Program. Our comments were well received and appreciated by Dr. Fu, LTC's program manager. The entire WAC changes process will take about one year and will require NOTIS members to testify at future public hearings.

NOTIS appointed Susana Stettri-Sawrey as its representative on the Professional Development and Training Committee (PDTC) created pursuant to Article 4 of the Interpreters United 2013-15 collective bargaining agreement. The PDTC met in Olympia for the first time on March 26. Present at that meeting were representatives of HCA, DSHS, Susana Stettri-Sawrey (NOTIS),

Milena Calderari-Waldron, Louise Morehead, Sarah Clifthorne (WFSE Staff) and Therese Mirande (Pierce College). This committee will meet on a monthly basis.

Court Interpreter Commission Report by Linda

Linda Noble and Sam Mattix, in conjunction with other commission members, have been busy drafting a set of guidelines regarding online interpreter scheduling to be presented at the Consortium for Language Access in the Courts (CLAC) conference scheduled for this weekend in Portland, Oregon.

Andrew Bauck, staff at King County Office of Performance, Strategy and Budget staff, reached out to the Interpreter Commission regarding their future report on interpreter services. Both Linda and Sam were suggested as the people whom they should talk to which is exactly what NOTIS Advocacy had already told Andrew Bauck. The report is due June 30, 2014.

Website Report by Nancy

Katrin Rippel reports that there have been 620 visitors to the NOTIS website in the past month. The website updates have made it easier to add new pages. Nancy is currently testing the newly updated online directory. The online directory is a big selling point for our membership.

Action Item: Kathryn will send an email to board members to do some searches on the directory and report back.

Outreach Report

306 fans on Facebook. Katrin is keeping up with Twitter and LinkedIn. The board chose a logo for the NOTIS online directory. At the next meeting we need to find someone to take over Outreach. Discussion ensued about using our funds to hire a marketing expert.

Action Item: Each board member will bring a marketing idea on how to promote the online directory.

Action Item: Kathryn will contact a marketing professional.

Action Item: Kathryn will create a marketing ideas document on the drop box.

List of sites where we could advertise our online directory:

Alumni magazines, League of Women's Voters elected officials' directory, Bar Association, Association of Washington Businesses, Chambers of Commerce, Insurance Companies, Investigators, KOW, Trade associations.

Programs Report

MedSIG. NOTIS made \$1,650.00 in profits from the Med SIG workshops.

Action Item: Kathryn will ask Cindy if it would be possible to have the NOTIS annual meeting at Children's Hospital after their morning workshop scheduled for November 22.

Translation. The translation workshop still hasn't found a date or location. We are planning for mid-July.

Action Item: They will contact presenters to finalize dates and location.

Court Interpreting. David informed that Dorene Wai, Cantonese court interpreter, would like to volunteer in the WITS division.

The Voice Preservation workshop is set for June 26 at the UW.

Action Item: David will request CECs from AOC, and DSHS. David will coordinate registration with Office Manager Naomi. David will send an email to ATA asking them to promote our workshop on their website.

ITD. The International Translator Day is set for September 20 at the Boeing Museum of Flight. Saori held a kick-off meeting. Louise is handling venue and catering. We are still looking for speakers.

Policy Documents

Discussion ensued regarding updating NOTIS Policy Documents currently posted on the website.

Motion by Linda Noble: I move to adopt the Financial Policy Document which incorporates the changes that we discussed. Seconded and passed.

Action Item: Kathryn will post Policy Document #7 on the website.

The consensus was to calmly review all the other policy documents so that they can be discussed and moved at the next board meeting.

Action Item: Board members will review the policy documents and send changes to Kathryn via email.

Motion by Linda Noble: I move that we approve the proposed budget for the June 26 workshop as submitted by David Neathery. Seconded and passed.

Next meetings

June 11 via telephone conference.

July 25 at Kathryn's home.

Meeting adjourned at 9:20 pm

Minutes Accepted at Board Meeting June 11, 2014

Final 6/12/14